



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

Submitted Date: 3/13/2010 8:30:49 PM	Easygrants ID: 6021
Funding Opportunity: Public Computer Centers	Applicant Organization: OLIVE HILL COMMUNITY ECONOMIC DEVELOPMENT
Task: Submit Application - Public Computer Centers	Applicant Name: Ms. Beverly Carlton

Table of Contents

- A. General Application Information**
- B. Executive Summary, Project Purpose, and Benefits**
- C. Partners**
- D. Congressional Districts**
- E. Demographics**
- F. Project Budget**
- G. Historical Financials**
- H. Public Computer Center Summary**
- I. Project Readiness**
- J. Environmental Questionnaire**
- K. Environmental Questionnaire – Part 2**
- L. Uploads**



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A. General Application Information

1. Applicant Information	
Name and Federal ID for Applicant	
DUNS Number	120607895
CCR # (CAGE)	38MD4
Legal Business Name	OLIVE HILL COMMUNITY ECONOMIC DEVELOPMENT
Point of Contact (POC)	BEVERLY CARLTON 8284398893 Ext. 11 [REDACTED]
Alternate POC	BEVERLY CARLTON 8284398893 Ext. 11 [REDACTED]
Electronic Business POC	BEVERLY CARLTON 8284398893 Ext. [REDACTED]
Alternate Electronic Business POC	OLIVE HILL COMMUNITY ECONOMIC DEVELOPMENT CORPORATION, INC 8284398893 Ext. ohcedc@directus.net

2. Name and Contact Information of Person to be Contacted on Matters Involving this Application:	
Prefix	Ms.
First Name	Beverly
Middle Name	



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Last Name	Carlton
Suffix	
Telephone Number	828-439-8893
Fax Number	
Email	olivehcedc@live.com
Title	Executive Director

3. Additional Contact Information of Person to be Contacted on Matters Involving this Application:

Project Role	Name	Phone	Email
Secondary Point of Contact	Mr. Jeff , Morse	8284430654	jmorse@ci.valde se.nc.us

4. Other Required Identification Numbers

Easygrants ID	6021
Funding Opportunity Number	500000
Catalog of Federal Domestic Assistance Number	BTOP CFDA Number: 11.557 BTOP CFDA Title: Broadband Technology Opportunities Program

5. Organization Classification

Type of Organization	Non-profit Corporation
Is the organization a small business?	No
Does the organization meet the definition of a socially and economically disadvantaged small business concern?	No



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6. Authorized Organizational Representative

AOR	CARLTON, BEVERLY
Result	Applicant Authorized

7. Project Title and Project Description

Project Title: Valdese Public Computer Center

Project Description: This project establishes a public computer center in downtown Valdese, NC targeting assistance to disadvantaged businesses, the unemployed, and individuals seeking higher educational attainment. Clients and the public will receive training through collaborative services with the local community college, the county library system, Town of Valdese, and traditionally disadvantaged businesses.

8. Other Applications

Is this application being submitted in coordination with any other application being submitted during this round of funding?

➤ No

Easygrants ID	Project Title

If YES, please explain any synergies and/or dependencies between this project and any other applications.

9. Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this Application?

➤ No, Applicant is subject to these requirements

If the answer to the above question is "No," please identify each key individual associated with the Applicant who would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this Application:



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Name	Title	Employer
Beverly Carlton	Executive Director	Olive Hill CEDC

B. Executive Summary, Project Purpose and Benefits

Essay Question

10. Executive Summary of the proposed project:

This project will provide comprehensive broadband access, academic classes, and training for job-skills development, educational attainment, and business creation to underserved and vulnerable populations in eastern Burke County, an area experiencing high unemployment (over 14 percent), low educational attainment (32.4 percent of adults have not graduated from high school), and poor social service infrastructure. The collapse of manufacturing industries in this region has plunged into poverty many families who previously enjoyed middle-class standards of living. Among the consequences of reduced income are decreased mobility, lower capacity to acquire home computers, and the inability to pay for high-speed broadband services, which generally cost in the neighborhood of \$40 per month. The area has experienced large-scale factory closures and low educational attainment for more than a decade and is lacking in public facilities such as a JobLink Center or large public library for job-skill development and public broadband access.

Olive Hill Community Economic Development Corporation (CEDC) is a core member of a public-private partnership to redevelop the former Waldensian Mills textile plant in downtown Valdese, North Carolina. In addition to the public computer center, this 70,000-square-foot facility will house a business incubator, a teleconference center, a theater, educational programs, and low- and moderate-income apartments. The public computer center, with 45 workstations and SMART Board technology, will be a key component of the facility and will be a center of worker retraining, business development, educational certification, job seeking, and access to basic services, including tax preparation and bill paying. The center will be conveniently located within walking distance of many distressed neighborhoods and will allow educational programs



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from the area community college to be offered in a welcoming environment that is viewed as part of the fabric of the local community.

The Waldensian Mills plant closed eight years ago and was a major employer for the region. The mill complex is in very good structural condition with an excellent roof, solid walls, and floors supported by steel I-beams. A \$400,000 grant to the Town of Valdese from the N.C. Rural Economic Development Center is being used to provide essential facility upgrades, including ADA access ramps, an elevator, bathrooms, and electrical refurbishments.

Partners include the applicant, the Town of Valdese, Western Piedmont Community College, and the local Employment Security Commission. The facility is being redeveloped by Airlie LLC, a civic-minded developer focusing on adaptive reuse of factories and small-town revitalization. State support and technical assistance is provided by the North Carolina Rural Economic Development Center, JobLink, and the area Workforce Development Board.

The target geographical area is eastern Burke County, with a year 2000 population of 38,500 over eight census tracts. For the county as a whole, median household income in 2000 was \$35,629, with per capita income of \$17,397 and a poverty rate of 10.7 percent. The unemployment rate in December 2009 stood at 14.2 percent, and 32.4 percent of the population had not earned a high school diploma.

The public computer center expects to serve 7,500 visits per year from 2,000 individuals from over 800 households. Olive Hill CEDC is an established community organization serving minority and other traditionally disadvantaged populations in Burke County and three adjacent counties. Our mission is “to positively impact the social, physical, educational, and economic environment of area communities.” We help people increase their income and build assets with three main strategies: small-business ownership and job creation through business development and expansion, home ownership, and financial life skills. We have close relationships with funding organizations, including local and state foundations, state government grant-making entities, and federal programs targeting disadvantaged members of society. We have a full-time staff of five and one part-time administrative assistant. A seven-member board of directors from throughout the community brings a wide range of professional skills to guiding the organization in achieving its mission.

Jobs will be created and saved in two important ways. First, the center will support the creation and/or expansion of an estimated six businesses owned and operated by low-income and traditionally disadvantaged individuals, including a recycling and demolition company that is a subsidiary of the applicant. In the first 24 months of operation, approximately 30 to 40 new jobs are expected to be created through business incubation. Second, online skill-development and educational-certification programs will help prepare the general public for re-entering the



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workforce, maintaining current jobs, or increasing income potential. Each year, more than 300 individuals using the center for broadband-accessed classes from Western Piedmont Community College will find new jobs or retain existing employment.

The total cost of the project for a three year period is \$576,742, with \$448,742 in BTOP grant funds, \$70,000 in local cash match, and \$58,000 in in-kind support. Project partners will achieve long-term operational sustainability by incorporating the public computer center into Olive Hill CEDC's core operating budget. Post-grant operational funding will come from block grant appropriations to Burke County from the North Carolina Golden LEAF Foundation (as one of the most economically distressed counties in the state, Burke is eligible for \$2 million in grants every two years from Golden LEAF) and by establishing programs within the center that receive external financial support from local, state, and federal agencies.

11. Project purpose:

The Problem: Educational attainment, job-skill development, and competent general life management increasingly requires computer literacy and reliable access to broadband Internet service. In eastern Burke County, individuals and families facing economic hardship too often cannot afford to buy a computer and pay for broadband internet subscription service. Many do not understand how to use online services in a way that can improve their lives. This area of 38,500 people does not have a JobLink, large library, or other job-development resource center. Some have limited access to public transportation to attend community college or other job-skill trainings provided in Morganton, the county seat located approximately 12 miles away.

The region, especially the town of Valdese, has suffered from the near-total collapse of the textile and furniture industries and has experienced mass layoffs and plant closures for a decade. Outside of low-wage retail service jobs, very few large scale employers have expanded or relocated to this community. The unemployment rate for Burke County in December 2009 stood at 14.2 percent. In 2000, 32.4 percent of the population had less than a high school diploma.

Our Solution: With few large employers remaining in the area, Olive Hill Community Economic Development Corporation is implementing a strategy to increase job skills through small business incubation and start-up support, as well as targeted job-skill development and educational certification that will equip unemployed and disadvantaged individuals to successfully apply for jobs; join small growing businesses; or establish their own entrepreneurial endeavors. With the Town of Valdese, Western Piedmont Community College, and private developers, Olive Hill CEDC is participating in the rehabilitation of the former Waldensian Mills textile plant as a business-development incubator and center of community and small-business



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activity. This 70,000-square-foot complex, located in downtown Valdese, is in very good structural condition with an excellent roof, solid walls, and floors supported by steel I-beams. The facility will open in 2010 and grow to house businesses, training and educational facilities, and low- to moderate-income apartments. The 3,200-square-foot public computer center will be an integral part of the overall strategy of empowering disadvantaged individuals with access to information and skills needed to survive, and thrive, in a challenging economic climate. This public computer center will house 45 computer workstations in two rooms with reception offices and additional storage space. Olive Hill CEDC will manage the center and provide public access during operating hours. Trained staff will offer specialized user training including online job searches, online bill paying, tax preparation, and after-school support for youth. Western Piedmont Community College will provide educational programming via online class offerings including GED certification, resume development and over 250 online classes via the N.C. Community College System's Ed2Go program. The Town of Valdese will provide guidance on fiscal oversight and funding development, as well as ongoing grantsmanship. The Burke County Employment Security Commission will provide online resources and scheduled site visits to meet the needs of the unemployed. The North Carolina Rural Economic Development Center is providing seed capital and technical assistance. Outreach to vulnerable populations will be accomplished through the applicant's existing networks with small businesses, referrals from the county's Employment Security Commission, and guidance from the area Workforce Development Board.

This community-based solution will provide broadband education, awareness, and access to an estimated 2,000 individuals per year from over 800 households, many of whom cannot afford, or otherwise do not recognize the value of, computers and subscription broadband access at home. It will foster the incubation of an estimated six new businesses employing over 30 people. The computer center will expand and enhance other services offered at the facility. Olive Hill CEDC, a minority-controlled community nonprofit, has deep roots within vulnerable populations and will succeed in bringing members of these populations to the center for development of job skills and web-based financial literacy. An outcome of this service will be to increase awareness of the importance of having computer skills and Internet access in the home. The project will advise users of affordable home solutions to internet-accessible computer systems, thereby increasing the number of subscribers and broadband usage in the service area.

Replicability: This strategy brings educational opportunity and business development support directly to the heart of a struggling community in a manner that will attract people who otherwise would not be able to access online services. Abandoned factories dot the landscape of small-town America. This project will provide a positive example of rehabilitation of "old economy"



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infrastructure through partnerships between municipalities, nonprofits, local educational institutions, and state and federal support. The public computer center will increase broadband usage among the unemployed, the underemployed, and those with low-educational attainment. It will enhance the overall efforts of the applicant in its work to: (1) focus on growing jobs through local entrepreneurial activity relying primarily on homegrown entrepreneurs; (2) create a nurturing environment to support the development of untapped talent, skills, and local resources, and; (3) build an environment conducive to entrepreneurial activity, intellectual stimulation, openness to new ideas, access to institutions of higher education (Western Piedmont Community College), affordable transfer of information, and community support.

12. Recovery Act and Other Governmental Collaboration:

The applicant and the Town of Valdese are receiving technical support and seed capital from the North Carolina Rural Economic Development Center ("Rural Center"). The Rural Center awarded the Town a \$400,000 grant in 2008 for the rehabilitation and reuse of the Waldensian Mill, where this facility will be housed. These funds were appropriated to the Rural Center by the North Carolina State General Assembly, and a portion of the funds are being used as a match requirement for ADA access and other infrastructure improvements that will allow the public computer center to operate. A minimum of \$70,000 of Rural Center grant funds will be used to the direct benefit of the public computer center.

13. Technology Strategy:

The Center will acquire bandwidth from Charter Communications using coaxial cable with 20 Mbps download and 2 Mbps upload capacity, connected to two Cisco routers. Additional hardware will include a KVM Monitor Server, APC battery backup, and an IBM X3550 M2 file server. We will be using a LAN at each workstation. We do not anticipate public wireless at this time, but can allow users with personal laptops to access through LAN connections.

There will be two primary computer rooms in the center, each measuring approximately 900 square feet. One room will be arranged with workstations lining the periphery of the room and facing walls for staff monitoring. This room will be dedicated to general public access.

The other room will have workstations arranged in rows for formal classroom education or general public access, depending on scheduling. This room will be equipped with a "SMART Board" with peripherals to allow for online or digital presentations.

IT support will be provided by Ellis Computers. Led by Mr. Vince Ellis, and with a long-term relationship with the applicant, IT support will be provided on a contractual basis. Guidance on



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institutional IT support will be provided by IT staff at Western Piedmont Community College, with ongoing training for the center director and Olive Hill CEDC staff.

Normal duties for Ellis Computers will include responsibility for the major areas listed below:
Network hardware and software installation, operation and maintenance.

Server hardware and software installation, operation and maintenance.

PC hardware and software installation, operation and maintenance.

Audio visual hardware and software installation, operation and maintenance. Ellis Computers is proficient in the following areas:

IP (Internet Protocol) network configuration, installation, operation and maintenance.

WAN (Wide Area Network) configuration, installation, operation and maintenance.

VLAN (Virtual Local Area Network) configuration, installation, operation and maintenance.

Cisco Firewall configuration, installation, operation and maintenance.

FatPipe network bandwidth control systems configuration, installation, operation and maintenance.

Packeteer network traffic flow control systems configuration, installation, operation and maintenance.

Wireless network configuration, installation, operation and maintenance.

Email security appliance configuration, installation, operation and maintenance.

Anti-virus software configuration, installation, operation and maintenance.

Microsoft server configuration, installation, operation and maintenance.

Microsoft Active Directory configuration, installation, operation and maintenance.

Microsoft Windows operating system configuration, installation, operation and maintenance.

Microsoft Office application system configuration, installation, operation and maintenance.

Installation and management of patches and updates for all the operating and application systems listed above.

Installation, management, operation and maintenance of a wide variety of audio/visual systems.

14. Public Availability:

This facility will be available to all members of the general public. If computer workstations are available at their time of arrival, no individual will be turned away from access. The facility will hold structured classes at certain times, largely at night. The center will have two primary computing rooms, allowing one room to be available to the general public during all hours of operation. An after-school program will allow students to do homework and develop computing skills in a room dedicated to their use during after-school hours. Online courses offered by



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Western Piedmont Community College and other educational institutions will be available to users, and tuition structures will vary according to class and need. Tuition for online courses with an average six week duration range from \$65 to \$125. The center itself will not charge tuition for these courses, and the applicant will not materially gain from these charges. The applicant may develop structured courses that will require small fees to cover expenses not covered by grant funds, such as specialized software or non-staff instructors.

15. Restrictions on Center Use:

The center will not be restricted to defined purposes. However, users will not be allowed to view pornographic materials or other materials deemed to be disruptive to the computer center activities. A filter will be in operation for computers used during after-school programs for middle school and high school students.

16. Involvement of Community College:

Collaboration with Western Piedmont Community College will be an essential part of Center services. A major focus will be using the N.C. Community College System's Ed2Go curricula, which includes more than 250 online courses to increase employment skills, small-business management, and life-management skills. Courses in high demand include Accounting Fundamentals, Creating a Successful Business Plan, Starting Your Own Small Business, Computer Skills for the Workplace, Website Design, Buying and Selling on eBay, Internet Navigation, LSAT Preparation, individual courses for all Microsoft Suite Applications, Resume Writing, and QuickBooks for Contractors.

Each course consists of 12 lessons which are supplemented with interactive quizzes, assignments, tutorials, live instructor support, and online discussion areas. These courses can be accessed online at any time and take a recommended 6 weeks to complete. Online GED courses are offered on an ongoing basis through the community college and are free for those who are unemployed.

The college's Small Business Center staff will provide on-site seminars and courses as center staff identify demand. Courses are free and include How to Start a Business (12 hours), Writing a Business Plan (12 hours), eBay Basics (nine hours), Tax Implications of Starting a Business (two-hour seminar provided by the NC Dept of Revenue), and Start Your Own Business Workshops (12 hours).



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17. Is the applicant is seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA?

➤ No

18. Is the applicant delinquent on any federal debt?

➤ No

➤ If Yes, justification for delinquency:

19. Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law?

➤ No

C. Partners

20. Are you partnering with any other key institutions, organizations, or other entities for this project?

➤ Yes

If YES, key partners are listed below:

Project Role: Other
Name: Morse, Jeff
Email: JMorse@ci.valdese.nc.us
Address 1: 121 Faet Street
Address 2:
Address 3:
City: Valdese
State: North Carolina
Zip Code: 28690
Organization: Town of Valdese
Organization Type: City or Township Government
Small business: No
Socially and economically disadvantaged small business concern: No

Project Role: Third party in-kind contributor
Name: McGimsey, Eddie
Email: emcgimsey@wpcc.edu
Address 1: 1001 Burkemont Avenue



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Address 2:
Address 3:
City: Morganton
State: North Carolina
Zip Code: 28655
Organization: Western Piedmont Community College
Organization Type: State or State Agency
Small business: No
Socially and economically disadvantaged small business concern: No

Project Role: Third party in-kind contributor
Name: Brown, Chuck
Email: chuck.brown@ncesc.gov
Address 1: 720 East Union Street
Address 2:
Address 3:
City: Morganton
State: North Carolina
Zip Code: 28655
Organization: Burke County Employment Security Commission
Organization Type: State or State Agency
Small business: No
Socially and economically disadvantaged small business concern: No

Project Role: Contractor
Name: Irwin, Clark
Email: morelacegifts@aol.com
Address 1: 617 S Green St
Address 2:
Address 3:
City: Morganton
State: North Carolina
Zip Code: 28655
Organization: Airlie, LLC
Organization Type: For-profit Entity
Small business: Yes
Socially and economically disadvantaged small business concern: No

Project Role: Third party in-kind contributor
Name: McInnis, Helen
Email: hmcinnis@ncruralcenter.org



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Address 1: 4021 Carya Drive
Address 2:
Address 3:
City: Raleigh
State: North Carolina
Zip Code: 27610
Organization: North Carolina Rural Economic Development Center
Organization Type: Non-profit Corporation
Small business: No
Socially and economically disadvantaged small business concern: No

21. Description of the involvement of the partners listed above in the project.

The Town of Valdese is a valued partner and is providing matching funds of a minimum of \$70,000 from a Rural Center grant to rehabilitate the former Waldensian Mills plant as a business and community center that will house the public computer center. Town Manager Jeff Morse is providing fiscal oversight support for all grant funds secured for the project. Mr. Morse has managed and participated in projects creating over 1,200 new jobs and over \$100 million in industrial investment to Valdese and Burke County.

Western Piedmont Community College is providing educational curricula and expert guidance on technology accessibility. WPCC will provide ongoing curricula development and training to center staff on technology maintenance and upgrade options. WPCC is providing assistance with identification of future funding partners. WPCC's Small Business Center will provide ongoing seminars on small-business development at the public computer center.

The Burke County Employment Security Commission has encouraged the applicant to develop a center in eastern Burke County where the unemployed and underemployed can access vital job-seeking support. The ESC will partner with the center to provide the full range of ESC web-based job-search tools and will provide scheduled site visits for one-on-one consultations.

Airlie, LLC owns the Waldensian Mill complex and is responsible for physical site improvements and renovation. The principal partner is Mr. Clark Irwin, who has focused his efforts on adaptive reuse projects for small town revitalization, including an 80,000 square-foot mill complex in Morganton. He has served on the Main Street Advisory Board for 10 years. The N.C. Rural Center is a major source of financial and technical support for Olive Hill and has facilitated pre-development support for the public computer center. It has awarded \$65,000 to Olive Hill CEDC for community development and has awarded \$400,000 to the Town of



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Valdese for upfit of the Waldensian Mill complex. We anticipate ongoing support from the Rural Center beyond the life of public computer center grant funds.

D. Congressional Districts

22. Applicant Headquarters

- North Carolina

23. Project Service States

North Carolina

24. Project Service Areas

North Carolina - 10

25. Will any portion of your proposed project serve federally recognized tribal entities?

- No

26. Indicate each federally recognized tribal entity your proposed project will serve.

27. Have you consulted with each of the federally recognized tribal entities identified above?

- No

E. Demographics

Demographics

28. Will your proposed project be specifically directed to serve vulnerable population groups?



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➤ Yes

If "Yes" which vulnerable population groups will your proposed project serve? Check as many as apply:

Low Income

Unemployed

Youth

Other:

29. Vulnerable Populations

Olive Hill CEDC, a minority-controlled community nonprofit, has deep roots within vulnerable populations and will succeed in bringing low-income, unemployed, and youth participants to the center for development of job skills, web-based financial literacy, and enhanced learning. Outreach to vulnerable populations will be accomplished through the applicant's existing networks with small businesses, referrals from the county's Employment Security Commission, and guidance from the area Workforce Development Board. Trained staff will offer specialized user training including online job searches, online bill paying, tax preparation, and after-school support for youth. Western Piedmont Community College will provide educational programming via online class offerings including GED certification, resume development and over 250 online classes via the N.C. Community College System's Ed2Go program. The public computer center will have one room designated for after-school study hall for middle school and high school students. This is particularly needed for families in which the breadwinner (often a single mother) is working until well after students get home from school. The objective is to develop good study habits, enhanced computer skills, and a sense of how computers empower the educational experience.

30. Accessibility

The public computer center will be fully ADA accessible, with an elevator from the main parking area of the complex, ramp access to the main-floor exterior entrance, and nearby ADA



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bathrooms. The public computer center will be located in the front portion of the main floor of the former Waldensian Mill to ensure the easiest access possible for the disabled. Fifteen percent of computers will have ADA peripherals, including magnification screens, text-to-audio software, and wheelchair-accessible carrels. All computers will have instant messaging and other texting capacity. Braille keyboards will be available for adaptation to any workstation.

31. Other Languages

The Applicant does not indicate that the proposed project would be specifically directed to serve speakers of English as Second Language (ESL). Therefore, any special equipment and software that will be available to ESL users will be determined as operations get under way and additional needs are discerned.

Outreach

32. Public Computing Centers Outreach

Olive Hill CEDC will collaborate with the Employment Security Commission, Western Piedmont Community College, area middle schools and high schools, public housing authorities, and our client businesses to identify individuals in need of ready access to broadband for economic empowerment. Computer center staff will make regular contact with these organizations to maintain steady recruitment and referrals. The Burke County ESC will recommend that clients from eastern Burke County contact or visit the public computer center for assistance in searching for jobs, writing resumes, and developing skills needed for re-employment. ESC staff also will visit the facility on a regularly scheduled basis to provide job-seeking consultations.

Olive Hill CEDC will have access to ESC systems to identify new job opportunities for clients. Western Piedmont Community College's Small Business Center director will work with business-incubator clients and also refer small businesses to the public computer center. The college's distance-learning program will refer students to the center who do not have reliable home access to broadband or who require an atmosphere more conducive to online education. Project leadership also will contact guidance counselors in eastern Burke County public schools to encourage students to come to the center after school to complete homework or learn computing skills. Students who drop out of high schools can be contacted about earning their



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Funding Opportunity: Public Computer Centers	Applicant Organization: OLIVE HILL COMMUNITY ECONOMIC DEVELOPMENT
Task: Submit Application - Public Computer Centers	Applicant Name: Ms. Beverly Carlton

GEDs at the center. Housing authorities in Valdese and Morganton will be enlisted to inform residents of opportunities at the public computer center. Existing Olive Hill CEDC staff will provide a combined half-time-equivalent solely to outreach and recruitment.

We have chosen this strategy because we believe partnerships with other support organizations are the best way to ensure full utilization of the public computer center.

33. How many total users do you expect to generate through the use of BTOP funds at your public computer center(s)?

➤ 2000

Training and Education

34. Peripherals and equipment

Each station will be equipped with Dell computers, as recommended by our community college partner. Each station will have a flip-top work station with a wire management tray and a workstation cart. Workstations will be equipped with 72" or 36" power table kits, infeed plugs, and armless chairs with casters. The center will have approximately 25 headsets for personal audio and VoIP compatibility. Mice will be wired (to prevent loss), with magnification capacity for the visually impaired. Six workstations (three in each room) will be wheelchair accessible. High speed black-and-white printers (we prefer HP) will be allocated to groups of five workstations and one color printer will be available in each room. The workstations will be networked to allow users access to any idle printers as needed.

35. Workstation software

Workstations will operate on Microsoft Windows 7. Software will include the Microsoft Office Suite, Adobe Suite, Windows Media Player, Mozilla Firefox as well as Internet Explorer, and basic Skype. Educational editions of Quickbooks, CADD, SPSS, and other software may be licensed according to evolving educational needs. ADA software will be acquired in consultation with Western Piedmont Community College.

36. Training and education programs



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

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Training and education will be divided among staff-led on-site instruction, online community college courses, and specialized on-site trainings working with the Small Business Center at Western Piedmont Community College. Center staff will provide computer-competency assessments for all users requesting training and education and will assist in identifying online courses or services to meet their needs. For example, users looking for jobs will be directed to job listings available online through the Employment Security Commission. For the novice user, staff will provide orientation training on how to turn on a computer, open software, access the internet, and browse. A major focus of the center will be utilizing the N.C. Community College System's Ed2Go curricula, which includes more than 250 online courses to increase employment skills, small-business management, and life-management skills. Courses in high demand will include Accounting Fundamentals, Administrative Assistant Fundamentals, Braille Transcription, Creating a Successful Business Plan, Starting Your Own Small Business, Using the Computer Classroom, Computer Skills for the Workplace, Database Development, Website Design, Buying and Selling on eBay, Certificate in End of Life Care, Personal Finance, GED Preparation, Internet Navigation, LSAT Preparation, individual courses for all Microsoft Suite Applications, Technical Writing, Veterinary Assistant, Supply Chain Management, Fundamentals of Supervision and Management, SAT and ACT Preparation, Professional Sales Skills, Resume Writing, QuickBooks for Contractors, and Photoshop Fundamentals. Each course consists of 12 lessons, each of which is supplemented with interactive quizzes, assignments, tutorials, live instructor support, and online discussion areas.

All online computer classes qualify for 2.4 Teacher Renewal Credits for each class satisfactorily completed. These courses can be accessed online at any time and take a recommended 6 weeks to complete. Structured online community college occupational courses will be offered on an a-la-carte basis. Each will be offered twice each semester and once in the summer for a total of five times each year. These include:

Computing Fundamentals, Microsoft Word Beginning, Microsoft Word Intermediate, Microsoft Excel Beginning, Microsoft Excel Intermediate, Working with Digital Media Files, Digital Photography.

Online GED courses are offered on an ongoing basis through the community college and are free for those who are unemployed. The college's Small Business Center staff will provide on-site seminars and courses as public computer center staff identify demand. These courses are free and include How to Start a Business (12 hours of instruction) Writing a Business Plan (12 hours of instruction), eBay Basics (nine hours of instruction), Tax Implications of Starting a Business (two-hour seminar provided by the NC Dept of Revenue), and Start Your Own Business Workshop (12 hours of instruction). These courses will be integrated with computers at the site.



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Submission to NTIA – Public Computer Centers**

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The Employment Security Commission will advise on programs available through the Western Piedmont Workforce Development Board and the Workforce Investment Act program in particular.

37. If you are providing educational or training programs, how many people in total will these programs reach on an annual basis?

➤ 600

38. How many hours of training will be provided to each participant?

➤ 10

39. How many Full Time Employee (FTE) instructors or facilitators will you employ for these courses?

➤ 2

F. Project Budget

40. Project Budget	
Federal Grant Request	\$448,742
Total Match Amount	\$128,000
Total Budget	\$576,742
Match Percent	22.2%

41. Projects Outside Recommended Funding Range:

➤

42. Sustainability:

A. Public Computer Center Sustainability

Olive Hill CEDC has 10 years of operational history and has developed the capacity to maintain operations of the public computer center beyond the grant-funded period. Operation of the facility will be incorporated into the applicant's core operating budget and will be supported



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through ongoing assistance from local and state funding organizations. As one of the most economically distressed counties in the state, Burke County is eligible for \$2 million in grants every two years from the N.C. Golden LEAF Foundation, a quasi-public entity that administers funds from the 1998 Tobacco Master Settlement Agreement. Olive Hill CEDC, along with all key local partners, participates in a consensus process for allocation of these funds and will negotiate support for the center. We also have an ongoing relationship with the N.C. Rural Center and expect continued support from that institution. As the only facility for job-seeking and job-skills development in the eastern part of the county, the public computercenter will strengthen its partnership with the regional Workforce Development Board and establish ongoing programs with JobLink. These relationships will make the project eligible for core operating funds, including rent. Local foundations that we expect to support the center beyond the life of the federal grant include the Z. Smith Reynolds Foundation, the Mary Reynolds Babcock Foundation, and the Duke Endowment for the Rural Carolinas.

Annual core operating costs for the public computer center will be approximately \$85,000, including salaries, rent, subscriptions, and maintenance. Upon receiving BTOP funds, the project will immediately seek to secure local and state matching funds for operational support beyond the federal funding period. As the region emerges from recession, we will seek to secure municipal and county support to maintain services to eastern Burke County for after-school programming, workforce-readiness training, and other services emanating from the center.

43. Matching Funds	
Applicant is providing matching funds of at least 20% towards the total eligible project costs?	Yes
Describe the matching contributions	The Town of Valdese is providing grant matching funds of a minimum of \$70,000 toward physical site improvements of the public computer center and ADA access to the center, constituting 12.1% of the overall project budget. These funds come from a \$400,000 grant from the NC Rural Economic Development Center to rehabilitate the former Waldensian Mills plant as a business and community center that will house the public computer center. Olive Hill CEDC staff will provide in-kind community outreach and



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

Submitted Date: 3/13/2010 8:30:49 PM	Easygrants ID: 6021
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Task: Submit Application - Public Computer Centers	Applicant Name: Ms. Beverly Carlton

	recruitment, institutional relationship building, and funding development as a halftime equivalent, valued at \$40,000 from June 2010 to December 2012 (7% of the total project budget). In-kind staff support will include \$8,000 in fringe support from Olive Hill CEDC non-grant funds (1.3% of total budget). Center supplies are valued at \$5,000 for the entire grant-funded period and will be provided by the applicant (.09% of the total budget). The applicant commits to \$5,000 in cash match for support of utilities (0.9% of the total budget). Services and materials supplied as in-kind match will be applied exclusively to the benefit of the public computer center.
Unjust enrichment	The project is not receiving and has not applied for any Federal support for non-recurring costs in the area for which we are seeking an award.
Disclosure of federal and/or state funding sources	The Town of Valdese has received a \$400,000 grant from the N.C. Rural Economic Development Center to support physical site improvements to the former Waldensian Mill, a 70,000 square foot facility where the public computer center will be housed. These funds were allocated to the Rural Center from the North Carolina General Assembly and are not derived from federal sources. Match funds committed from this source will be spent to the exclusive benefit of the public computer center.

44. Budget Narrative	
Budget narrative	Personnel (\$124,000): Grant funds support a full-time PCC director for two years (Sept. 2010 to Sept. 2012) at an annual salary of \$30,000. Grant funds support a ½ FTE PCC staff position for two years (\$12/hour). OHCEDC staff provides in-kind outreach, recruitment, institutional relationship building, & funding development as a ½ FTE, valued at \$40,000. Fringe (\$20,000, or 20% for salaried positions) totals \$12,000 in grant funds and \$8,000 from non-grant funds. Equipment (\$79,142) includes IT hardware needed for full operation of the center, including 2 Cisco routers with spam blocker (\$3,500 each); 1 IBM X3550 M2 File Server (\$2,887); server hardware including RAM, HDD, Tape Drive & Rack (\$2,800); a



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

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Task: Submit Application - Public Computer Centers	Applicant Name: Ms. Beverly Carlton

KVM monitor server (\$800); & battery backup (\$500). Costs for 45 workstations include 45 computers, monitors & peripherals (\$45,000); 2 color laser printers (\$1,426); 8 b&w laser printers (\$2,400); 45 workstations & chairs (\$9,529); & power jumpers & kits for wire trays & plugs (\$1,600). A 64" SMART Board (\$1,600) & peripherals (\$3,600) allow wired classroom instruction & seminars. Equipment will be purchased in the 3rd & 4th quarters of 2010. Center supplies (\$5,000) will be provided by the applicant. Ellis Computers will be contracted with grant funds for ongoing IT support at a retained rate of \$600/month for 24 months (\$14,400). Construction (\$254,000): The applicant will take possession of approximately 4,600 sq.ft. in the former mill, of which 3,200 sq.ft. will be used as a dedicated public computer center. Walls, ceilings, floor finishing, & HVAC are expected to cost \$80/sq. ft. for an 800 sft. reception & welcoming area, \$50/sq.ft. for two computer center rooms (1800 square feet total), & \$50/sq.ft. for storage (600 square feet). Site improvements total \$184,000 in grant funds. The Town of Valdese commits a minimum of \$70,000 for ADA accessibility improvements, including bathrooms, wheelchair ramp access & an elevator from a rear-area parking lot. ADA accessibility grant-match expenditures are pro-rated at 50 percent of total costs. Construction funds will be expended in 2010. Other grant funds (\$80,200) include \$43,200 in rent for half of the 36-month grant-funded period. No rent is charged in the first 18 months of the project. Thereafter, rent will be \$9 per square foot per year. Utility fees are expected to be \$12,000 for 24 months of post-opening grant-funded operations (Dec. 2010 – Dec. 2012). Applicant will pay \$5,000 in match for utilities, with \$7,000 from grant funds. Software licenses are grant funded & expected to total \$13,000. MS Office is calculated at \$59 per workstation, & Adobe is expected to approach that amount. Specialized software (anti-virus protection, text-to-audio software, & educational software) is budgeted at \$4,000 from grant funds. Charter Communications quotes an Internet-access subscription fee of \$6,500 for 24 months, with exterior coaxial cable installation at \$1,500 budgeted from BTOP funds.



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

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Funding Opportunity: Public Computer Centers	Applicant Organization: OLIVE HILL COMMUNITY ECONOMIC DEVELOPMENT
Task: Submit Application - Public Computer Centers	Applicant Name: Ms. Beverly Carlton

Budget reasonableness	<p>All equipment costs as discussed in the previous essay question are derived from actual price quotes for computer centers housed within the NC Community College System, price quotes from suppliers, verbal communication with ISP service providers, and IT professionals. Interior construction costs of \$50 to \$80 per square foot are derived from the developer's detailed knowledge of adaptive reuse projects for former textile factories in the area. Salaries are based on wages for comparable positions in the Burke County area. All federal funds are allocated for the exclusive use of the Public Computer Center. Cash match funds are allocated for required ADA accessibility to the Center, pro-rated for the percentage of ADA users accessing the Center.</p>
Demonstration of need	<p>Olive Hill CEDC is a project-driven organization that receives funds for well-defined programs operating within our organizational structure. No current operational funds are allocated by funders for a public computer center. Local governments, facing unprecedented revenue shortfalls, are unable to assist at this time. Olive Hill CEDC's current fiscal year budget of is uploaded for review to demonstrate inability to fund start-up costs for this center.</p>

45. Funds to States/Territories

States	Amount of Federal Grant Request
North Carolina	448,742

Funds to States/Territories Total: \$448,742

G. Historical Financials

46. Matching Funds

	2007	2008	2009
Revenue	198,215	168,270	168,178



**Broadband Non-Infrastructure Application
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Task: Submit Application - Public Computer Centers	Applicant Name: Ms. Beverly Carlton

Expenditures	135,338	163,630	153,309
Net Assets	82,309	100,532	159,994
Change in Net Assets from Prior Year	13,988	18,223	59,462
Bond Rating (if applicable)			

H. Public Computer Center Summary

47. Jobs	
How many direct jobs-years will be created from this project?	6
How many indirect jobs will be created from this project?	30
How many jobs will be induced from this project?	300

48. Methodology used to estimate jobs:

Jobs will be created and saved in two important ways. First, the center will support the creation and/or expansion of an estimated six businesses owned and operated by low-income and traditionally disadvantaged individuals, including a recycling and demolition company that is a subsidiary of the applicant. The applicant's subsidiary, CHL-W LLC, is a minority owned materials reuse, recycling, and demolition firm. CHL-W LLC will work for the developer as a subcontractor for facility renovation. The project developer, Airlie LLC, has existing relationships with socially and economically disadvantaged subcontractors, including a plumbing business and a sheetrock business. We anticipate these subcontractors will be hired for facility upgrades.

PCC staffing, buildout, and direct support from PCC activities will create at least 6 jobs. In the first 24 months of operation, approximately 30 to 40 new jobs are expected to be created through business incubation. Second, online skill-development and educational-certification programs will help prepare the general public for re-entering the workforce, maintaining current jobs, or increasing income potential. Each year, more than 300 individuals using the center for broadband-accessed classes from Western Piedmont Community College will find new jobs or



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retain existing employment. Olive Hill CEDC has established a relationship agreement in principal with Vince Ellis Computing, an IT firm located in Hickory, N.C. that qualifies as a soci

49. Proposed # of Public Computer Centers	
Schools (k-12)	0
Libraries	0
Medical and Healthcare Providers	0
Public Safety Entities	0
Community Colleges	0
Public Housing	0
Other Institutions of Higher Education	0
Other Community Support Organization	1
Other Government Facilities	0

Total Proposed Public Computer Centers 1

Current Total Persons in Service Area 38500

50. Minority Serving Institutions	
Historically Black Colleges and Universities	0
Tribal Colleges and Universities	0
Alaska Native Serving Institutions	0
Hispanic Serving Institutions	0



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Native Hawaiian Serving Institutions	0
TOTAL MINORITY SERVING INSTITUTIONS	0

51. Weekly Usage Summary	
Total Current # of Persons Served per 120-hour Business Week	0
Total Proposed # of Persons Served per 120-hour Business Week	120
Total Current # of Persons Served per 48-hour Weekend	0
Total Proposed # of Persons Served per 48-hour Weekend	30

52. Broadband Workstation Summary	
Number of Current Workstations proposed to be upgraded	0
Total Current # of Broadband Workstations	0
Total Proposed # of Broadband Workstations	45
Average Current Facility Broadband Connection Speed	0.00 Mbps
Average Proposed Facility Broadband Connection Speed	20.00 Mbps



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

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I. Project Readiness

53. Licenses and Regulatory Approvals

Zoning determination, exterior building shell permit, and demolition permit have all been issued and are included as PDFs in the upload section. Fire code inspection and site safety inspections will be completed as upfits are executed.

54. Organizational Readiness

Olive Hill CEDC is an IRS 501-c-3 organization serving Burke County and its surrounding areas since 1999. Our mission is “to positively impact the social, physical, educational, and economic environment of area communities.” Our efforts have been centered on offering low- to moderate-income communities and traditionally undeserved individuals opportunities to become managers and owners of small and growing businesses to develop a sustainable entrepreneurial community. Our goals and objectives address issues of unemployment, job creation, living conditions in substandard housing, and money management. Our programs include Business Development, Affordable Housing, Faith Based Community Economic Development, Housing Counseling, and Economic Empowerment.

Olive Hill CEDC has five full-time permanent staff: an executive director, director of operations, two community-development specialists, and an economic-development specialist. We also have a part-time administrative assistant. AmeriCorps Vista has appointed Olive Hill CEDC as a volunteer organization to provide outreach and education to link resources to other agencies and provide training, and to establish ongoing community programs.

Our organization is led by Ms. Beverly Carlton. Ms. Carlton has worked in the field of community-based nonprofit organizations since 1979, and has served as executive director for Olive Hill CEDC since its founding. She holds a B.A. in Business Administration from Lenoir Rhyne College and has completed trainings in housing development finance (NDC, 2000), community development administration (UNC-Chapel Hill, 2003), and rural economic development (N.C. Rural Center, 1999).

Our board of directors is comprised of seven individuals with a diverse range of skills needed to provide oversight of our broad range of activities. These include employees of the local Employment Security Commission, the Department of Social Services, a computer technology company, and the marketing manager of a local newspaper.

Olive Hill CEDC is supported with funds from the North Carolina Rural Economic Development Center, the Z. Smith Reynolds Foundation, and local governments within a four-county region.



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Submission to NTIA – Public Computer Centers**

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Funding Opportunity: Public Computer Centers	Applicant Organization: OLIVE HILL COMMUNITY ECONOMIC DEVELOPMENT
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The organization has managed projects for community development and affordable housing, with grants totaling over \$300,000 in the past five years. Olive Hill CEDC will contract with the Town of Valdese and the Western Piedmont Council of Governments to assist in financial oversight of federal funds.

55. Project Timeline and Challenges

The following time line of activities is expected to be accurate and takes into account an 6-month time-frame between the award date and the opening date.

Pre-Award Preparedness: The project is securing all permits necessary to complete the project, including zoning determination, exterior structure envelope, and demolition (all secured), as well as interior plan upfit plan approvals and fire code compliance.

2nd Qtr 2010: Project secures full funding and begins interior upfit of 3,200 square feet for PCC. Olive Hill CEDC reaches agreement with Town of Valdese for fiscal oversight and grant-reporting support.

3rd Qtr 2010: Facility upfit nears completion for ADA compliance.

3rd Qtr 2010: Project interviews and hires PCC director, finalizes technology implementation plan and contracts for IT services. Broadband ISP provider finalizes coaxial cable installation. Interior broadband capacity build-out begins. PCC director begins management training with Rural Center and Community College support. Project secures agreement for computer hardware, software, and furnishings. Outreach and recruitment agreements are finalized with WPCC, ESC, and Small Business Center. Relationship with Workforce Development Board for ongoing support is formalized.

4th Qtr 2010: Installation of workstations and equipment. Project receives final punch card approval and opens for public center access (target November 2010). Hires part-time staff support. Acquires office supplies and equipment.

1st Qtr 2011: Begin after-school services for high school and middle school. Begin ESC on-site consultations. Recruit for small business development seminars led by Small Business Center.

2nd Qtr 2011: Begin funding development for ongoing center operations beyond BTOP funding period. Ongoing outreach, programming, and client support.

3rd Qtr 2011-4th Qtr 2012: Continue BTOP-funded operations, secure ongoing support from Workforce Development Board, NC Rural Center, NC Golden Leaf Foundation, Z. Smith Reynolds Foundation, others.

3rd Qtr 2012: BTOP funding for PCC director expires. Begin funding from Olive Hill CEDC operational budget.



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Task: Submit Application - Public Computer Centers	Applicant Name: Ms. Beverly Carlton

4th Qtr 2012: Finalize BTOP expenditures. Complete final reporting requirements. Continue PCC operations.

The greatest potential challenge will be for completion of interior facility improvements. We have therefore built in adequate time to complete this phase. Should opening be delayed for any reason, we will seek to amend expenditures accordingly and will not expect any BTOP funds beyond the 3 year time line.

56. SPIN Number

J. Environmental Questionnaire

57. Does this PCC application have construction or ground disturbing activities?

No

If no, please answer the questions below. If yes, please do not answer the questions below and instead proceed to the next page to answer the expanded environmental questionnaire.

58. Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.

Yes

2 Cisco routers; IBM File Server; server hardware; KVM monitor server; battery backup; 45 computers, monitors and standard peripherals; 2 color laser printers; 8 b&w laser printers; 45 workstation tables and chairs; power jumpers and kits for computer wire trays and plugs; 64" SMART Board.

59. Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?

Yes



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Funding Opportunity: Public Computer Centers	Applicant Organization: OLIVE HILL COMMUNITY ECONOMIC DEVELOPMENT
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60. Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.

Yes

3,200 square feet of a former textile mill will be upfitted with dividing walls, drop ceilings, floor finishings, and dedicated HVAC. ADA accessibility improvements include bathrooms, wheelchair ramp access, and an elevator.

61. Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?

Yes

62. Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.

Yes

This project will provide online academic classes and training for job-skills development, educational attainment, and business creation to underserved and vulnerable populations in eastern Burke County.

63. Does the proposed action involve ground or surface disturbance to accommodate new fiber optic cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.

No

64. Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?

Yes

Charter Communications will install approximately 250 feet of coaxial cable to serve the PCC.

K. Environmental Questionnaire – Part 2



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Task: Submit Application - Public Computer Centers	Applicant Name: Ms. Beverly Carlton

65. Project Description

66. Property Changes

67. Buildings

68. Wetlands

69. Critical Habitats

70. Floodplain

71. Protected Land

72. Coastal Area

73. Brownfield



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Uploads

The following pages contain the following uploads provided by the applicant:

Upload Name	File Name	Uploaded By	Uploaded Date
Management Team Resumes and Organization Chart	Management Team Resumes and Org Chart.pdf	Carlton, Beverly	03/10/2010
Government and Key Partnerships	Support+letters+complete.pdf	Carlton, Beverly	03/03/2010
Historical Financial Statements	Historical Financials 08-09.pdf	Carlton, Beverly	03/10/2010
Public Center Detail	PCC details.xlsx	Carlton, Beverly	03/03/2010
Detailed Budget	Detailed Budget Final.xls	Carlton, Beverly	03/09/2010
BTOP Certifications	BTOP Authentication and Certifications.pdf	Carlton, Beverly	03/10/2010
SF424 Budget (A or C)	SF 424 A Final.pdf	Carlton, Beverly	03/09/2010
SF424 B and D Assurances	SF 424 B Final.pdf	Carlton, Beverly	03/08/2010



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