



# Best Practices for Managing Your Project in Pathways

## Grantees Subject to Modified Processes

Specialized project types may have additional or modified post-award requirements or processes.

Please be sure to **refer to your grant agreement, specific grant program guidance** and **consult with your project coordinator** to ensure you understand project-specific post-award requirements.

# Interim Reports



Appalachian  
Regional  
Commission

# Interim Report Checklist

- ✓ **Report Setup:** Identify report and payment types as well as reporting period dates.
- ✓ **Progress Report:** Document progress of project activities and performance measures.
- ✓ **Financial Report:** Report on costs incurred during the current reporting period for reimbursement and/or request an advance payment.

# Interim Reports

Standard reports that are due at regular intervals throughout the grant period

**Purpose:** To communicate project activity, progress, and budgetary needs/spending.

**Frequency:** Reporting periods are every **120 days** by default from the project start date. Reports are due within 60 days of each reporting period end date.

**Required for grant to remain active, to stay in compliance with federal regulations, and to receive award payments.**

# Sample Reporting Schedule

## Grant Start Date: May 1, 2025

**1st Reporting Period:** May 1, 2025, through August 29, 2025 *(120 calendar days from grant start)*

**1st Report Due Date: October 28, 2025** *(60 calendar days after 1st reporting period end date)*

**2nd Reporting Period:** August 30, 2025, through December 28, 2025 *(next 120 calendar days)*

**2nd Report Due Date: February 26, 2026** *(60 calendar days after 2nd reporting period end date)*

Etc...

**Tip:** Based off your grant start date, determine when each 120-day reporting period will be, determine each report due date, and put them on a calendar with scheduled reminders!

# First Step: Report Set-Up

S ASSURANCES AFFA AMENDMENTS FINANCIAL TRANSACTIONS PROJECT REVIEW **POST-AWARD ACTIVITIES** MATCH REQUIREMENT APPROVALS ADMINISTRATION

Project Report **Create a new report**

 1-1 of 1  

- Use the green + button for the first report only

|                                                                                  | # | Activity Type  | Report Type | Report Number | Payment Request Type | Payment Request Number | Owner                | Current Report Due Date | Status | Created Date       |
|----------------------------------------------------------------------------------|---|----------------|-------------|---------------|----------------------|------------------------|----------------------|-------------------------|--------|--------------------|
|  | 1 | Project Report | Interim     | 1             | Reimbursement        | 1                      | Krystal Rodney (LDD) | 03/01/2027              | Draft  | 06/22/2026 09:37AM |

< BACK



- Subsequent reports will appear in draft mode. Click to edit, complete, and submit

# Report Setup

**Report Type:** Interim or Final

**Current Period Start and End Dates:** Should cover a 120-day period

## **Payment Request Type:**

- **No Payment Request** – no current or forecast period costs being requested
- **Reimbursement** – for expenses incurred (and outlays from previous advance) in the current period
- **Advance** – for upcoming expenses at project start only
- **Reimbursement + Advance** – for both current and forecast period costs in the same report

**Forecast Period Start and End Dates:** Will display in the Financial Report tab if an Advance option is selected for Payment Request Type

# Interim Progress Reports

# Interim Progress Reports

**Background:** Provide a brief summary of the project, why it was needed, the goal it is serving to advance. This summary should remain the same for all reports.

**Activities:** List the main activities that have taken place in this reporting period – must align with approved scope of work and your reimbursement request. Note any changes that have taken place.

**Project Outcomes:** Report on progress towards initial estimates of performance measures and any unexpected benefits.

# Interim Progress Reports

**Problems Encountered:** Discuss any problems/challenges encountered during the reporting period and if/how they were resolved.

**Upcoming Activities:** Activities anticipated to be completed during the next reporting period. **Include justification for advance request here, if applicable.**

**Performance Measures (Table):** Enter the measures that have been achieved during the current reporting period (a cumulative number will auto populate).

# Supplemental Attachments

**Optional:** Highlight progress or key events with supplemental attachments.

- Website Links
- Pictures
- News Clippings
- Videos
- Evaluations

# Interim Financial Reports

# Interim Financial Report

- **Federal Expenditures:** Gather all necessary financial data and determine the federal share of all project-related expenses for the current reporting period.
- **Match Contributions:** Track the amount of match spent during the current reporting period.
- **Budget Comparison:** Compare your actual spending to the approved budget for each cost category. Note any variances.
- **Complete the Summary of Costs Table:** Input your current period costs into the pop-out table in Pathways to report on all project-related expenses for the current reporting period.
  - **If you are requesting an advance,** input your forecast period costs you anticipate spending in the forecast period.
  - **Reminder:** On the next interim report, you will need to report back on the actual costs spent from the advance in the current period costs table.

## Notes on Advance Payments

- Forecast period should not extend beyond a single 120-day reporting period
- Advance funds **must be spent in the 120-day forecast period**
- ARC will not advance funds for final payment at the time of closeout
- Include **justification** in the *Upcoming Activities* section of your progress report explaining why an advance is needed

# Tracking Your Grant Funds and Match (Cash and In-Kind)

- ✓ **Time and effort of both staff and volunteers**
- ✓ Fringe Benefits
- ✓ **Consultant/Contractor**
- ✓ Travel and Per Diem
- ✓ Supplies and Materials
- ✓ Equipment
- ✓ Other Expenses and Services
- ✓ Indirect Charges

# Example Workflow for Tracking Match Expenses

Approved Budget

Partner/Subrecipient  
Incurs Expenses

Documentation  
Collection

Recipient Review and  
Verification

Expense Tracking

Reporting

Record Retention and  
Monitoring

# Payment Process Overview

- Reports are **subject to review and approval** by project coordinator before payments are released. Payments are typically processed within 30 days (final payments may take an additional 3-4 weeks).
- Payments are provided via ACH; an **SF 3881 form must be on file** with ARC and align with SAM.gov
- **SAM.gov** registration must be active to receive payment

- Put a **recurring event** on your calendar as a reminder to prepare and submit reports
- Expenses must align with your approved budget and scope of work and be incurred within the period of performance
- **Retain supporting documentation of expenses incurred**, but you do not need to submit these unless requested by ARC
- **Access to Capital Grantees** only will submit reports via the paper process and should contact their project coordinator prior to first reporting due date
- **Reach out to project coordinator if any issues or questions arise. Don't wait!**

## Additional Tips

# Final Report



Appalachian  
Regional  
Commission

# Final Report Checklist

**Checklist is similar to** Interim Reports:

- ✓ **Report Setup**
- ✓ **Progress Report**
- ✓ **Financial Report**
- ✓ **Final Deliverables (Plans/Reports)**

# Final Report

- Select "**Final**" in the **Report Setup** tab for **Report Type**.
- The **Final Progress Report** is similar to Interim Reports with **two additional sections**:
  - *Program Continuation and Sustainability*
  - *Conclusions and Recommendations*
- The *Conclusions and Recommendations* section is **cumulative** and should summarize project beginning to end.
- Final Report is **due within 60 days of the project end date**.

# Final Report: Progress Report Outline

- ✓ **Background:** Provide a brief summary of project. This should be the same as your previous reports.
- ✓ **Activities:** List the main activities that have taken place in this reporting period – must align with approved scope of work and reimbursement request. Note any changes that have taken place.
- ✓ **Project Outcomes:** Report progress towards initial estimates of performance measures and any unexpected benefits.
- ✓ **Problems Encountered:** Discuss any problems/challenges during the reporting period and if/how they were resolved.

# Final Report: Progress Report Outline

- ✓ **Program Continuation and Sustainability:** Discuss future outlook and ability to sustain the project into the future without ARC funding.
- ✓ **Conclusions and Recommendation:** Provide a summary of entire project and lessons learned. Describe any successes and ideas you might reconsider for future projects.
- ✓ **Performance Measures (Table):** Enter the measures that have been achieved during the current reporting period. Ensure the cumulative number equals your total numbers at the end of the project.

# Final Report: Financial Report

Ensure that **all eligible costs** throughout the life of the grant have been reported (even if your project includes the 10% withholding rule).

The **minimum match requirement** must be met to close out the grant.

Only include expenses incurred within the project's period of performance.

# Final Deliverables

Provide any required **final plan/report** documents:

- Planning reports
- Strategic plans
- Marketing reports
- Evaluations
- Architectural designs

# Submitting Reports to ARC



Appalachian  
Regional  
Commission

# Report Submission

\* Payment Request Type

Reimbursement

Save Draft

→ Send to Authorized Rep

➤ Anyone with editing access and preparing reports sends to AR

|                                | Measure Amount | Amount |   |
|--------------------------------|----------------|--------|---|
| Businesses improved (outcome)  | 1              |        | a |
| Businesses served (output)     | 2              |        | b |
| Communities served (output)    | 5              |        | c |
| Communities improved (outcome) | 4              |        | d |
| Households improved            |                |        |   |

Save Draft

→ Certify and Submit

Back

Next

➤ Authorized Representative submits to ARC

## Coordinator Review

- Project Coordinator receives certified report
- Project Coordinator reviews and adds annotations when edits are needed and returns to applicant
- Applicant receives email notification – this includes Primary Contact, Authorized Rep, State Staff
- Anyone with editing access can respond to annotations
- Once all issues are addressed via annotation, Authorized Rep will have to recertify and resubmit

# Approval and Payment Process



>\$100,000

**Less than \$100k:** Project Coordinator approves, sends to finance, Federal Co-Chairs signs off, payment is disbursed



≤\$100,000

**More than \$100k:** Project coordinator approves, send to **Division Director for review/approval**, on to finance, Federal Co-Chairs signs off, payment is disbursed

# Changes to a Project



Appalachian  
Regional  
Commission

# Do I Need an Amendment?

## Questions to ask yourself:

- Is more time needed to complete the scope of work?
- Do you anticipate changes to the costs within the project's approved budget?
- Has there been staff turnover that impacts the key personnel of the project?
- Do you anticipate changes to the workplan, project activities or project geography?
- Are the performance measures no longer realistic?

**If yes, contact your project coordinator!**

# Amendments in Competitive Projects

Applicants must have strong confidence in their ability to complete their proposed scope of work and achieve projected impacts with the project budget as submitted.

**ARC's ability to approve any post-award project revisions for competitively scored projects will be limited.** As these applications were competitively scored, modifications that would have likely affected that score will not be considered.

## No-Cost Extension (NCE)

### Example:

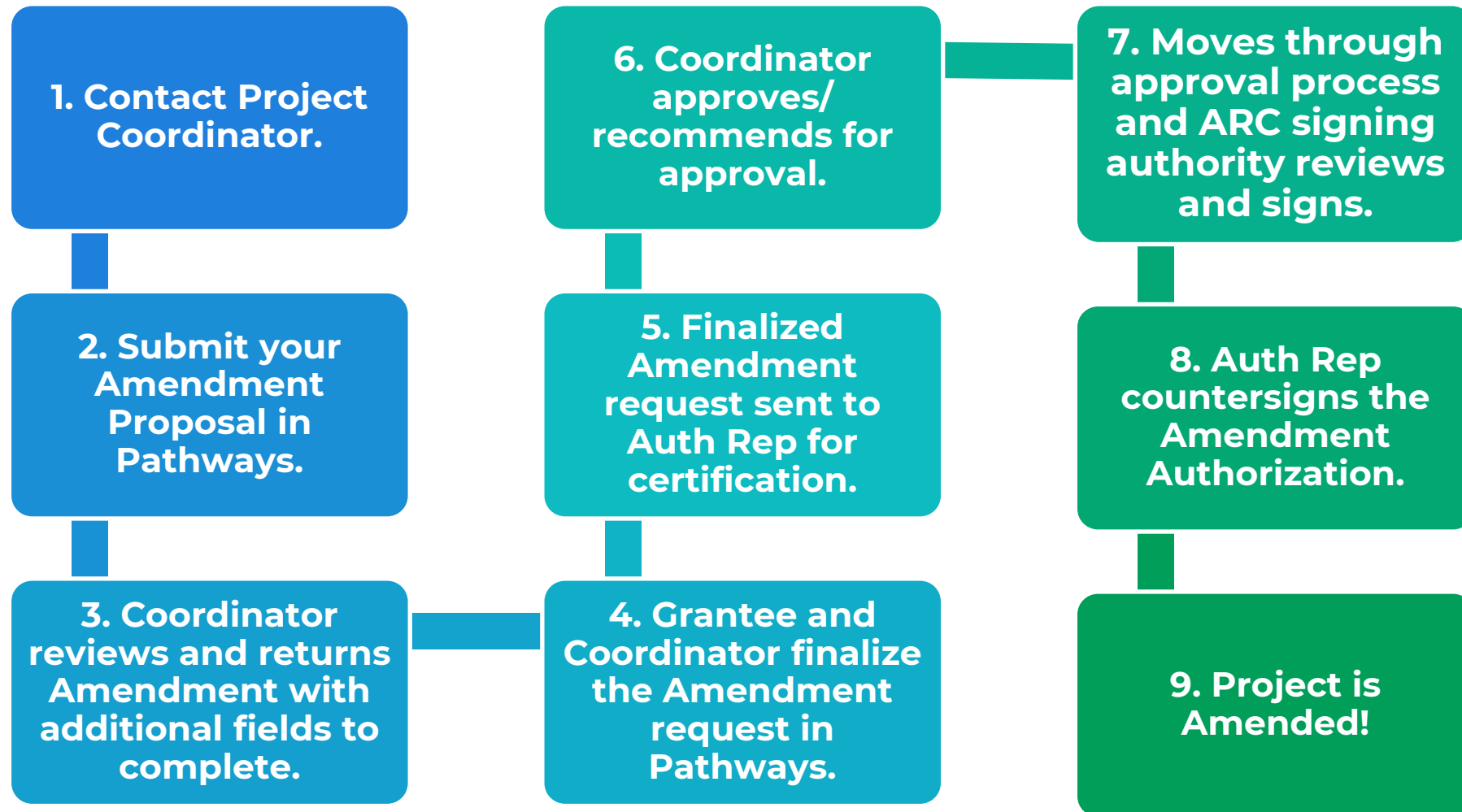
Appalachia Nonprofit's project end date is next month; however, they encountered delays due to staff turnover and have not yet completed their strategic plan. They reach out to their project coordinator to request a 12-month no-cost extension so they can successfully complete their project.

# Budget Amendment

## Example:

Since the start of the project, Regional Foundation has discovered they require supplies that were not previously requested to successfully complete their project. They also secured a contractor at a lesser cost than initially estimated. They would like to move \$10,000 from the Contractual line and add it to a new budget line for Supplies to cover these new costs that are needed.

# Amendment Process in Pathways



# Key Data to Include in Amendment Proposal

- **Description** of all proposed amendments including:
  - Time extension dates
  - Change in project scope; including workplan
  - Budget modification specifying line-item changes
- **Rationale** for each specific type of amendment
- If and how the approved **project service area** will be impacted by the amendment request
- If and how the approved **performance measures** will be impacted by the amendment request

# Documenting Cost Changes in Pathways

When **requesting cost changes** in a budget amendment, you must include your **complete revised budget** in the **revised amount columns** below.

What you include in these fields will become your **new budget, if approved**.

## Detailed Budget

| Budget Category | Budget Line Item Name            | Budget Notes                          | Cash or In Kind? | ARC Amount | Revised ARC Amount | Other Federal Amount | Revised Other Federal Amount | State Amount | Revised State Amount | Other Amount | Revised Other Amount | Total Amount |
|-----------------|----------------------------------|---------------------------------------|------------------|------------|--------------------|----------------------|------------------------------|--------------|----------------------|--------------|----------------------|--------------|
| Personnel       | Project management team          | Project oversight - Ignite team       | Cash             | \$20,000   | \$20,000.00        | \$0.00               | \$0.00                       | \$0.00       | \$0.00               | \$20,000.00  | \$20,000.00          | \$40,000     |
| Personnel       | Stakeholder participant team     | Local community engagement activities | Cash             | \$15,000   | \$15,000.00        | \$0.00               | \$0.00                       | \$0.00       | \$0.00               | \$15,000.00  | \$15,000.00          | \$30,000     |
| Supplies        | Supplies                         | Meeting materials, etc.               | Cash             | \$6,000    | \$6,000.00         | \$0.00               | \$0.00                       | \$0.00       | \$0.00               | \$6,000.00   | \$6,000.00           | \$12,000     |
| Travel          | Cost of travel around the county | \$0.67 per mile                       | Cash             | \$4,000    | \$4,000.00         | \$0.00               | \$0.00                       | \$0.00       | \$0.00               | \$4,000.00   | \$4,000.00           | \$8,000      |
|                 |                                  |                                       |                  | \$45,000   | \$45,000.00        | \$0.00               | \$0.00                       | \$0.00       | \$0.00               | \$45,000.00  | \$45,000.00          | \$90,000     |

# Key Personnel Changes

**Key Personnel refers to the Authorized Representative and Primary Contact on the project.**

## Authorized Representative

- Legal signatory for the lead applicant organization.

## Primary Contact

- Person to be contacted regarding all matters of the project and manage the day-to-day tasks of the grant.

If either of these contacts change, an amendment is needed. **Key personnel amendments are not processed in Pathways.** Instead, **contact your project coordinator.** Your coordinator will ask you to **complete a paper-based AFFA.** ARC's Project Compliance team will make the change in Pathways.

# Pathways Scavenger Hunt

## Pathways Scavenger Hunt- Find the Following:

- 1) Where in the system do you go to **view or add annotations**?
- 2) Where in the system can you **review project specific contacts**?
- 3) Where in the system do you go to **attach or review attached items**?
- 4) Where do you go to **submit your next report**?
- 5) Where can you **view your organization's profile**?
- 6) Where do you go to see a **list of all open projects**?
- 7) Bonus: **When an application is in progress- what are the steps to add a line item to the detailed budget table?**

Grant Management Portal

## My Applications

IN PROGRESS (4)
UNDER REVIEW (7)
APPROVED/ACTIVE (6)
CLOSED (1)

1-4 of 4

| # | Project Number Full | Application ID | Project Title                              | Lead Applicant Organization     | Primary Contact             | Implementation Type | Status                                 | Modified Date      |
|---|---------------------|----------------|--------------------------------------------|---------------------------------|-----------------------------|---------------------|----------------------------------------|--------------------|
| 1 |                     | PA-22761       | PA ARC Demo Application                    | Appalachian Regional Commission | Krystal Rodney              | Non-Construction    | Full Application Draft                 | 07/24/2026 01:35PM |
| 2 |                     | -22718         | Submitting a Competitive Application video |                                 | Krystal234 Rodney456        |                     | Full Application Annotations Requested | 06/12/2026 03:07PM |
| 3 |                     | PW1508         | TEST LOI contacts                          | Appalachian Regional Commission | Krystal234 Rodney456        |                     | LOI Draft                              | 06/11/2026 07:35AM |
| 4 |                     | PWATC          | Test ATC Non Con new                       | Cumberland, City of             | Krystal123 Rodney123 (App1) | Non-Construction    | Full Application Draft                 | 05/27/2026 03:05PM |

Applicant Home

Annotation Mode
Click a field for annotation options.

Try our New Design!
2 of 4

## Submitting a Competitive Application video

For this application, open in **Annotation Mode** by:

- Clicking the pencil icon in the top right corner of the screen.
- Clicking the annotation left on the application, updating the field data, and writing a reply.
- Clicking the C staff describing the change made.
- Clicking the added can be seen on the right side of the screen in a field by field list.
- Clicking the **Submit Annotations** button below to return the application to ARC.

Project Description (1)
Test annotation
Last replied by Krystal Rodney - Coordinator on 06/02/2026 10:02AM

Performance Measures (1)
Test annotation - add xyz performance measure
Last replied by Krystal Rodney - Coordinator on 06/02/2026 10:02AM

Readiness (1)
Test annotation
Last replied by Krystal Rodney - Coordinator on 06/02/2026 10:03AM

Project Funding Sources (1)

Project Information
PROJECT CLASSIFICATION
FINANCIAL
NARRATIVE
ATTACHMENTS

JUMP TO

←

▼

Try our New

Main

Notes

Invite Collaborators

-22741 - Non-Construction Convening May 2026

PROJECT INFO

APPLICANT INFO

PROJECT CLASSIFICATION

FINANCIAL

NARRATIVE

ATTACHMENTS

ASSURANCES

AFFA

POST-AWARD ACT

Salutation

First Name

Last Name

Email Address

Role

Status

No Results Found

Applicant Contacts

After a collaborator accepts their invitation, they will be shown as a contact below.

1-5 of 5

<

>

&lt; BACK

## -22741 - Non-Construction Convening May 2026

< PROJECT INFO APPLICANT INFO PROJECT CLASSIFICATION FINANCIAL NARRATIVE **ATTACHMENTS** ASSURANCES

### Supporting Documents - Application

|      | File Upload                                                                        | Status   | General File Description | File Type Description | File D |
|------|------------------------------------------------------------------------------------|----------|--------------------------|-----------------------|--------|
| Open | <a href="#">Pathways_intro_page.docx</a> , <a href="#">Pathways_intro_page.pdf</a> | Reviewed | Cover Letter             | Cover Letter          | File d |
|      |                                                                                    |          |                          |                       |        |

[ARRATIVE](#) [ATTACHMENTS](#) [ASSURANCES](#) [AFFA](#) **POST-AWARD ACTIVITIES** [AMENDMENTS](#) [FINANCIAL TRANSACTIONS](#) [SYSTEM-GENERA](#)

## ✓ Project Reports

### Project Report

| # | Activity Type  | Report Type | Report Number | Payment Request Type | Payment Request Number | Owner                | Current Report D |
|---|----------------|-------------|---------------|----------------------|------------------------|----------------------|------------------|
| 1 | Project Report | Final       | 1             | Reimbursement        | 1                      | Krystal Rodney (LDD) | 03/01/2027       |

[← BACK](#)

 Save Draft



# Welcome to the Appalachian Regional Commission (ARC)



My Profile



Organization  
Profile



3 Open Calls

My Applications



My Profile



Organization  
Profile



3 Open Calls

## My Applications

IN PROGRESS (4)

UNDER REVIEW (7)

APPROVED/ACTIVE (6)

CLOSED (1)

| # | Project Number Full | Application ID | Project Title            | Lead Applicant Organization     | Primary Contact | Implementation Type |
|---|---------------------|----------------|--------------------------|---------------------------------|-----------------|---------------------|
| 1 |                     | PA-22761       | PA ARC Demo Application  | Appalachian Regional Commission | Krystal Rodney  | Non-Construction    |
|   |                     |                | Submitting a Competitive |                                 | Krvstal234      |                     |

PROJECT INFO

APPLICANT INFO

PROJECT CLASSIFICATION

**FINANCIAL**

NARRATIVE

ATTACHMENTS

ASSU

✓ Budget

Detailed Budget

\$ Enter

Provide a detailed budget that lists the uses of ARC funds and all non-ARC matching funds and includes a detailed explanation of expenditure cost category, the associated line-item name, a brief description and calculation of cost, and the breakdown between ARC and match funds. The detailed budget must reflect the level of detail requested in the proposal.

# Pathways Resources

# How-To Guide

- Provides step-by-step instructions to utilize Pathways
- For state staff, grantees, LDDs, and basic agencies
- Posted on Grantee Resources

## How-To Guide for External Users



September 2025

[pathways.arc.gov](https://pathways.arc.gov)

Questions or help requests should be directed to [pathways-support@arc.gov](mailto:pathways-support@arc.gov)

# Training Videos

- Step-by-step instructions for post-award activities and signing grant agreement
- Where to find them:
  - Posted on the ARC website under Grantee Resources or the Pathways User Resources page



# Relevant Resources

- **Grants Admin Manual:** <https://www.arc.gov/resource/grant-administration-manual-for-arc-non-construction-grants/>
- **Pathways Resources:** <https://www.arc.gov/resource/pathways-user-resources/>
  - Also found here: <https://www.arc.gov/grantee-resources/>
- **Grant Compliance Guide:** <https://www.arc.gov/resource/grant-compliance-guide/>

# Please Take Our Survey!



[https://forms.office.com/g/mNEZ  
UsKAtj](https://forms.office.com/g/mNEZUsKAtj)

# Connect with ARC



[twitter.com/ARCgov](https://twitter.com/ARCgov)



[facebook.com/ARC.gov](https://facebook.com/ARC.gov)



[instagram.com/ARCgov](https://instagram.com/ARCgov)



[linkedin.com/company/appalachian-regional-commission](https://linkedin.com/company/appalachian-regional-commission)



**In the Region**

[arc.gov/newsletter-signup](https://arc.gov/newsletter-signup)