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.

High School Electricity 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 High School Electrical Workforce Development training program development, implementation, and on-going operation will occur on the CHOICE High School and Technical Campus. It will require no land or property use or acquisition. The necessary space is readily available for an instructional classroom, a hands-on training lab, tool/equipment room, and material and supply storage.

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, development and setup of the program will begin Monday, January 4, 2016 and be completed June 2, 2016. Specific activities during this time frame will be cleaning and preparing the physical space, ordering the tools, equipment, and materials and supplies, organizing inventory, creating monitoring and accountability procedures, participating in recruiting activities, and meeting with local business partners. Initial instruction will begin August of 2016 with the first students completing the 3 year, 8-course program by June 2019.

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 instructor 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 instructor. He will be required to maintain attendance, grades, performance records, and certifications on all students while in the program. The instructor 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 Choice High School and Technical Center is a vital part of the Okaloosa County School District blending 9th through 12th grade academic studies with cutting edge career and technical education programs for both high school and adult students. Among the high school career and technical education offerings is the carpentry program. Carpentry students work diligently to learn all aspects of the industry as they work each year to build a house that is sold via sealed bids to interested people from the community. Skilled carpenters are in high demand for both residential and commercial companies in our state and nationwide. The construction industry relies on a variety of trained professionals to complete building projects. Craftsmen in the fields of heating/cooling, masonry, and electrical fields are also in high demand and hard to find. The intent of is project is to focus on the addition of a high school electrical training program. The current carpentry program has a student completion rate of 83% with over 80% of those completers being placed in training related jobs. Because of the excellent working relationship CHOICE and the CHOICE instructors have with the building community, we have the same expectation for success for the new electrical program.
Developing projects like this do not come to reality without the dedicated work of a talented group of professionals. It entails research into the needs of business and industry, investigation into the most up-to-date curriculum choices, and working with vendors to secure the best prices and the fastest turn-around time for delivery of tools and equipment. The 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 new high school electrical program will be housed and operated on the campus of CHOICE High School and Technical Center. There are is currently prime space available for the program which includes classroom space, a large lab area for creating mock-up and skill practice, tool and equipment rooms, as well as securable areas for building materials and consumable supplies. The available area will require only cleaning and prep work with no construction or renovations needed before the program can begin. Budgeted items consist of tools and equipment that are an integral part of instruction to prepare students for work in the field. These include hand tools, power tools, test equipment, trainers, and common materials necessary to complete hands-on learning activities in preparation for actually wiring houses on campus. Other items included in the budget are instructional tools that the teacher will use while working with students both while imparting technical knowledge in the classroom and developing skills in the practice lab. The long term operational budget for maintaining the program is the same as it is for other career and technical education programs offered at CHOICE. Salaries and standard maintenance are items that are a part of the school's annual operating budget. The new electrical program will be sustained by revenue from sales of houses built using the student's skills and labor, in conjunction with students in the already established carpentry class. The revenue gained for the programs will be increased by the addition of the electrical program in that, some construction disciplines, such as electrical and plumbing, have historically been outsourced to private contractors in order to have a fully finished home to sell, significantly reducing the overall profit margin of the houses. The new electrical program will now handle the wiring of the houses thus increasing the revenue by the amount previously paid to an outside contractor.

Students enrolled in the electrical class will be instructed in an extensive range of electrical fundamentals including electrical theory, residential and commercial wiring, the incorporation of new environmentally friendly and energy efficient technologies such as led lights and solar power. The course will also cover subjects such as the safe and appropriate use of both hand and power tools, safety equipment, and a basic overview of the construction industry. Additionally, the class is designed to instruct and promote topics that are critical to any business, such as teamwork, ethics in the work place, the necessity for taking personal responsibility and pride in your work. Comprehensive, high-quality training will empower our graduating students to enter the work force with boldness, secure that they are capable of meeting the needs of any employer. It is evident by our current placement rate for carpentry that local business already have confidence that they are hiring dependable, highly trained workers with a well-rounded education. This will be true for the new entry level electrical program completers also.
Currently, in this area of Florida, entry level electricians and electrician's helpers are needed and due to the presence of several military installations in the area and a thriving tourist industry, construction in this region is projected to continue far into the future. This means that there will be a continued and increasing need for skilled electricians. By training students while they are still in high school, their chances of being hired immediately after graduation is greatly enhanced.

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

$85,450.00

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