



301 North Winstead Avenue, Rocky Mount, NC 27804
Phone: 252-442-7474 Toll Free: 888-684-8404
www.goldenleaf.org

Golden LEAF Community Based Grantsmaking Initiative LOI Certification and Signature Form — page 1 of 2

Your Letter of Inquiry (LOI) will not be complete without submission of this signed two-page form. This form may be scanned and submitted with your LOI. Please attach the signatures of two officials representing the applicant organization. The form will not be considered without the signature and endorsement of the County Manager where your organization is headquartered. An incomplete LOI will be considered ineligible for review. Additional information will be required of the applicant if invited to submit a full application for further consideration. If you have questions prior to preparing this LOI, please contact Patricia Cabe at 888-684-8404.

Project Title Project AMI: Advanced Machining Incubator
Amount Requested \$1,449,520
Date Submitted (mm/dd/yyyy) 9/8/2015

ENDORSEMENT BY COUNTY MANAGER

Signature below affirms that the project as presented in this Letter of Inquiry is a community priority, and is one of no more than 3 proposals, totaling no more than \$1.5 million, being submitted for consideration through the FY 2016 CBGI Initiative.

Signature _____ Date / /

Name _____
First Middle/Initial Last

Title/County _____

Mailing Address: _____

Phone: () - E-mail address: _____

County Manager must submit form so that it arrives at the Golden LEAF Foundation by 5 pm on October 1, 2015. Form may be submitted by e-mail to pcabe@goldenleaf.org or by mail/overnight delivery to: Patricia Cabe, Vice President of Programs, Golden LEAF Foundation, 301 N. Winstead Avenue, Rocky Mount, NC 27804.



Golden LEAF Community Based Grantsmaking Initiative LOI Certification and Signature Form — page 2 of 2

Please attach the signatures of two officials representing the applicant organization. **For 501(c)(3) organizations, one signature must be that of a member of the applicant organization’s board of directors.**

AGREEMENT and CERTIFICATION

By signing below, we affirm that we are authorized representatives and have the authority to act on behalf of the organization applying for this Golden LEAF grant. We further agree and acknowledge the following: the information provided in this material is correct and complete; the funds granted by Golden LEAF will be used exclusively for charitable, scientific, educational or other tax-exempt public purposes; and, requests for funding and all supporting information submitted to Golden LEAF are subject to the Public Records Act, and therefore available for public inspection.

For Haywood Community College
Applicant Organization

Signature _____ Date / /

Name Barbara Parker
First Middle/Initial Last

Title President

Signature _____ Date / /

Name _____
First Middle/Initial Last

Title _____

Community Based Grantsmaking Initiative Letter of Inquiry

Please respond to all questions and fill in all blanks on this form. Limit answers to questions to the space provided. An incomplete Letter of Inquiry ("LOI") will be considered ineligible for review. Provide only the information that is requested in this form. Additional information will be required of the applicant if invited to submit a full application for further consideration. If you have questions regarding this form, please contact Pat Cabe at Golden LEAF at pcabe@goldenleaf.org, or call 888-684-8404.

Organization

Applicant Organization: Haywood Community College

Mailing Address: 185 Freedlander Drive

Phone: (828)627-2821 **Web site:** www.haywood.edu

Executive Director/President: Dr. Barbara Parker

Applicant's Tax ID/EIN#: 56-0894341 **Applicant County:** Haywood

➤ Please include a copy of your organization's current IRS tax-exempt status determination letter or designation as a governmental agency.

Applicant is a: Government entity or 501(c)(3) nonprofit

Contact Person: Barbara Parker **Title:** President
(The contact person is responsible for your grant request.)

Mailing Address: 185 Freedlander Drive
(If different from organization's mailing address.)

Phone: (828)627-4515 **E-mail address:** bmparker@haywood.edu

Project Title: Project AMI: Advanced Machining Incubator

Total Project Cost: \$ \$2,462,720 **Amount Requested from Golden LEAF:** \$ \$1,449,520

Community Based Grantsmaking Initiative Letter of Inquiry

EXPECTED PROJECT OUTCOMES

Project Outcomes and Measures of Success – Please check the measures you will use to gauge the success of your proposed project. Check one or more as they apply:

Economic Development

- Investment in plant & equipment
- New jobs created
- New wages paid
- Percentage (%) by which wage exceeds county average
- Jobs retained

Agriculture

- Increased sales
 - \$ value or volume of new/ alternative products
 - \$ value or volume of existing products
- Increased acres in production
- Increased purchases of NC agricultural products by producers, distributors or retailers (\$ value)
- Acres of new/ alternative crops in production
- Increased head of livestock in production

Workforce Preparedness

- Program enrollment (credit programs)
- Program completion (credit programs)
- Students trained (non-credit programs)
- Incumbent workers trained (non-credit)
- Percentage (%) of high school students that earn college credit in technical programs (Career & College Promise)
- Industry credentials earned
- Students participating in internship/apprenticeship programs
- Students employed in field of study

Education

- Student proficiency on EOC exams –
 - Aggregate
 - Math
 - Science
 - English
- Number of students trained and using technology for learning
- Number of teachers trained and using technology in instructional practice
- High school on-time graduation
- STEM participation in elementary, middle and high school
- STEM participation by underrepresented populations (female & minority)
- On-time completion Algebra I / Math I

Community Based Grantsmaking Initiative Letter of Inquiry

Expected Project Outcomes (contd.)

Healthcare

- Emergency room visits for primary care
- Outmigration from home community to receive diagnosis and treatment
- Healthcare positions created
- Healthcare positions retained
- Increased access to treatment
- Improved financial condition of rural hospitals or healthcare provider
- Increased access to treatment through telehealth

Community Vitality

- Public infrastructure
 - Dollars (\$) invested in new infrastructure
 - Dollar (\$) value of improvements to existing infrastructure
- Percentage (%) by which the average wage for new jobs created exceeds the county average
- Private investment resulting from infrastructure improvements
- New private jobs resulting from infrastructure improvements
- Commercial hookups to public infrastructure
 - Percentage (%) increase
 - Number increased
- Residential hookups to public infrastructure
 - Percentage (%) increase
 - Number increased
- Tax revenue increases in target counties
 - Sales
 - Property
 - Occupancy
- Business start-ups in target counties

Community Based Grantsmaking Initiative Letter of Inquiry

Briefly describe your project – outline what will be done, how much time will be needed to complete the project, what will be accomplished and the area and population served. Describe how your project will benefit tobacco-dependent, economically distressed and/or rural communities and the people who live there. Describe how you will implement the project. (Character limit 1000)

Building on a 2006 Golden LEAF grant, HCC will develop the Advanced Machining Incubator (AMI). The 2006 grant helped fund a regional machining center that provides curriculum and workforce training in manufacturing fields using industry-quality equipment. The center is almost at capacity and does not allow for entrepreneurial use of the equipment or certification testing. AMI will meet these needs. The grant will allow for renovation and equipping of existing HCC property. AMI clients will, upon certification, be able to purchase time on the equipment to develop products and fill orders as vendors.

AMI will serve Haywood County by enabling small business and job growth. Because no other similar facility exists, entrepreneurs will seek these services.

- 2016 - State approval (1-year process), hire coordinator, marketing
- 2017 - Begin renovations, equipment bids
- 2018 - Finish renovations, incubator goes live
- 2019 - Self-sustaining, invest in new equipment and certifications

Describe how the project will meet the proposed outcomes checked in the Expected Project Outcomes section. How will progress and success be measured? What specific data or documentation will be used and/or collected to measure outcomes?(Character limit 800)

AMI will invest in machining equipment. Progress will be measured through purchasing records. Use of the equipment by small businesses and entrepreneurs will create jobs and improve wages, as measured by polling of clients and with nctower.com. New certification courses will increase program enrollment & completion and students & incumbent workers trained, measured with HCC records. Industry credentials will increase with additional testing/training opportunities, tracked by certifications administered at the college and client polling. The number of people employed in field will increase with certifications and advanced skills, measured by client polling and nctower.com. Tax revenue and start-ups will result from AMI use and will be measured HCC's Small Business Center.

Community Based Grantsmaking Initiative Letter of Inquiry

Describe plans to sustain funding for your project beyond the grant. (Character limit 800)

AMI is designed to be self-sustaining after the first three years of operation. There is a 1-year lag due to the state-approval process.

Year 1 start-up costs, including retrofitting, equipment, and personnel, will exceed income generated by courses taught to credit and non-credit students. However, there is a demand for industry certification testing that we cannot meet with existing machinery because it is in use by students. Certifications will be offered at alternate times and will help to off-set initial costs.

Year 2 will see the first wave of entrepreneurial users and their fees will help to sustain AMI.

By year 3, we should exceed the break-even point, with entrepreneurial user fees and certification testing covering the cost of staff and ongoing maintenance.

Organizational History – Briefly describe the applicant organization’s history, current programs and accomplishments. Include a short summary of the organization’s mission, goals and objectives and an example of similar projects implemented by the organization. (Character limit 750)

Haywood Community College's mission is to provide accessible, affordable, and high-quality education, workforce training, and lifelong learning. HCC has served Haywood County for 50 years and offers programs in a wide variety of fields, including manufacturing. In 2006, a Golden LEAF grant helped HCC to build a regional machining center that provides curriculum & workforce training using industry-quality equipment. HCC has grown that center by offering new programs, such as Computer Integrated Machining, and through a Department of Labor grant aimed at increasing student success in manufacturing programs. The proposed AMI project builds on this center too, enabling the growth of small businesses.

The budget for this project is not complete without an accompanying budget narrative. The budget narrative should:

- ✓ Correspond with the dollar amounts and information on the budget form;
- ✓ Show how the amounts were derived and how the line item relates to project outcomes;
- ✓ Provide a brief description for each item that accurately characterizes how funds are to be used—whether to be funded by Golden LEAF or not — please contact Golden LEAF staff for guidance on Golden LEAF-allowed expenses;
- ✓ Organize the information so that it is easy to follow and understand; and,
- ✓ Be mathematically correct.

1. Equipment

Most equipment will be installed in the Industrial Park Building once renovations are complete, but the 3D Printers can be installed in the existing machining center in order to begin offering certification courses and tests early in the AMI project timeline. Costs listed below are based on vendor quotes. Often, an educational discount is available and we expect that some of these items can be purchased for less.

a. Haas CNC Mill	Cost: \$132,000.00
b. CNC Workholding Tooling	Cost: \$46,200.00
c. 3D Printer X 2	Cost: \$15,000.00
d. Horizontal Bandsaw	Cost: \$1,411.00
e. Air Compressor X 2	Cost: \$30,565.42
f. Brake Shear Roll Combo	Cost: \$2,350.00
g. Manual Drill Press X 3	Cost: \$4,947.00
h. Manual Lathe X 3	Cost: \$32,850.00
i. Manual Milling Machine X 3	Cost: \$29,997.00
j. Vertical Bandsaw	Cost: \$2,599.00
k. Tooling for all equipment other than CNC workholding	Cost: \$250,000.00
l. Taxes for All Equipment	Cost: \$38,354.36
m. Estimated Shipping @ 5% of Total Cost	Cost: \$27,395.97
Total Equipment Cost: \$613,669.75	

2. NIMS Certification

In order to offer NIMS Certification Testing, the testing package will need to be purchased.

Cost: \$25,000.00

NIMS

3. Building and Renovation

- a. The existing Industrial Park Building property and land is part of our cash match. Without funding to renovate the building, it is only useful as offices. With grant funding, it will become an Advanced Machining Incubator that will drive job growth in the region.
 - i. Industrial Park Building and Land Market value: \$801,700.00
- b. Renovations to the Industrial Park Building are required in order to install new equipment and to use it for any purpose that it is not already used for (offices). Costs below are based on recent quotes, but increased by 10% because it will be a year from now that the bid would occur and prices will increase.

i. Accessible Entrance	Cost: \$24,200.00
ii. Demolition of Interior Walls	Cost: \$44,000.00
iii. Fire Separation	Cost: \$25,300.00
iv. Interior Doors and Hardware	Cost: \$16,500.00
v. Painting	Cost: \$24,750.00
vi. Whole Building HVAC	Cost: \$88,000.00
vii. Bathroom Upgrades to Code	Cost: \$55,000.00
viii. Fire Alarm System	Cost: \$33,000.00
ix. Electrical and Lighting	Cost: \$243,100.00
x. Contractor Fees	Cost: \$55,000.00
xi. Design/Engineering	Cost: \$60,000.00

Total Renovations Costs: \$668,850.00

Total Building and Renovation Costs: \$1,470,550.00

Less Cash Match: \$668,850.00

4. Personnel Costs

Additional instructors and a Project Director will need to be hired. After year 3, AMI-generated income will pay for these positions. The Project Director salary and fringe will be paid for by HCC as part of our cash match.

a. 2 PT WGE Instructors (3 years, with fringe)	Cost: \$72,000.00
b. 1 Project Director (3 years, with fringe)	Cost: \$210,000.00
c. Project Director Office/Supplies	Cost: \$10,000.00
d. Lab Technicians (3 years, with fringe)	Cost: \$60,000.00
Total Personnel Costs: \$352,000	

Less Cash Match: \$142,000

1. Machining Entrepreneurship Academy

In order to help local entrepreneurs grow their businesses, HCC will offer a Machining Entrepreneurship Academy, modeled after our successful Cosmetology Entrepreneurship Academy. Though run out of HCC's Small Business Center, there are some expenses involved, paid for by HCC as part of our cash match.

- a. Instructor fees, marketing, and supplies will total \$250 per academy cohort (15 students). We estimate demand for two cohorts per year, for a total of \$1,500.00 over three years.

Cost: \$1,500.00

Total Cost: \$2,462,719.75

Total Contribution from HCC: \$1,013,200.00