



David Johnson  
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TO: Tim Wyrosdick, Superintendent  
Board Members

FROM: David Johnson

DATE: May 28, 2014

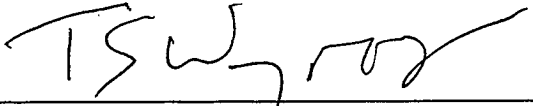
RE: CTE Grant – Milton Youth Academy

Please find attached a copy of the Project Application received from the Milton Youth Academy for the CTE Grant written in the amount of \$10,500.00. The purpose of this grant is for the additional technology supports (computers) in order to upgrade CTE course offerings in Digital Publishing so that they can move toward Microsoft Industry Based Certifications.

It is recommended that the board approve the grant application. Upon approval, the application will be mailed to the Florida Department of Education.



FLORIDA DEPARTMENT OF EDUCATION  
*Project Application*

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	<b>A) Program Name:</b>  <b>Juvenile Justice Education Program CTE Course Enrollment</b> 2013 Specific Appropriations Act, Appropriation 103 Grants and Aids – School and Instructional Enhancements Fund	<b><u>DOE USE ONLY</u></b>  Date Received						
<b>B) Name and Address of Eligible Applicant:</b>  Santa Rosa District Schools 6751 Berryhill St Milton, FL 32570		<b>Project Number (DOE Assigned)</b>						
<b>C) Total Funds Requested:</b>  \$ 10,500  <hr/> <b><u>DOE USE ONLY</u></b>  <b>Total Approved Project:</b>  \$	<b>D) Applicant Contact Information</b> <table border="1"><tr><td data-bbox="587 856 1042 947"><b>Contact Name:</b> David Johnson, Director of Continuous Improvement and Alternative Education</td><td data-bbox="1042 856 1500 947"><b>Mailing Address:</b> 6751 Berryhill St Milton, FL 32570</td></tr><tr><td data-bbox="587 947 1042 1031"><b>Telephone Number:</b> 850-983-5066</td><td data-bbox="1042 947 1500 1031"><b>SunCom Number:</b></td></tr><tr><td data-bbox="587 1031 1042 1115"><b>Fax Number:</b> 850-981-7861</td><td data-bbox="1042 1031 1500 1115"><b>E-mail Address:</b> johnsond@mail.santarosa.k12.fl.us</td></tr></table>		<b>Contact Name:</b> David Johnson, Director of Continuous Improvement and Alternative Education	<b>Mailing Address:</b> 6751 Berryhill St Milton, FL 32570	<b>Telephone Number:</b> 850-983-5066	<b>SunCom Number:</b>	<b>Fax Number:</b> 850-981-7861	<b>E-mail Address:</b> johnsond@mail.santarosa.k12.fl.us
<b>Contact Name:</b> David Johnson, Director of Continuous Improvement and Alternative Education	<b>Mailing Address:</b> 6751 Berryhill St Milton, FL 32570							
<b>Telephone Number:</b> 850-983-5066	<b>SunCom Number:</b>							
<b>Fax Number:</b> 850-981-7861	<b>E-mail Address:</b> johnsond@mail.santarosa.k12.fl.us							
<p style="text-align: center;"><b>CERTIFICATION</b></p> <p>I, <u>Tim Wyrosdick</u>, (Please Type Name) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <p>E) <u></u> Signature of Agency Head</p>								

A) SANTA ROSA DISTRICT SCHOOLS (FOR SANTA ROSA YOUTH ACADEMY)

Name of Eligible Recipient:

B)

Project Number: (DOE USE ONLY)

Reviewed by SACSD Finance Department

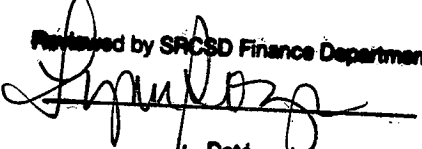
TAPS Number

14B049

Date  
5/28/14

# FLORIDA DEPARTMENT OF EDUCATION BUDGET NARRATIVE FORM

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
5300	643	<b>Capitalized Hardware:</b> 16 HP desktop computers for students with 20" monitors, keyboard, mouse, Window 7/8 for a total of \$9,056 (@ \$566 each) 2 laptops \$1444.00 (@\$722.00) for use to upgrade CTE offerings in Digital Publishing toward Microsoft Industry Based Certifications.		10,500
C) TOTAL				\$10,500

Reviewed by SRCSD Finance Department  
  
 Date  
 5/28/14

The Division of Career and Adult Education has already populated this form with the required information.

- Simply submit this form with the application as printed.
- See Checklist (last page of this RFA) for proper placement of this form in the application package.

### Scope of Work and Grant Activity (Project Performance Accountability)

#### Definitions:

- **Scope of Work-** specific tasks that the grantee is required to perform.
- **Tasks-** Specific activities that are required to be performed to complete the Project Narrative/ Scope of Work.
- **Deliverables-** Products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
- **Evidence-** Tangible proof.
- **Due Date-** Date for completion of tasks.

Scope of Work and Grant Activity (Project Performance and Accountability)				
Scope of Work	Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)
<p>Funds shall be used for students in residential juvenile justice education programs who are enrolled in career and technical education (CTE) courses that lead to occupational completion points and/or industry recognized certifications.</p> <p>Specifically, the funds may ONLY be used to support the following expenditures:</p> <ul style="list-style-type: none"> <li>• equipment,</li> <li>• specially designed curricula, and</li> <li>• industry credentialing testing fees</li> </ul>	Expend fund as specified in the State Appropriation Line 103	Final DOE 399, which will reflect each school site actual expenditures	Final DOE 399	August 20, 2014

**Juvenile Justice Education Program CTE Course Enrollment**  
 2013 Specific Appropriations Act, Appropriation 103 Grants and Aids –  
 School and Instructional Enhancements Fund

## APPLICATION REVIEW CRITERIA AND CHECKLIST

- Place all items requested in the order indicated below.
- Include only the items requested.
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
- Place a binder clip on the upper left corner of each application (no spiral bindings, notebooks or cover pages, please).
- Include this form in the application package.

Placement Order	Item	Applicant  Indicate Page Numbers Below	DOE Staff ✓ Check appropriate box below	
			Complete	Incomplete
<b>FORMS</b>				
1	DOE 100A, Project Application – with original signature	1		
2	DOE 101, Budget Narrative Form (One Budget Narrative Form for each eligible school)	2		
<b>NARRATIVE SECTION</b>				
3	Attachment - Scope of Work and Grant Activity Form	3		
<b>OTHER REQUIRED DOCUMENTS</b> – must be included with application				
4	Application Review Criteria and Checklist	4		