

ARC Pre-Application Checklist

You will need the information below to fill out the BHRC ARC Pre-Application.

- Respondent Information
 - Who is filling out the application?
- Applicant Information
 - Who is the project for?
- Point of Contact Information
- Ohio Administrative Knowledge System (OAKS) Vendor ID
 - Unsure of OAKS? Find it [here](#).
- Employer Identification Number (EIN)
 - Unsure of your EIN? Find it [here](#).
- Unique Entity Identifier (UEI)
 - Unsure of your UEI? Find it [here](#).
 - UEI Expiration Date
- Project Name (For Example: Sewer Line Extension, Wood County)
- Project Type (Construction or Non-Construction)
- If construction, physical address of project.
 - Longitude and Latitude, if possible. (optional)
- Project Description
 - Describe major activities to be conducted.
 - Address who, what, where, when, and how.
- Strategic Rationale
 - Identify problems and/or opportunities the project will address.
 - Explain critical circumstances that compel the project to be funded.
 - Describe how the project supports a regional strategy or plan.
- Counties Served Documentation
 - Upload a letter of support/email from community partners within each county served.
- ARC Goal Area Alignment
 - [ARC Investment Priorities](#)
- State Goal Alignment
 - [Ohio Appalachian Development Plan](#) (pages 16 – 19)
- Core Performance Measures and Stand-Alone Performance Measures
 - [Guide to ARC Project Performance Measures](#)

- Documentation of Project Readiness
 - For construction projects: Documentation of Engineering, preferably a Preliminary Engineering Report, is recommended. If a Permit to Install is necessary for your project, you are required to upload documentation. If a Permit to Install is unnecessary, proof from the EPA must be uploaded. At a minimum, a certified cost estimate needs to be uploaded. For projects that involve job creation or retention, please attach letters from the company(ies) on company letterhead, in their own words, committing the jobs for creation or retention.
- Documentation of Federal/State/ Local/Other Court Directive/Urgency of Need/Health and Safety (optional)
 - If you are legally compelled to complete your project, upload documentation of the directive that compels you.
- Total Project Cost
- Amount Requested from ARC (Construction projects may apply for up to \$750,000. Non-Construction projects may apply for up to \$500,000.)
- Amount Needed for Match
 - Calculate your match [here](#).
- Funding Justification
 - Detailed explanation of what the funds will be used for.
- Project Cost Breakdown
 - Demonstrate matching funds
- Funds Committed/Match Documentation
 - Documentation for each funding source that is committed.

If you have any questions about the above checklist, please contact Emma Yeager at eyeager@buckeyehills.org.