



READY

LOCAL GOVERNMENTS

How to Apply Webinar
February 8, 2024



1 Welcome, Introductions & Housekeeping

2 About ARC & READY Appalachia

3 Program Overview

4 Program Guidelines

5 Course Overview

6 How to Apply

7 Deadlines & Important Dates

8 Q & A

General Housekeeping

- Webinar attendees are automatically muted throughout the presentation.
- Put all **questions in the Q&A box (separate from the chat box)**. Any that are not answered in real time will be read aloud and answered during the Q&A time toward the end of the webinar.
- **Remember: posting your question will not only help you but likely others as well. We encourage you to ask anything that comes to mind!**
- **Recording:** A link to the recording and a PDF version of this **PPT will be provided via email** after the event. A survey will be included to get your feedback – **please let us know how we did!**

ARC & *READY Appalachia*



Appalachian
Regional
Commission

Appalachian Regional Commission



- Created in 1965
- Federal, state and local government partnership
- 13 states
- 423 counties
- 206,000 square miles
- 26 million people
- 74 local development districts

Appalachian Regional Commission

ARC VISION STATEMENT

Appalachia is a region of great opportunity that will achieve **socioeconomic parity** with the nation

ARC MISSION STATEMENT

To innovate, partner and invest to build community capacity and strengthen economic growth in Appalachia

ARC Strategic Investment Goals



Building Appalachian Businesses



Building Appalachia's Workforce Ecosystem



Building Appalachia's Infrastructure



Building Regional Tourism and Culture



Building Community Leaders and Capacity

Purpose of *READY Appalachia*

To advance the commission's **strategic goal of leadership and capacity building** through a **four-part program** designed to target the specific needs of **underserved groups** in the Region's most economically challenged areas.

READY Appalachia seeks to strengthen communities from within through **no-cost skills training**, expanded access to networks, information, and resources, and opportunities for **funding**.

Program Overview



Appalachian
Regional
Commission

Optimal Resources for Training Program

GrantWorks



\$8B+

Federal & State Funds
Secured & Administered



450+

Government-entity
Clients Served



400+

Employees Nationally



43

Years of Federal Grant
Management Experience

CO.STARTERS[®]



45+

Appalachia-based
Partner Organizations



350+

Communities Engaged



1,620+

Leaders Trained



24,700+

Cohort Members Trained



**MIDWEST
EVALUATION**
Shepherd & Company



25

Appalachia-based
Partner Organizations



500+

Program Evaluations
Monitored as a Federal
Contractor



50+

Federally Funded
Programs Evaluated



10,000+

Individuals Interviewed for
Program Evaluations

GrantWorks: Connecting Communities to a Resilient Future



● Learn full federal grant life cycle



● Work 1:1 with Grant Experts



● Real projects throughout training



● Create self-sustaining networks



● Secure federal funding independently

Program Guidelines

- Who is Eligible?
- Who are Target Groups?
- Nine-Week Virtual Training Course
 - What are Participation Requirements?
 - Baseline Survey & Evaluations
- What is a Capacity Building Grant?
 - Up to a \$50,000 Grant Award



Program Guidelines | Who Can Apply

Eligible Local Governments must be in the 423-county Appalachian Region

What is an Eligible Local Government?

Borough

City

County

Municipality

Parish

Town/Township

Federally-
recognized
Indian tribes

Program Guidelines | Who Can NOT Apply

Eligible Local Governments must be in the 423-county Appalachian Region

The following entities are ineligible to apply:

- Local Public Authorities (*including any public housing agency under the United States Housing Act of 1937*);
- Special Districts;
- School Districts;
- Intrastate Districts;
- Councils of Government (*Local Development Districts*); or
- Any Other Agency or Instrumentality of a Multi-State, Regional or Intra-State Government.

Program Guidelines | Target Groups

Special Consideration Given to Local Governments Serving the Following:

Distressed areas
and census tracts

Interagency
Working Group on
Coal and Power
Plant Communities

Rural Partners
Network
(Community
Network)

Historically
underserved and
marginalized
populations

Links:

- [Distressed areas and census tracts](#)
- [IWG - Priority Communities](#)
- [RPN - Community Networks](#)

Training Participation | Requirements

Nine Week Virtual Training Course

- April 29, 2024, through June 28, 2024
- One-on-one Sessions every other week

Three options for Weekly Course (all times Eastern):

- Tuesday 9:00 a.m. – 12:00 noon
- Wednesday 1:00 p.m. – 4:00 p.m.
- Thursday 9:00 a.m. – 12:00 noon

Training Participation | Requirements (Cont'd)

- Up to 90 Local Governments
- Two participants per Local Government

Highest Ranking Local Government Official (Elected or Appointed)

- Mayor
- City Council President
- City Manager
- County Manager or County Executive

MUST ATTEND **FIVE OF NINE**
TRAINING SESSIONS

MUST ATTEND **TWO OF FOUR**
ONE-ON-ONE SESSIONS

Second Participant (at the discretion of the Local Government)

- Local Government political representative
- Staff member
- Non-profit partner

MUST ATTEND **EIGHT OF NINE** TRAINING SESSIONS

Program Guidelines | Participation (Cont'd)

Surveys and Evaluations

- Baseline Survey (first week of course)
- Post Course Evaluation (immediately following course completion)
- Second post-course Evaluation (six months following course completion)

Program Guidelines | Opportunities

Capacity Building Grant of up to \$50,000

Eligible Uses include, (but are not limited to):

- Hiring full or part-time employee or contractors
- Purchasing IT infrastructure or equipment
- Software Subscription
- Provide training for staff and/or elected officials
- Combination of any of the above

Ineligible Uses include construction or projects that do not serve or advance capacity building.

Course Overview



Appalachian
Regional
Commission

Course Overview | Cohort Structure

Training Dates: April 29, 2024, through June 28, 2024

Group A

Tuesdays | 9 am to noon EST



LEAD
INSTRUCTORS +
SMES



COHORT 1



COHORT 2



COHORT 3



COHORT 4



COHORT 5

Group B

Wednesdays | 1 pm to 4 pm EST



LEAD
INSTRUCTORS +
SMES



COHORT 6



COHORT 7



COHORT 8



COHORT 9



COHORT 10

Group C

Thursdays | 9 am to noon EST



LEAD
INSTRUCTORS +
SMES



COHORT 11



COHORT 12



COHORT 13



COHORT 14



COHORT 15

Course Overview | Training Curriculum

Course 1:
**PROJECT IDENTIFICATION +
SELECTION**
*Learn about building a
compelling project.*

Course 2:
**PROJECT DEVELOPMENT +
FINDING FUNDING**
*Understand federal agencies
and how to
determine eligibility.*

Course 3:
**GRANT APPLICATION
DEVELOPMENT**
*Creating a compelling federal
grant application.*

Course 4:
**EFFECTIVE COMMUNITY
ENGAGEMENT**
*Develop strategies for
community buy-in.*

Course 5:
GRANT MANAGEMENT
*Learn about federal grant
compliance.*

Course 6:
FINANCIAL MANAGEMENT
*Prepare for federal reporting
requirements.*

Course 7:
**PROJECT MANAGEMENT +
IMPLEMENTATION**
*Prepare to report on
your project.*

Course 8:
GO GET THAT GRANT!
*Create a 90-day plan; prepare
for grant opportunities.*

Course 9:
**PITCH PRACTICE + WORKING
SESSION**
*Practice "pitching" projects;
get final
questions answered.*

How to Apply



Appalachian
Regional
Commission

How to Apply | Registration



Appalachian Region >

Investment Priorities >

Grants and Opportunities >

Research and Data >

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*READY Local Governments is one of four tracks offered by ARC's **READY Appalachia** initiative.*

Appalachia's local governments are the backbone of economic and community development. With more federal funding available than ever, local governments need support to apply for these opportunities and leverage federal support to create lasting positive change.

READY Local Governments provides **no-cost training** to help local government officials better identify, secure, manage, and implement federally funded projects.

Following completion of the training program, participants will be eligible for **up to \$50,000 in funding (no-match required)** to implement internal capacity building projects to help them better serve communities.

ARC is **seeking participants** for our spring 2024 training program. Read the **Notice of Solicitations for Applications** (NOSA) and **apply** by February 29, 2024.



arc.gov

How to Apply | Registration

GW 20/20 User Registration Form



Welcome to the GW 20/20 User Registration Portal

for the

READY Appalachia - Local Governments Training Program

Be sure to fill out the form completely then press the **SUBMIT REGISTRATION** button. All fields are required.

DO NOT PRESS THE SAVE BUTTON

Upon form submission, you will receive an email confirming your registration. You will receive a separate email invitation within one (1) business day to the program application portal.

Should you have any questions, please email us at gw.info@grantworks.net

First Name *

Last Name *

Email Address *

SUBMIT REGISTRATION



How to Apply | Registration



Thank you for your submission to the
GW 20/20 User Registration Portal

You will receive an email confirming your registration shortly.

If you do not receive a confirmation email, check your spam and/or junk folders, or contact us at gw.info@grantworks.net

You will receive a separate email invitation within one (1) business day to your program-specific portal.

How To Apply | Starting a New Application

The screenshot shows the user interface of the READY Appalachia - Local Governments Training Program Portal. At the top, there is a blue header with the GW2020 logo on the left, the portal name in the center, and a user profile 'Hi, Jody Paley' on the right. Below the header, a navigation bar includes 'My Apps' and a breadcrumb trail 'READY Appalachia Local Governm...'. A 'Home' button is visible on the left. The main content area is titled 'READY Appalachia Local Governments > Applicant Home Page'. On the left side of this area, there is a vertical menu with three buttons: 'New Application', 'Program Guidelines', and 'Sample Blank Application'. A red arrow points to the 'New Application' button. The main content area also features a welcome message from the Appalachian Regional Commission (ARC) and the READY LOCAL GOVERNMENTS logo. The text explains the purpose of the training program, provides a deadline for application submission (THURSDAY, FEBRUARY 29, 2024, at 5:00 p.m. EST), and offers instructions on how to start and complete an application, including a note about receiving a confirmation email.

GW2020

READY Appalachia - Local Governments Training Program Portal | Hi, Jody Paley

My Apps

READY Appalachia Local Governm...

Home

READY Appalachia Local Governments > Applicant Home Page

New Application

Program Guidelines

Sample Blank Application

Welcome to the

READY Appalachia - Local Governments Training Program Application Portal

Appalachian Regional Commission

READY LOCAL GOVERNMENTS

The **READY Appalachia - Local Governments** training program is designed to help local governments in the Appalachian Region better apply for, manage, leverage, and implement federally funded projects to invest in infrastructure, business and workforce development, and other long-term solutions to improve the lives of residents. Weekly course instruction will occur from **April 29 - June 28, 2024**.

Please complete and submit the following form by **THURSDAY, FEBRUARY 29, 2024, at 5:00 p.m. EST**. For more information, please review the [Program Guidelines](#). These guidelines are also available on the [ARC website](#). The applicant's highest-level political or administrative official (e.g., mayor, city manager, etc.) must participate on behalf of the local government.

To begin your application, press the **New Application** button to the left. Please answer each question on the application as honestly and completely as possible. Applicants may save their work and return as needed. After you start an application, it will be displayed in the table below each time you return to the portal. Once your application is submitted, you may not make further edits to your application. The application can be completed on a mobile device (i.e. phone or tablet), however, a computer is recommended. **You will receive a confirmation email after successfully submitting your application.** For technical assistance, please contact us at ARCReady@grantworks.net.

How To Apply | Contact Information

The screenshot displays the 'READY Appalachia - Local Governments Training Program Portal'. The top navigation bar includes the 'GW20/20' logo, the portal name, a user profile for 'Hi, Jody Paley', and a 'My Apps' menu. Below the navigation bar, a breadcrumb trail shows 'Applications > Add Application'. The main content area features a central dark blue box with the title 'READY APPALACHIA - LOCAL GOVERNMENTS TRAINING PROGRAM NOTICE OF SOLICITATION OF APPLICATIONS (NOSA)'. This box contains instructions to complete and submit the form by Thursday, February 29, 2024, at 5:00 pm EST, and to review the Program Guidelines. To the left of this box is the 'READY LOCAL GOVERNMENTS' logo, and to the right is the 'Appalachian Regional Commission' logo. Below the central box, a tab labeled 'I. Contact Information' is selected. The bottom section of the form is titled 'SECTION I: CONTACT INFORMATION' in a large blue box. To the right of this section, there are two green boxes: one with instructions to use green buttons to save/edit work and navigate between sections, and another with two buttons: 'SAVE & GO TO SECTION II' and 'SAVE & CLOSE'.

GW20/20

READY Appalachia - Local Governments Training Program Portal | Hi, Jody Paley

My Apps | READY Appalachia Local Governm...

Home

Applications > Add Application

Save Cancel

READY
LOCAL GOVERNMENTS

**READY APPALACHIA - LOCAL GOVERNMENTS TRAINING PROGRAM
NOTICE OF SOLICITATION OF APPLICATIONS (NOSA)**

Please complete and submit this form **BY THURSDAY, FEBRUARY 29, 2024 at 5:00 pm EST**. For more information, please review the Program Guidelines accessible from the portal's home page or visit the ARC website. The applicant's highest-level political or administrative official (e.g. mayor, city manager, etc.) is expected to participate on behalf of your organization.

ARC Appalachian Regional Commission

I. Contact Information

SECTION I: CONTACT INFORMATION

1. To save/edit your work, use the **GREEN BUTTONS** to the right.
2. Use the tabs above, once visible, to navigate between sections.

SAVE & GO TO SECTION II

SAVE & CLOSE

How to Apply | Contact Information

GW20/20 READY Appalachia - Local Governments Training Program Portal Hi, Jody Paley

My Apps READY Appalachia Local Governm...

Home

Applications > Add Application Save Cancel ...

Full Legal Name of Governmental/Tribal Entity *	Type of Local Government *
<input type="text"/>	Select one Q v
Primary Contact Person *	Title
<input type="text"/>	<input type="text"/>
Telephone Number *	Cell Number
+1 (201) 555-0123 ext. 1234	+1 (201) 555-0123
Email *	Website or Facebook URL
<input type="text"/>	<input type="text"/>
If available, you must use your work email.	
State *	County *
Select one Q v	Search and select Q v

Street address 1

Street address 2

City

ZIP code State

No address entered

1. To save/edit your work, use the GREEN BUTTONS to the right.

SAVE & GO TO SECTION II **SAVE & CLOSE**

Application Progress 17%

How To Apply | Tab System – Sections I-IX

The screenshot displays the GW2020 application portal interface. At the top, the header includes the GW2020 logo, the text 'READY Appalachia - Local Governments Training Program Portal', and a user profile 'Hi, Jody Paley'. Below the header, a navigation bar shows 'My Apps' and a search bar containing 'READY Appalachia Local Governm...'. A 'Home' button is visible on the left. The main content area is titled 'Applications > Edit ARC00032' and features a 'Save' button, a 'Cancel' button, and a 'Return' button. The central part of the screen displays the 'READY APPALACHIA - LOCAL GOVERNMENTS TRAINING PROGRAM NOTICE OF SOLICITATION OF APPLICATIONS (NOSA)' form. The form includes the 'READY LOCAL GOVERNMENTS' logo on the left and the 'Appalachian Regional Commission' logo on the right. The main text of the form states: 'Please complete and submit this form **BY THURSDAY, FEBRUARY 29, 2024 at 5:00 pm EST**. For more information, please review the Program Guidelines available [HERE](#) and on the [ARC website](#). The applicant's highest-level political or administrative official (e.g. mayor, city manager, etc.) is expected to participate on behalf of your organization.' At the bottom of the form, there is a tab system with seven tabs: 'I. Contact Information', 'II. Grant History', 'III. Grant Application Experience', 'IV. Grant Management Experience', 'V. Local Government Programs', 'VI. Distress Information', and 'VII. Current Operational & Fi'. A red arrow points to the 'I. Contact Information' tab, which is currently selected.

How To Apply | Experiential Questions

Applications > Edit ARC00039

4 / 3000

▼ Question 6

Please rank your local government's skillset in understanding the Code of Federal Regulations.

☐ Beginner ☒ Developing ☐ Competent ☐ Expert

▼ Question 7

Please rank your local government's skillset in financial compliance of federal grants.

☐ Beginner ☒ Developing ☐ Competent ☐ Expert

How To Apply | Auto-populated Questions

✓ Question 18

If you are located in Kentucky, Mississippi, or West Virginia ONLY: USDA's Rural Partners Network has established several Community Networks in Appalachia. The Community Networks are called Kentucky Highlands, West Virginia Southern, West Virginia Pioneer, and the Lake District Partnership (Mississippi). The counties in each network are listed to the right. Is your local government located in a Community Network? *This question is answered automatically based on your County selection in Section I.*

Yes

Rural Partner Network


West Virginia - SOUTHERN

County Name

Boone

Kentucky	Mississippi	West Virginia	
Highlands	Lake District Partnership	Pioneer	Southern
Bell	Yalobusha	Braxton	Boone
Clay		Calhoun	Fayette
Harlan		Clay	Lincoln
Knox		Gilmer	Logan
Leslie		Nicholas	McDowell
Letcher		Roane	Mercer
Perry		Webster	Mingo
Whitley		Wirt	Monroe
			Raleigh
			Summers

How To Apply | Staff Capacity Questions

READY Appalachia - Local Governments Training Program Portal | Hi, Jody Paley

My AppsREADY Appalachia Local Governm...

Home

Applications > Edit ARC00032

SaveCancel...Return

Question 25

The local government's highest-level official is expected to participate in at least five (5) of the nine (9) course sessions on behalf of your organization. Will the highest-level official participate in the program?
(Note: selecting "no" will automatically disqualify you from participating).

☒ Yes ☐ No

Name of highest-level official	Title of highest-level official
Taylor Swift	Mayor

Question 26

The local government must identify a second individual to participate in the program. It is recommended that this individual be involved with grant writing and/or grant management for the local government. Please provide the name of the second individual who will participate in the program.

Name	Title
Travis Kelce	City Manager

A description of the instruction topics is included in the Program Guidelines available [HERE](#). Please refer to this document for more information about the course topics.

How To Apply | Affirmation & Submission

GW20/20 READY Appalachia - Local Governments Training Program Portal | Hi, Jody Paley

My Apps READY Appalachia Local Govern...

Home

Applications > Edit ARC00032

Save Cancel ... Return

SECTION IX: SUBMISSION

1. To save/edit your work, use the **GREEN BUTTONS** to the right.
2. Use the tabs above, once visible, to navigate between sections.

SUBMIT APPLICATION

Application submitted by:

You must fill in each field below before you can submit.

Name: Jason Smith

Title: Grant Manager Date: 02-08-2024

☒ Check this box to confirm that the local government's highest-level ranking official (mayor, city council president, city manager, etc.) has approved this application for submission.

☒ Check this box to acknowledge all Program Requirements, including that participation is required from at least one representative of the municipality for 8 of 9 sessions and the highest ranking official (mayor, city council president, etc.) must participate in no fewer than 50% of the sessions.

Application Progress: 100%

Developed by GrantWorks, Inc.

How To Apply | Submission Receipt Confirmation

READY Appalachia - Local Governments Training Program Application Submission Confirmation



notify@quickbase.com
To: Jody Paley

If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward

Fri 2/2/2024 4:23 PM

LOCAL GOVERNMENTS

Dear Jody Paley

This is a confirmation email notifying you of your successful application submission to the

READY Appalachia - Local Governments Training Program

You will be notified if there are any questions about your application or if we require additional information. Applicants will be notified of their status in April 2024.

If you would like to review your application, please use the following link:

[Click to View](#)

Thank you.

This is an automated notification from the GrantWorks GW 20/20 application. If you feel that you should not receive these notifications, please get in touch with us at gw_info@grantworks.net



How To Apply | Edit/View your Application

READY Appalachia Local Governments > Applicant Home Page

New Application

Program Guidelines

Sample Blank
Application



Appalachian
Regional
Commission

Welcome to the

READY Appalachia - Local Governments
Training Program
Application Portal



The **READY Appalachia - Local Governments** training program is designed to help local governments in the Appalachian Region better apply for, manage, leverage, and implement federally funded projects to invest in infrastructure, business and workforce development, and other long-term solutions to improve the lives of residents. Weekly course instruction will occur from **April 29 - June 28, 2024**.

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My Application

	Application Progress	Application ID	Governmental/Tribal Entity	Type of Local Government	State	County	Primary Contact Person	Primary Contact Person Title	Primary Contact Person Email	Submission Timestamp
Click to View	100%	ARC00032	City of Geneva	City	West Virginia	Boone	Jody Palav	Grant Manager	jason.smith@geneva.wv.com	

Assessment & Selection Criteria

Assessment Criteria

- Assessment, discretionary and/or qualitative factors will be utilized in the evaluation of applications.
- Assessment criteria include:
 - Experience with federal grants and management;
 - Service of underserved groups and historically marginalized populations;
 - Alignment with ARC's five investment priorities;
 - Level of economic distress as a priority area for investment;
 - Inclusion in:
 - Rural Partners Network;
 - Interagency Working Group on Coal and Power Plant Communities; and/or
 - Distressed areas and census tracts.

Review and Selection Process

A designated ARC Review Panel will review and select participants based on the aforementioned eligibility and assessment criteria.

Deadlines | Important Dates

Application Deadline and Important Dates

Notice of Solicitation of Application (NOSA) Portal
Closes on February 29, 2024, at 5:00 pm (EST)

Submit your application electronically from the ARC website
<https://www.arc.gov/ready/>

Award Notices: All Applicants will be notified by email of selection in April 2024

Nine-week Virtual Training Course: April 29, 2024, through June 28, 2024

Three options for weekly course: Tuesday 9:00 a.m. – 12:00 noon

Wednesday 1:00 p.m. – 4:00 p.m.

Thursday 9:00 a.m. – 12:00 noon

(All times are EST)

Question & Answer



Appalachian
Regional
Commission

Have additional questions?

Contact us:
arcready@grantworks.net

Recording: A link to the recording and a PDF version of this **PPT** will be provided **via email** after the event.

<http://www.arc.gov/ready/localgovs/>

Connect with ARC



twitter.com/ARCgov



facebook.com/ARC.gov



linkedin.com/company/appalachian-regional-commission



arc.gov/newsletter-signup

Thank you!