

Proposed Guidelines for the Northwest Georgia IMCP Consortium (2014 – 2016)

Purpose of the Consortium

The Northwest Georgia IMCP Consortium (the “CONSORTIUM”) is a voluntary group which received “Investing in Manufacturing Community Partnership” (“IMCP”) designation as a “Manufacturing Community” on June 23, 2014, from the US Department of Commerce, Economic Development Administration (“EDA”) to support the region’s cluster-based Northwest Georgia Regional Advanced Manufacturing Strategy to grow and support the region’s floorcovering manufacturing industries.

Northwest Georgia Regional Commission as Lead Applicant

The Northwest Georgia Regional Commission (“NWGRC”) served as the Lead Applicant for the IMCP application for designation as a Manufacturing Community. NWGRC will: convene/facilitate the CONSORTIUM; seek resources in support of long-term management and implementation of the Advanced Manufacturing Strategy; provide marketing and communications support; and develop a tiered system for outcomes evaluations with the Georgia Institute of Technology (“Georgia Tech”).

CONSORTIUM Committed Partners

CONSORTIUM Committed Partners supported the IMCP Manufacturing Community designation application by providing a **letter of commitment** to the CONSORTIUM. They include:

Research:

1. Georgia Tech Institute for Materials (IMat)
2. Georgia Tech Manufacturing Institute (GTMI)
3. Georgia Institute of Technology

Education:

4. Northwest Georgia College and Career Academy
5. Georgia Tech Professional Education (GTPE)
6. Technical College System of Georgia (TCSG)
7. Dalton State College
8. Georgia Northwestern Technical College

Government:

9. Georgia QuickStart
10. Greater Dalton Chamber of Commerce
11. Greater Rome Chamber of Commerce
12. Northwest Georgia Regional Commission – Applicant (comprised of 15 counties: Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield)

Manufacturers:

13. Mohawk Industries
14. Shaw Industries, Inc.
15. J&J Industries

Suppliers:

16. ArrowStar, LLC
17. Carpet Industry Clearinghouse, Inc. (CINCH)

Associations & Utilities:

18. Carpet and Rug Institute (CRI)
19. Georgia Association of Manufacturers (GAM)
20. University of Georgia Archway Partnership

Benefits of IMCP Designation

The benefits of the IMCP designation are: 1) preferential consideration for certain federal funding programs identified by the IMCP Federal Aligned Agencies; and 2) a Point of Contact to help access Federal economic development funding and non-funding related to specialized services provided by the IMCP Federal Aligned Agencies.

CONSORTIUM Points of Contact to Federal Agencies

Julie Meadows, NWGRC Director of Planning, Deana Perry, NWGRC Economic Development Representative, and Leigh Hopkins, Georgia Tech Project Manager, will serve as the primary points of contact to federal agencies in regards to IMCP.

IMCP Funding Opportunities*

EDA provided the IMCP designees with a list of IMCP Federally Aligned Programs. CONSORTIUM members are eligible to apply for the following programs, subject to change:

- **Appalachian Regional Commission:** Local Access Road Program, Area Development Program
- **Department of Agriculture:** Rural Economic Development Loan and Grant Program (REDLG), Rural Business Enterprise Grant Program (RBEG), Intermediary Relending Program (IRP), Business & Industry Guaranteed Loan Program (B&I)
- **Department of Housing and Urban Development:** Office of Economic Resiliency Integrated Planning and Investment Grant, Delta Community Capital Initiative, Appalachia Economic Development Initiative
- **Department of Labor:** Employment Training Administration's Trade Adjustment Assistance Community College and Career Training Grant Program (TAACCCT)
- **Department of Transportation:** Transportation Investment Generating Economic Recovery Discretionary Grant Program (TIGER)

- **Environmental Protection Agency:** Brownfield Area Wide Planning and Targeted Brownfield Assessments Program, Targeted Brownfield Site Assessment/Cleanup Grants/Revolving Loan Fund Program
- **National Science Foundation:** Advanced Technology Education Grants, Industry/University Cooperative Research Centers
- **Small Business Administration:** Accelerator Program

*CONSORTIUM members in the Northwest Georgia IMCP are not eligible to apply for programs offered through the Delta Regional Authority and US Department of Defense.

IMCP Preference and Designation Letter Where a CONSORTIUM Member Wishes to Claim the Designation

For federally-aligned IMCP funding opportunities, official use of the Manufacturing Community designation letter is limited to one (1) applicant from the CONSORTIUM. In the event that CONSORTIUM partners submit multiple applications to a given program, only one of the applicants may claim the IMCP designation for preference. When more than one applicant from the CONSORTIUM is pursuing the same funding opportunity, the following process is in place:

- The CONSORTIUM partner must submit a request for the IMCP designation letter, a draft letter of support and a proposal summary via the NWGRC's [online form](#) no later than two (2) weeks prior to the application deadline;
- An independent review panel comprised of the remaining CONSORTIUM members will review applications and rank all applications using a rubric developed by the panel;
- The independent review panel makes a recommendation for one (1) applicant whose proposal is determined to be the strongest and have the most direct impact on the Northwest Georgia Region;
- The Steering Committee will vote to confirm this recommendation; and
- NWGRC will provide a support letter and letter of designation to the recommended entity on behalf of the CONSORTIUM.

If an organization does not receive the recommendation of the CONSORTIUM Steering Committee, it can still submit an application for the funding opportunity but cannot use the official IMCP designation endorsement letter and will not receive any preference associated with the IMCP designation. If the funding application does not align with priorities, goals and metrics provided in the Northwest Georgia Advanced Manufacturing Strategy, the CONSORTIUM may recommend that the APPLICANT not receive a letter of endorsement or support for their proposal.

CONSORTIUM members may partner on as many applications for the same program as they choose, but only one application may claim the IMCP designation.

IMCP Preference and Designation Letter Where a Non-CONSORTIUM Member Wishes to Claim the Designation

Use of the IMCP designation for preference is given to CONSORTIUM member applicants/partnerships first. Where a Non-CONSORTIUM APPLICANT wishes to claim the designation for preference, the following process is in place:

- The APPLICANT must submit a request for the IMCP designation letter, a draft letter of support and a proposal summary via the NWGRC's [online form](#) no later than two (2) weeks prior to the application deadline;
- CONSORTIUM members will review applications and rank all applications using a rubric developed by the CONSORTIUM;
- The CONSORTIUM makes a recommendation for one (1) applicant whose proposal is determined to be the strongest and have the most direct impact on the Northwest Georgia Region;
- The Steering Committee will vote to confirm this recommendation; and
- NWGRC will provide a support letter and letter of designation to the recommended entity on behalf of the CONSORTIUM.

If an organization does not receive the recommendation of the CONSORTIUM Steering Committee, it can still submit an application for the funding opportunity, but cannot use the official IMCP designation endorsement letter and will not receive any preference associated with the IMCP designation. If the funding application does not align with priorities, goals and metrics provided in the Northwest Georgia Advanced Manufacturing Strategy, the CONSORTIUM may recommend that the APPLICANT not receive a letter of endorsement or support for their proposal.

Request for Letter of Support for Non-IMCP Programs

Where an APPLICANT is seeking a general letter of support from the CONSORTIUM on non-federally aligned programs, the following process is in place:

- The CONSORTIUM partner must submit a request for the IMCP designation letter, a draft letter of support and a proposal summary via the NWGRC's [online form](#) no later than two (2) weeks prior to the application deadline;
- The Steering Committee will review the proposal;
- The Steering Committee will make a recommendation to provide a general letter of support to the APPLICANT;
- The CONSORTIUM will vote to confirm this recommendation; and
- NWGRC will provide a general letter of support to the recommended APPLICANT.

If the funding application does not align with priorities, goals and metrics provided in the Northwest Georgia Advanced Manufacturing Strategy, the CONSORTIUM may recommend that the APPLICANT not receive a letter of support for their proposal.

Deadline for Request for IMCP Designation or Support Letters

Potential applicants are asked to submit requests no later than two (2) weeks prior to the funding deadline. Requests received within two (2) weeks of the funding deadline will not be considered. All requests should be submitted via the NWGRC's [online form](#).

Purpose of Steering Committee

The Steering Committee shall be the voting membership and oversight body of the IMCP CONSORTIUM.

Duties of the Steering Committee

The Steering Committee is responsible for establishing the strategic direction and priorities of the CONSORTIUM in accordance with the Northwest Georgia Regional Advanced Manufacturing Strategy, and has the final authority on all aspects related to the organization and management of the CONSORTIUM. The Steering Committee will confer, consult, and make decisions to ensure that the CONSORTIUM’s objectives are achieved, that an effective structure exists to consider the interests of stakeholders, and that the CONSORTIUM remains under control. This responsibility to oversee the development and maintenance of the CONSORTIUM is to be carried out by performing the following duties, including but not limited to:

- Review and approve CONSORTIUM recommendations regarding which entity will receive the IMCP Designation Letter in connection with a funding application;
- Set and approve policies and priorities for the development and activities of the CONSORTIUM;
- Ensure that the views of each Working Group and the goals of the Northwest Georgia Advanced Manufacturing Strategy are properly represented;
- Approve all marketing and promotional materials or press releases issued;
- Assist with communicating the CONSORTIUM’s strategic direction and goals;
- Monitor and review the CONSORTIUM’s progress at bi-monthly meetings; and
- Any other duties deemed necessary and approved by the Steering Committee.

Members of the Steering Committee are not obligated to make financial contributions to CONSORTIUM.

Composition of Steering Committee

The initial Steering Committee membership is comprised of a total of eleven (11) voting members (“Member”). Chairs from each of the five Working Groups are represented as voting members of the Steering Committee:

Voting Member	Working Groups Represented
1. Georgia Institute of Technology	Research, Innovation and Sustainability
2. Northwest Georgia College and Career Academy	Workforce Development and Education
3. Technical College System of Georgia (TCSG)	Workforce Development and Education
4. Dalton State College	Workforce Development and Education; Research, Innovation and Sustainability; Marketing
5. Georgia Northwestern Technical College	Workforce Development and Education
6. Greater Dalton Chamber of Commerce	Infrastructure; Partnerships
7. Greater Rome Chamber of Commerce	Partnerships
8. Northwest Georgia Regional Commission	Lead Agency
9. Mohawk Industries	Workforce Development and Education
10. Shaw Industries, Inc.	Workforce Development and Education; Research, Innovation and Sustainability
11. J&J Industries	Workforce Development and Education
12. Carpet and Rug Institute (CRI)	Research, Innovation and Sustainability

Initial Term

Each inaugural Member shall serve until June 23, 2016 and through the term of the IMCP Manufacturing Community designation period. CONSORTIUM members may be added or removed after the initial term of the designation period, upon approval and direction provided by the Economic Development Administration.

Regular Meetings and Time and Place of Meetings

The Steering Committee is expected to meet every other month at a time and place to be determined by the Steering Committee.

Meeting Agenda

The meeting agenda and any supporting documentation will be distributed to participants during the week preceding the scheduled meeting. The meeting agenda will cover the following core items at every meeting:

- Review of action items from previous meeting;
- Update on activities underway;
- Funding opportunities, applications, and awards;
- Updates on any developments;
- Any other business.

Quorum for Meetings

A majority of the Members (or designated representative) present at a meeting or participating through conference call shall constitute a quorum for the purpose of conducting business.

Voting

The affirmative vote of at least 6/11 of the Members is necessary for the Steering Committee to take any action. A Member may designate another Member or a designated representative to vote by proxy.

Implementation Committee and Working Groups

While the CONSORTIUM is the formal driver of the IMCP Manufacturing Community designation, the larger Implementation Committee is the implementing body of the Northwest Georgia Advanced Manufacturing Strategy. The Implementation Committee is comprised of five smaller subcommittees, or "Working Groups," each of which operate independently at the direction of the CONSORTIUM:

1. Workforce Development and Education
2. Research, Innovation and Sustainability
3. Infrastructure
4. Marketing
5. Partnerships

Members of the CONSORTIUM are responsible for supporting the activities and priorities of the CONSORTIUM, the Implementation Committee and the Working Groups. Each CONSORTIUM member is expected to join one or more Working Groups from the five key areas which were identified in the IMCP application.

Working Group Chairs

The chair for each Working Group is expected to administer the Working Group and provide on-the-ground input. This includes but is not limited to convening meetings, creating meeting agendas, taking minutes, and communicating with Working Group members. The chair for each Working Group is considered a subject matter expert who has played a significant role in the development of the IMCP application.

Working Group Membership

If you are interested in joining a Working Group, please contact Leigh Hopkins at leigh.hopkins@gatech.edu.

Working Group Duties

Each Working Group will support the CONSORTIUM's activities under a specific key area. This responsibility is to be carried out by performing the following duties, including but not limited to:

- Assess proposal plans, refine strategy, and develop an integrated strategic approach to maximize the key area's impact on the manufacturing sector;
- Track and align federal, state, local, and private sector funding opportunities in support of the key area;
- Provide grant writing staffing and support for funding applications;
- Identify and lead policy initiatives;
- Develop a plan of action, track implementation of deliverables, and report recommendations to the Steering Committee;
- Provide monthly reports to the Steering Committee, including funding opportunities, applications, and awards and other activities of the Working Group; and
- Any other duties deemed necessary and approved by the Steering Committee.

Regular Meetings and Time and Place of Meetings

Each of the five Working Groups is expected to meet at a time and place to be determined by the Working Group co-chairs.

These guidelines outlining the role and responsibilities of the CONSORTIUM are reviewed and approved by:

CONSORTIUM Member

DATE

Northwest Georgia Regional Commission Representative

DATE

DRAFT