



READY Local Governments Training Program

Frequently Asked Questions

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Eligibility

Local Governments

Q Can local health departments, parks and recs departments, or other local authorities (i.e. housing) apply for this program?

A Only local governments can apply for this program. An eligible “local government” for the purposes of this program means a borough, city, county, municipality, parish, town, township, or federally recognized Indian tribe in the [423-county Appalachian region](#). The local government is responsible for designating a second individual to participate in the training program, which can be a local government political representative, staff member, or other relevant individual, chosen by the applying local government.

Local public authorities; special districts; school districts; intrastate districts; councils of governments (such as local development districts); and any other agency or instrumentality of a multi-state, regional, or intra-state government are **not** eligible to apply as the lead applicant.

Q If both county and town apply independently, would both be eligible to participate or will only one be allowed to attend?

A Separate local government entities within the same community are welcome to apply independently.

Q Can a county and city within the same community apply jointly? (i.e. county mayor and city staff person).

A The city or the county could apply to the training program as the prime applicant, with their highest-ranking official being the first participant (i.e. county mayor). They could select a second relevant participant from their community to participate in the training (i.e. city staff person). Keep in mind that the subsequent grant opportunity is intended to directly build the organizational capacity of the prime applicant.

Q Could multiple counties partner and apply as a partnership for the training program?

A This program is intended to serve the local government entity who is the prime applicant. Counties should apply to the program individually as this program is focused on organizational capacity building directly for the prime applicant.

An eligible “local government” for the purposes of this program means a borough, city, county, municipality, parish, town, township, or federally recognized Indian tribe in the 423-county Appalachian region.

The local government is responsible for designating a second individual to participate in the training program, which can be a local government political

representative, staff member, or other relevant individual, chosen by the applying local government.

Highest-Ranking Official

Q Who is considered the highest-ranking official? (i.e. administrator, manager, mayor, etc.)

A We recognize local government entities look different and have different organizational structures. For this reason, ARC cannot make this determination for applicants. Please refer to your local government’s internal policies and organizational structure to determine the highest-ranking official.

Q Our highest official is the mayor. He would not have the time to attend. Could the city clerk which is the next highest official for the city be the main attendee?

A The first participant needs to be the highest official. In this scenario, the city clerk could participate as the second participant.

Q If the mayor cannot attend the training, can he/she appoint an elected council member to take the course in his/her place?

A No. The highest-ranking official must participate in at least **5 of the 9 sessions** and half of the one-to-one sessions with the instructor.

Q If we have someone in an “interim” position for the highest-ranking official, can they participate in the training program?

A Yes. An individual serving as the interim highest-ranking official can participate in the training program on behalf of the local government.

Q Why is the highest-ranking official required to participate?

A. Highest-ranking officials are primary decision-makers for their local governments and their involvement is critical for capacity building work. We understand this might require adapting schedules and realigning priorities but hopefully these are short-term consolations for longer-term gains.

Q Is it possible for there to only be one participant for the training program, or are two participants required?

A Two participants are required. ARC intends the READY Appalachia—Local Governments program to provide space for two participants from each local government entity. Program participants shall commit to active participation in the training sessions. Both participants must be actively engaged in all program activities. Eligibility for the grant program will depend partially on both participants’ effort and attendance in the program activities.

Second Participant

Q Who qualifies to be the second participant for an applying local government?

- A The second participant can be a municipal staff member, elected official, prominent community member, school board member, chamber of commerce director, economic development officer, accounts payable staff member, or other relevant individual, chosen by the applying local government, dependent on their goals in participating in the program.

This method allows for flexibility when it comes to the priorities or focus areas of the local government entity, while also ensuring permeation of the effects of the training through the whole government entity/community and sustainability of the effects over time.

ARC strongly encourages participation of staff and/or political representatives involved in grant application and grant management on behalf of the municipality to derive the most value out of the training program.

Q Does the second participant have to be on staff for the local government?

- A While the second person can certainly be on staff for the local government, this is not a requirement. For example, the second participant could be someone from another entity who provides grant writing and management services for the applying local government.

Q As a local health department, I am very interested in completing the training program. Am I able to partner with a local mayor to complete this program?

- A The local government entity would need to apply as the prime applicant/participant. They can select a relevant second participant of their choosing to participate alongside them. This could be a staff member of their local health department. Keep in mind that the sole beneficiary of the subsequent grant needs to be the local government – not a partner.

Application

Q Is there a recording of the How to Apply webinar available to those who were unable to attend?

- A Yes. The How to Apply webinar is available to view on the [READY Local Governments website](#).

Q Are the How to Apply webinar PowerPoint slides available for reference?

- A Yes. You can view the PowerPoint slides from the How to Apply webinar on the [READY Local Governments website](#).

Q How do I access the application portal?

A To access the application portal, you must first register on the [User Registration Portal](#). Upon form submission, you will receive an email confirming your registration. You will then receive a second email within one business day with a link to the application portal. Using this link, you can access the application portal and begin your application.

Q Can I save my progress and return to the application later?

A Yes, you can save your work and continue later. Click the Green “**Save**” button.

Q Can I edit my application once submitted?

A No. Once submitted, the application is finalized, and no changes can be made.

Q Do both participants of the local government have to submit an application?

A No. Only one application per local government may be submitted.

Q Help! I’ve lost my password!

A If you forget your Quickbase password, please complete the following steps:

- On the sign in page, click “**I forgot my password**”.
- Enter your email address or username and click “**Reset my password**”.
- A message appears telling you that Quickbase has sent you an email message.
- Open the email, then click the link to confirm that you want to change your password. The link in the email is valid for fifteen minutes.
- Enter the correct answer for your security question, then enter and confirm your new password and click **OK**. The link returns you to the Quickbase sign in page.
- Enter your email address or username and your new password to sign in to Quickbase.
- If you need additional support, please contact the help desk: gw.info@grantworks.net.

Assessment and Selection

Q When will I know if I have been selected to participate?

A All applicants will be notified by email in mid-April on selection.

Q How many local governments will be selected to participate in the training program?

A The training program is available to two participants from up to 90 local governments, or 180 total participants.

Training Program

Attendance and Participation

Q Who should attend the weekly sessions?

A At least one of the two local government participants must attend at least eight (8) of the nine (9) sessions with the highest-ranking official participating in at least five (5) of the nine (9) sessions. **ARC strongly encourages both participants to attend all classes and one-to-one sessions to derive the most value out of the program.**

Q What are the attendance requirements for both the highest-ranking official and the second participant?

A At least one of the two local government participants must attend at least eight (8) of the nine (9) sessions with the highest-ranking official participating in at least five (5) of the nine (9) sessions. Similarly, the highest-ranking official must attend at least two (2) of the four (4) one-to-one sessions with the instructor, and at least one municipality representative must attend all four (4) of them. **However, ARC strongly encourages both participants to attend all classes and one-to-one sessions to derive the most value out of the program.**

Q Does the second participant have to attend all four one-to-one sessions?

A No. At least one participant must attend all four (4) of the one-to-one sessions, with the highest-ranking official attending at least two (2) of the four (4) one-to-one sessions. **However, ARC strongly encourages both participants to attend all classes and one-to-one sessions to derive the most value out of the program.**

Course Structure and Schedule

Q Are the training sessions virtual?

A Yes. Training sessions are delivered virtually via Zoom.

Q How long are the training sessions?

A The nine training sessions will last three hours each. One-to-one sessions are offered every other week and will last one hour each.

Q Can you better explain the timeline and structure for READY Local Governments training and grant program?

A READY Local Governments programming will occur in two phases. The first phase is the training program, and the second phase is the grant program. We are currently seeking applications for participation in the training program. Once the training program has completed, participants who have successfully completed the training program will be eligible to apply for the READY Local Governments grant program, which is a separate application process.

Q How long are the one-to-one sessions and when/how are they scheduled? Are they the same day every other week?

A The four (4) one-to-one coaching sessions are intended to address the individual needs of local governments. These individual sessions will last one hour each and will be conducted in weeks two, four, six, and eight of the training program. To ensure each local government is connected with the exact expertise needed,

sessions will be scheduled using a booking system the week prior. They will not necessarily be on the same day and time each week.

Q Is participation required to be on the same day of the week for all training events?

A Yes. You will attend the training on the same day and time every week for all nine training sessions. To foster deeper understanding and relationships, you will be working with a consistent cohort of local governments for the entire training program.

Cohort Design

Q Does each participant from the locality need to be in the same cohort?

A Yes. Cohorts will be determined by local government, not individual participants. It is important for both participants to be in the same cohort to work together on their project and activities throughout the program.

Course Content

Q. I have zero experience with grant writing. Does this put me at a disadvantage in this course?

A No. In fact, this training is exactly for you. We will cover all the basics and more—no prior knowledge or experience required.

Grant Program

Q Can the grant be a capacity building grant to support an LDD or public authority like our water and sewer authority?

A **Only local governments** that successfully complete the READY Local Government Training Program (per the attendance requirements) are eligible to apply. The sole beneficiary needs to be the local government who participated in the training— not a partner.

Q Do you have to have a project already in mind before the classes start?

A No. We will not only walk you through a process for identifying potential projects but also how to prioritize which is best to pursue. While we do want you to work on a real project idea throughout the course, you will have the entire training period to decide which project is best for the post-training grant opportunity.

Q What are some examples of eligible uses for the \$50,000 grant?

A The purpose of the grant is to advance the local government entity's internal capacity, rather than a traditional external grant activity. Some examples include:

Hiring full time, part-time, temporary, or contracted employees; purchasing IT infrastructure or equipment, such as computers; contracting out a service, such as

a comprehensive plan, project management, consulting, or grant writing; purchasing a software subscription for project management; accounting; or customer relation management; or providing formal training for staff or elected officials.

Q When will the grant decisions be made and will be funds available if awarded?

A A NOSA for the grant program will be released later this year, following the completion of the training program. Grants will be cost reimbursable, and funds will be reimbursed in alignment with the period of performance and scope of work outlined in the grant agreement following approval of an applicant's grant application. Grant funds must be expended within 24 months (two years) of the project start date.

Q How many grants will be awarded through this program?

A There are 90 grants of up to \$50,000 each available through this program. The local governments are not all competing for the same grant monies. However, ARC is not obligated to make grants to any of these 90 entities.

READY Appalachia

Q Is the READY Local Governments program an application to enroll in a training program or to receive a grant?

A The READY Appalachia - Local Governments training program is currently accepting applications and 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.

The READY Appalachia - Local Governments program design includes a nine (9) week virtual training program related to federal grants. The goal of the currently open READY application is to identify 90 local governments to participate in the training program.

Upon successful completion of this training program, eligible participants can apply for a grant of up to \$50,000 per local government provided by the Appalachian Regional Commission (ARC). There will be a separate application process for the grant opportunity, which will only be available to participants who successfully complete the training program.

Q Will there be opportunities under READY Appalachia for organizations who are not local governments (i.e. LDD, Nonprofits, Foundations, etc.)?

A ARC anticipates launching READY programs for nonprofits and community foundations later this year. To stay updated on the latest ARC news, including READY programming, [sign up for our weekly email newsletter](#), *In the Region*.