Data Collection Form

Part A: Project Information
(To be completed by all Proposers)

Okaloosa RESTORE Advisory Committee

Approved by the Okaloosa RESTORE Advisory Committee: December 4, 2014
Okaloosa County, Florida

1/17/2014

INTRODUCTION

The purpose of this data collection form is to assist Okaloosa County in prioritizing projects submitted for Direct Component ("Pot #1") funds allocated from the Gulf Coast Restoration Trust Fund through the Resources and Ecosystems Sustainability, Tourist Opportunities and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act).

The following terms are used in this data collection form:

- Applicant - the Okaloosa County Board of County Commissioners (BOCC)
- Project Proposer - the individual or organization completing this form
- Responsible Entity - the Okaloosa County BOCC

Prior to initiating this data collection form, it is recommended the Project Proposer download and review the entire form to understand the range of required information. Tools/data required to complete this form may include: permits, interlocal agreements, comprehensive plans, evidence of property ownership, and estimated project costs. Completing all required information in the collection form may require many hours; this will be a function of project complexity and proposer preparedness.

This data collection form differs from the U.S. Treasury Application Form (RESTORE Act Direct Component Guidance and Application to Receive Federal Financial Assistance; August 2014). This data collection form was designed to assist the Okaloosa RESTORE Advisory Committee (ORAC) in their task of developing a recommended list of potential projects for inclusion in the BOCC's Multi-Year Implementation Plan (MYIP).

Projects that are identified for funding in the MYIP will require additional information from the Project Proposer. Although completion of Part C of this data collection form is not required at this time, the Project Proposer is encouraged to thoroughly review Part C to ensure the ability to fully comply with the minimum information required by the U.S. Treasury for project funding. If a proposed project is ultimately included in the approved MYIP, failure of the Project Proposer to then provide the required project information in Part C may preclude funding for that project.

Per RESTORE Act guidance, the responsible entity shall be solely responsible for the execution of each funded project, including procurement of professional services and/or construction services. The Okaloosa County BOCC (the responsible entity) reserves the right to delegate these services to sub-entities with the demonstrated capability to comply with all County and Federal procurement processes required by the RESTORE Act.

By proposing a project through this data collection form, the Project Proposer acknowledges there is no guarantee the proposed project will be funded. Further, the Project Proposer acknowledges no reimbursement or compensation shall be provided for completing the data collection form or any other activities associated with proposing a project.

Part A: Project Information

NOTE: Incomplete applications will not be considered. By submitting this project proposal, the proposer certifies that the statements herein are true, complete and accurate to the best of his/her knowledge. Any false, fictitious, or fraudulent statements or claims may cause the application to be rejected without the opportunity to re-submit.

A.1 Project Proposer: Provide the name and contact info of the Project Proposer.

CHOICE High School & Technical Center
1976 Lewis Turner Boulevard
Fort Walton Beach, Florida 32547
Jerry Sansom, Principal 850-833-3130 Kelly Hayes, Assistant Principal 850-833-3329

A.2 Point of Contact: Provide the name and contact information of the person to be contacted on matters concerning this project (POC).

Tim Jackson, Evening Dean of Students 850-833-3511

A.3 Proposed Activity Name: Provide the name of the Proposed Activity.

"Environment First" Redesign of the Automotive Service Technology Workforce Development Program

A.4 Claimed in Oil Liability Trust Fund After July 6, 2012: Was this proposed activity included in any claim for compensation paid out by the Oil Spill Liability Trust Fund after July 6, 2012***?***

- ☐ Yes (STOP. This activity is not eligible.)
- ☒ No

A.5 Qualifying Eligible Activity: Please check the primary eligible activity in the first column and then all other eligible activities that apply in the second column by placing an 'X" in the column in the row corresponding to the qualifying eligible activity.

Select Primary Activity (Select only one)	Select All Others That Apply	Qualifying Eligible Activity
☐	☒	Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches and coastal wetlands of the Gulf Coast Region
☐	☐	Mitigation of damage to fish, wildlife and natural resources
☐	☐	Implementation of a federally approved marine, coastal, or comprehensive conservation management plan, including fisheries monitoring
☒	☒	Workforce development and job creation
☐	☐	Improvements to or on State parks located in coastal areas affected by the Deepwater Horizon oil spill
☐	☐	Infrastructure projects benefitting the economy or ecological resources, including port infrastructure
☐	☐	Coastal flood protection and related infrastructure
☐	☐	Planning assistance
☐	☐	Promotion of tourism in the Gulf Coast Region, including recreational fishing
☐	☐	Promotion of the consumption of seafood harvested from the Gulf Coast Region

A.6 Location of Activity: Provide the project location. If there is more than one location for the activity, attach a list of the additional locations.

A.6.1 Address: Provide the actual address for the activity (street address, municipality(ies), county/parish, state, zip code). (If there is no street number, provide the nearest intersection or note boundaries on map submitted with Question A.6.2.)

Latitude/Longitude (if available):_____

Street address: 1976 Lewis Turner Blvd.

Municipality(ies): Fort Walton Beach

County/parish: Okaloosa

State: Florida

Zip code: 32547

A.6.2 Map: Provide a map of the project location and the area affected by the project.

A.6.3 Property Ownership: If project requires the use of land, provide details of property disposition to include land acquisition, ownership, agreements to use property, permits, easements, etc.

The Automotive Service Technology Workforce Development training program has been offered to both high school students and adults alike for over 25 years at the current CHOICE facility. This project is designed to recreate portions of the training program to incorporate environmentally conscience methods, procedures, and equipment. The redesign will require no land or property use or acquisition. The necessary space is already available and in use.

A.6.3.1 Attach documentation (i.e. letter of commitment, Memorandum of Understanding, deed, etc.)

A.7 Project Schedule: Provide a proposed project schedule to include: start date (MM/YY), end date (MM/YY), and major milestones.

Provided funds are available by December 31, 2015, preparations for the redesign of the Automotive Service Technology Lab will begin Monday, January 4, 2016 and be completed April 4, 2016. Specific activities during this time frame will be cleaning and preparing the physical space, ordering the tools, equipment, and supplies, initial setup of new hybrid and gas multi-point cutaway engine trainers, and installation of the new safer, crush-proof exhaust tubing system and the energy-saving lighting system. Introduction of the new equipment, safer process and procedures will begin May of 2016.

A.8 Monitoring: During the project & following its completion, will the project be subject to a monitoring program to evaluate project success?

- ☐ No
- ☒ Yes (provide information on monitoring and evaluation)

Yes. As a career and technical training program offered in an accredited school that receives state and federal funds, all aspects of the program will be monitored. The school and the instructors will be responsible for meeting all performance measures required by the state and the accrediting agency, including, but not limited to, enrollment, retention, program completion, and job placement.

A.9 Management/Maintenance Program: Will the project be subject to a management/maintenance program to ensure project success?

☐ No

☒ Yes (Provide information on how the project will be monitored and maintained as well as the party (or parties) responsible for performing these tasks.) (240 words max.)

Program management will be the responsibility of the instructors. They will continue to maintain attendance, grades, performance records, and certifications on all students while in the program. The instructors will also maintain placement and follow-up data on each completing student. Monitoring of the implementation of the project with regard to the RESTORE Grant will be the responsibility of the Principal, Assistant Principal, and/or their designee. All phases of the project will be monitored and progress documented including the implementation schedule and expenditure of funds.

A.10 PROJECT SUMMARY

Provide a narrative of your project and why this project should be funded. Discuss the following items as a minimum:

- Economics of the project: Explain how the overall budget supports the proposed work
  - Project Expenditures (long term and short term)
  - Project Revenues (sales, donations, etc.)
- Other funds to be used in addition to Direct Component funds
- Key personnel involved with the project
- Specific objectives
- Permits or land acquisition required
- Design status
- Similar project success or if new technology explain
- Environmental impact (species affected, existing plans supported, etc.)
- Risks to implement and maintain the activity
- Jobs Created (short term, long term, and wage scales)

(1,500 words max)

The Automotive Service Technology program has been a long-standing mainstay of this career and technical training facility. Since the School's inception in September of 1975, automotive teachers have successfully trained high school students who wanted to enter some area of the automotive industry. By 1977 adult students were also being trained in an evening program. Each year teachers have provided quality instruction and created a career path that lead many directions. Now, nearly forty years later, it is clear that there are new paths that must be included in the program if it is to provide students with the knowledge base and skill set to be successful in the automotive service industry. The current needs of the industry include professional who are highly qualified to maintain the newer, more energy efficient engines in vehicles today. In order to meet these needs, it is imperative that the current program be redesigned to create a safer more environmentally conscience training space and to include tools and equipment that will build the knowledge and skill to maintain energy efficient, lower emissions engines as well as the new hybrid engines. We are in the business of education. As with any business, there is a product or service and a customer. Our customers are the business owners and industry professionals in need of a highly trained workforce pool from which to hire. Our products are the hundreds of students trained in multiple programs each year. With the recent changes in society and the call for cleaner, greener, more eco-friendly options in every area of life, the redesign of this program to include the latest technology is incredibly important.

Items included in the budget for this proposal include new equipment to replace older pieces that are creating a potentially, environmentally unsafe working condition, energy saving electronic work lights, exhaust and fluids collection systems that both improve the environment inside and outside the facility, and cut away engine trainers that allow students to learn the inner workings and repair procedures for the hybrid engines and the new fuel conserving, lower emissions gas engines. Addition of these items will result in energy savings and lower operational costs of the program, a safer more eco-friendly training environment for teachers and both high school and adult students, and program completers who are highly trained and qualified to repair and maintain all engines both old and new.

Detailed redesign projects like this do not come to reality without the dedicated work of a talented group of professionals. This development of this project and the request for proposal of these grant funds to complete the project is the work of the CHOICE High School and Technical Center Principal, Assistant Principal, Evening Automotive Instructor, Evening Dean of Students, and a Certified Grants Specialist. The ultimate goal this school and of this project is to create a cutting edge automotive training facility that will successfully produce a superbly trained, highly qualified workforce for the automotive service technology industry.

The redesign of the Automotive Service Technology Program will not create jobs. It is a workforce development project that will produce knowledgeable, highly skilled workers for now and the future. There are more vehicles on the road today that ever, and the push to make them more environmentally safe through limiting emissions and conserving fuel gets stronger every day. Today's automotive students must be trained to work in an age-long field with new-age demands. The redesigned CHOICE High School and Technical Center Automotive Service Technology will make that happen.

A.11 Requested Funding Amount: How much Direct Component (Pot #1) funding is being requested for this project?

$67,500.00

A.11.1 Other Funding: Is additional funding, outside of this request, being used for the project?

- [x] No
- [ ] Yes (provide information on all additional funding sources and amounts.)

A.11.2 Funding Under $90,000: Is the requested funding under $90,000?

- [x] Less than or equal to $90,000 (Application is complete)
- [ ] More than $90,000 (Proceed to Part B)

END OF PART A