



INSTRUCTIONS FOR THE ARC/GOA PRE-APPLICATION

IMPORTANT: THE MAXIMUM GRANT REQUEST IS \$250,000, NOT TO EXCEED 50% OF THE PROJECT COST. ACTUAL FUNDING, IF AWARDED, MAY BE LOWER THAN THE AMOUNT REQUESTED. THE ARC/GOA PROGRAM IS GAP FINANCING AND OTHER FUNDING SOURCES MUST BE COMMITTED OR IN PROCESS OF BEING COMMITTED.

1. **Project Title:** Self explanatory
2. **Project Grantee:** Legal Name of Applicant Organization
3. **Contact Person:** name, address, phone, and e-mail
4. **Engineer:** name, organization, address, phone, and e-mail
5. **Counties served:** List the county(ies) in which the project is located or that the project will serve and the number of people who will benefit from the project. The Economic Status of all counties in the OMEGA region is “**Transitional**” with the exception of Jefferson County which is “**At Risk**”.

Example: A waterline project in Cadiz would only list Harrison County. A project requesting funds for a technical school or regional college would list the Appalachian counties from which they draw students.

6. **Basic Agency:** If this project involves any construction, a basic agency is required for ARC funds. ARC has no administrative capacity for construction projects. Another federal agency, also having funding in the project, must agree to administer the ARC funds. Federal agencies that are eligible to administer ARC funds are: USDA Rural Development, US Department of Housing and Urban Development (HUD) (if CDBG funds are included), Ohio Environmental Protection Agency (Ohio EPA) (for water and sewer projects funded by Ohio EPA), Economic Development Administration (EDA), Ohio Board of Regents (for education projects), and road projects administered by ODOT, if they are receiving ARC Access Road dollars.

ARC dollars “turn into” the federal agency’s dollars. That specific federal agency’s rules apply. This means, if you pick CDBG as your basic agency, your project will have to benefit over 51% low-moderate income (LMI) population. All federal agencies require that an Environmental Review be completed, and Federal Prevailing Wage rates be paid. Other distinct requirements may also impact your project. If only state and/or local funding will be used to match ARC/GOA funds, then list “Not Applicable” under Basic Agency. OMEGA will work with the federal agency during the full application phase to obtain the Basic Agency Commitment.

7. **ARC Investment Goal/Strategy (objective):** view the document “2017-2020 ARC Strategic Goals & Objectives” on the Appalachian Regional Commission website www.arc.gov/publications/ARCProjectGuidelines or the OMEGA website www.omegadistrict.org. Pick only one goal and one objective each. If your project fits more than one goal and strategy, pick the one that seems the most applicable.

GOA Investment Goal/Strategy: view the document “2016 State Strategies” on the OMEGA website www.omegadistrict.org. Pick only one goal and one objective each. If your project fits more than one goal and strategy, pick the one that seems the most applicable.

8. **Purpose:** What is the primary purpose? Your answer should tell why you picked the goal and strategy that you did. For example: Replacement of the 200,000-gallon water storage tower in the village of XYZ will provide adequate and safe drinking water for 230 residents.
9. **Funding:** List your type, amount (**nearest \$100**), percent of the total, source, and status. Briefly describe the status of obtaining the other funding sources. ARC funds cannot be more than 50% of the total project cost, unless your project is in an ARC designated distressed county, of which there are none in OMEGA at this time. Following is an example:

Type	Amount	Percentage	Source	Status
ARC or GOA	\$200,000	8%	Area Development	This Pre-Application
Federal	\$400,000	16%	USDA RD Grant	Committed
State	\$200,000	8%	OPWC Grant	Pending
Local	\$1,600,000	64%	USDA RD Loan	Committed
Local	\$50,000	2%	General Fund	Committed
Private	\$50,000	2%	Jones Foundation	Pending
Total	\$2,500,000	100%		

10. **Project Description:** Describe what you are doing, where you are doing it. For construction projects include detailed description such as 2,000 l.f. of 8” water line will be installed. Provide status of project and milestone schedule (month and year) to include (as applicable) design, environmental, right-of-way acquisition, permitting, bidding, and construction.
11. **Strategic Rationale:** Briefly describe the problem that the project will address, and how this problem and solution impact the applicant/project area. Why must it be done? If you have a local plan with which this project aligns, cite the plan and attach with your application.
12. **Collaborative Partners:** Identify local, regional, and/or state partnerships that will support the project. If the applicant is a non-profit, health, or educational facility, provide local letters of support from county commissioners and/or mayor of a community to demonstrate that the local government is supportive and aware of the ARC request. Letters of support from federal and state legislators are not required for the pre-application. If your project is selected for a full application, then these letters of support would be beneficial.
13. **Project Sustainability/Capacity:** Briefly describe how the project will be sustained once ARC assistance is no longer available. Describe previous experience with similar projects.

Example: For our wastewater treatment plant improvement project, our sewer rates are sufficient to operate and maintain the improvements as well as to establish a replacement fund. In addition, we have two Class III certified operators who have the technical skills needed to operate the new facility.

14. **Impact Measures:** View the document “*ARC Guidance for Performance Measures*” to determine how to identify quantifiable Outputs and Outcomes. This document can be found on the OMEGA website or on the ARC website at:
www.arc.gov/images/grantsandfunding/grantee_info/GuidanceforPerformanceMeasures.pdf

Output/Outcome: ***Please use bullet points.***

Required Attachments

- Signed and Sealed Certified Engineer’s or Architect’s Cost Estimate for construction projects only
- Minimum of one vendor quotation for equipment projects only
- Documentation on commitment of other funds to include a letter signed by the Chief Financial Officer on local share
- Service Area Map
- Letters of Support from **Local** Officials (see Item 12)
- Other Documentation to support pre-application

Questions

Contact Alan Knapp, OMEGA’s ARC Program Manager at alank@omegadistrict.org or at (740) 439-4471, ext. 211

**Submit the GOA/ARC pre-application, with attachments, by March 30, 2018 to:
alank@omegadistrict.org (preferred), or mail copies to:**

OMEGA
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Cambridge, Ohio 43725
Attn: Alan Knapp