

ATTACHMENT C

KIR PROJECT SUMMARY SHEET

A NON-REFUNDABLE, \$500 APPLICATION FEE is due at time of submission.

COMPANY INFORMATION

Application Date: July 1, 2019

Provide the legal name of the company you wish to be named on the KIR Agreement and other data as requested.

Company Name: Any Company, USA

Mailing Address: <u>100 SW 1st Street</u>	Project Address: <u>123 SW 1st Street</u> <small>(if different)</small>
City: <u>Topeka</u>	City: <u>Topeka</u>
State: <u>KS</u> Zip: <u>66611</u>	State: <u>KS</u> Zip: <u>66611</u>

Company Contact Person: Judy McFarland Title: Director, Marketing & Communications

Phone: 785-555-3332 Ext. 123 E-mail : jmcfarland@anycompanyusa.com

Federal Employer Identification Number (FEIN): 84-8822225 NAICS Code: 336413

Using the provided link, please indicate the company's product or service on the line below. The description must define the NAICS Code provided above.

[Bureau of Labor Statistics](#) Other Aircraft Parts and Auxiliary Equipment Manufacturing

Will this application be used for the HPIP program? Yes No

Does more than 51% of revenue come from out of state markets? Yes No

Current Employment Level: Project Facility in Kansas 129 Total in Kansas 129

TRAINING INFORMATION

Total number of existing positions to be trained: 50 Average wage of the positions: \$ 25.00 per hour

Month and year training contract will begin: July 2019

Month and year training contract will end: June 2020

When will employee training start? **please note: training employees on items identified in Section II A of this application will need to start between the two dates listed above.** July 2019

SECONDARY PROJECT CONTACT

Name: Grant Writer Phone: 785-555-6664

Company: Aspen 300 E-mail: Grant.Writer@aspen300.com

KANSAS DEPARTMENT OF COMMERCE STAFF USE ONLY:

Staff Initials: _____	Commitment: _____
Project Number: _____	Amount of Award: \$ _____
	Company Match: \$ _____

Kansas Industrial Retraining (KIR) Application

Kansas Department of Commerce

I. BRIEF DESCRIPTION OF THE COMPANY'S BUSINESS OPERATION

A. Brief history of the company:

- 1) Please provide a brief history of the company. Be sure to include information regarding the project facility or facilities and the location of the company's market, as well as describe the company's product or service. Please limit your response to a few paragraphs

Any Company USA is small family-owned business founded in 1948, located in Topeka, Kansas. We are a manufacturer/provider of aerospace parts and assemblies with customers around the world. Our primary customers are aircraft OEM. We operate 2 facilities both located in Topeka, Kansas. Our central office houses all of our corporate officers and manages all of the administrative functions. Our 175,000 square foot manufacturing facility is located across the street and includes warehouse space.

Any Company USA manufactures complex multi-axis machining, mill turning equipment, broaching, gear shaping, honing and grinding of a variety of metals. We also assemble kits including hard and soft metals, sheet metals and plastics. Our warehouse ships products to our world-wide customers.

- ### B. Health Care Plan Coverage must be made available to all full-time employees. Please mark each shaded box to indicate that your company provides these required coverages:

<input checked="" type="checkbox"/>	Hospital Care	<input checked="" type="checkbox"/>	Physician Care	<input checked="" type="checkbox"/>	Prescription Drug
<input checked="" type="checkbox"/>	Substance Abuse Treatment	<input checked="" type="checkbox"/>	Prenatal and Post-Natal Care	<input checked="" type="checkbox"/>	Mental Health Care

II. DESCRIPTION OF THE TRAINING PROJECT

- ### A. Please provide a summary describing how your company is restructuring its operations. In this summary, please include how the company plans to implement the proposed training project. Below you will find a list of the types of eligible restructuring:

- incorporation of existing technology (unable to pay for training associated with upgrades to existing technology);
- development and incorporation of new technology (unable to pay for training associated with upgrades to existing technology);
- diversification of production; or
- development and implementation of new production.

ERP System Implementation – Any Company USA is in the process of purchasing and installing a powerful ERP system designed to support today's lean manufacturing environment. ERP 1000 will accommodate continual change; necessary for supporting today's shifting customer demands. The Advanced Planning and Scheduling (APS) feature enables a smooth transition from the current planning system to a lean system. ERP 1000 includes capabilities that let the user determine the impact of decisions. If you insert a high priority order into your production plan, add overtime hours, or outsource specific

components, the system instantly determines which customer orders will be affected and how delivery timeframes will change. Over the past few years, Any Company USA has partnered with many of our customers in new product development. These programs require the ability to accommodate short-flow, quick turn-around orders and still be able to meet the production requirements on other programs. The ability to meet these customer needs is critical to our continued success. In addition, the workflow/event management and real-time material and capacity reporting will enable us to continue our lean efforts and allow better reporting to our customers.

Each area within the company will have specific uses for ERP 1000 and each trainee will learn to use the system to effectively manage the data needed for their own daily operations. Users will train on a variety of modules within the system based on their department's needs. Trainees will also learn the best methods for reporting out data and analyzing it in order to promote lean processes. Training will also include various methods of reporting the data to partners and to deal with proprietary information provided by each of our customers. In addition, the trainees will learn how the system interfaces with other software and technology currently used on Any Company USA's operations. This will include understanding how to integrate the system with web-based reporting requirements on VPN and customer supplier portals.

Infor training consultants will conduct on-site classes and hands-on training of critical system users to ensure full understanding of the various modules and how they are used within our daily operations. In addition, they will provide enhanced training for systems administrators and department heads who will be responsible for monitoring use in their departments and training users in more complex software capabilities and for training new users.

- B. Mark the shaded box to indicate the time frame in which employees would be displaced if training is not received:

	0-3 months		3-6 months
	6-12 months	X	More than 12 months

III. BUDGET DETAIL OF THE TRAINING PROJECT

- A. Please provide the Course Title and a General Course Description of the training courses, type of training, the source of instructor, the number of positions to be trained, the number of hours for each training course, and associated costs. **When calculating the cost of the training line item, please remember when the employee is a student; do not include their base hourly rate. If the employee is a teacher, you may include their base hourly rate.**

Course Title	General Course Description	Classroom OJT or Self Directed	Source of Instructor (In-house or Vendor's name)	Total Positions to be Trained	Hours of Training per Position	Hours of training x number of sessions x base hourly rate -or- Cost of Course	Cost
Example: CNC Router Training	Training will include instruction on process of machine set up and how to use the new router.	Classroom	In-house	3	40	40 hrs x 3 sessions x \$25/hr	\$3,000
ERP 1000 Customized Personalization Training	Training targeted for each department on modules and functions necessary to perform their daily operations and training on the Personalization functionality within ERP 1000 which allows all users to customize data, forms and reports to their needs.	OJT	In-house Any Company USA Managers and systems administrators	24	24	24 hrs x 7 sessions x \$35.00/hr	\$5,880.00
ERP 1000 101	Basic Training on all modules to ensure every user has a thorough understanding of the navigation and overall functionality of the system.	Classroom and OJT	In-house Sarah Bixby	3	8	8 hrs x 3 sessions x \$43.00/hr	\$1,032.00
ERP 1000 Train the Trainer	Specialized training for system administrators of ERP 1000 and department heads to prepare for internal OJT of additional users.	Classroom and Self Directed	In-house Sarah Bixby	8	24	24 hrs x 1 session x \$43.00/hr	\$1,032.00
ERP 1000 Personalization Training	Training regarding Personalization functionality within ERP 1000 which allows all users to customize data, forms, and reports to their needs.	Classroom and OJT	Vendor – Infor Global Solutions	6	3	1 class @ \$1,080	\$1,080.00
						Total:	\$9,024.00

B. List costs relevant to customizing and/or developing the training courses listed in Table A. Course Titles must match Section A.

Course Title	Hours to develop x hourly rate	Cost
Example: CNC Router Training	40 hrs x \$25/hr	\$1,000.00
ERP 1000 101	40 hrs x \$75.00/hr	\$3,000.00
ERP 1000 Train the Trainers	20 hrs x \$75.00/hr	\$1,500.00
ERP 1000 Personalization	20 hrs x \$75.00/hr	\$1,500.00
	Total:	\$6,000

C. Materials and Supplies (<i>such as Notebooks, Manuals, Textbooks</i>)	\$2,000.00
D. Training Aids (<i>such as White Boards, DVD's</i>)	\$8,599.85
E. Minor Training Equipment (<i>such as Computers, Projectors</i>)	\$3,000.00
F. Total Cost of Training Project (Items A-E)	\$28,623.85