

# Memorandum of Agreement

by and between  
University of South Florida and  
The School Board of Santa Rosa County, Florida  
for the  
SEDNET Administration Project

This Memorandum of Agreement ("Agreement") describes the partnership between the University of South Florida Board of Trustees, a public body corporate for its USFSP College of Education's Division of K-16 Educational Initiatives (USFSPCOEK-16) and The School Board of Santa Rosa County, Florida, a public corporate body operating and existing under the laws of the state of Florida. It represents the intent of the USFSPCOEK-16 administration and faculty and Santa Rosa County Public Schools to collaborate in youth mental health awareness and services as described in Appendix A, "School District Application for Funding."

## Article I Scope of Agreement

In receipt of SEDNET funding in the amount of \$81,032.00 to support youth mental health as described in Appendix A, Santa Rosa County School Board agrees to adhere to each of the following:

1. **All funds must be encumbered by August 30, 2020.** If it is anticipated that the funds will not be used in their entirety by this date, all unencumbered funds **must be returned to the University project by July 1, 2020.** These funds must be used solely to support the activities described in Appendix A.
2. If the total funding amount for your district exceeds \$10,000.00, please note that the funds will be disbursed in two separate payments, approximating a 50/50 split. Upon satisfactory reporting of activities and expenditures, the second payment will be disbursed 5 months after the first payment, or at documentation of 75% of expended funds, whichever occurs first.
3. The school district as fiscal agent will administer this funding in accordance with all applicable federal and state statutes, regulations, program plans, and application. **Quarterly reporting of activities, purchases and other itemized expenditures to SEDNET Administration will be required for continued funding. This reporting will be through an electronic database, with support from USFSP SEDNET Administration Project staff, as needed.**
4. **This available funding is one-time, non-recurring funding. Allowable expenditures under this funding include expenses directly related to activities and purchases described in Appendix A.** Generally unallowable uses for funding include candy, alcohol, banquets, decorations, greeting cards, gift cards, lobbying, personal cellular telephones, fund raising, promotional items, entertainment, food and beverages, perquisites, meals not in accordance with Section 112.061, F.S., items for personal

convenience (i.e. refrigerators for office staff), and items that are not necessary and reasonable ( i.e., expensive office equipment to meet personal preferences). This list is not all-inclusive and is presented for example purposes only. An expenditure of state funds must be authorized by law and the expenditure must meet the intent and spirit of the law authorizing the payment. Some of the items above may be allowable if there is statutory authority for their purchase and other rules or laws do not prohibit them. Agencies should refer to the *Reference Guide for State Expenditures* and/or their agency legal staff when determining whether specific purchases are allowable pursuant to the laws, rules, and requirements of their agreement and program.

5. School districts as fiscal agents for these funds must
  - a. Maintain both cost and programmatic records for five (5) years and allow USFSP SEDNET Administration Project access to the records, as requested.
  - b. Have an adequate cost accounting system or maintain a separate bank account for these funds.
  - c. Ensure all costs are reasonable, allowable, allocable and documented, and repay all disallowed costs.
  - d. Participate in monitoring as necessary to ensure that activities and/or deliverables are meeting expectations.
  - e. Agree to payment terms (e.g., frequency of payments, method of payment, and required documentation).

**Failure to comply with the agreement outlined above may result in the return of funds and/or denial/limitation of future funding.**

## **Resources**

- FDOE “Green Book” Project Application and Amendment Procedures for Federal and State Programs: <http://www.fldoe.org/core/fileparse.php/5625/urlt/0076985-2013greenbook.pdf>
- FDOE “Red Book” Financial and Program Cost Accounting and Reporting for Florida Schools: <http://www.fldoe.org/feftp/redtoc.asp>
- Department of Financial Services Reference Guide for State Expenditures: <http://www.fcadv.org/sites/default/files/Reference%20Guide%20For%20State%20Expenditures.pdf>

## **Article II**

### **Period of the Agreement**

The Agreement shall become effective upon signature by all parties and be in force up to and including August 30, 2020.

### **Article III Termination of Agreement**

Either USFSPCOEK-16 or Santa Rosa County School Board may terminate the Agreement without cause by delivering written notice to the other party at least thirty days prior to the date on which the termination is to be effective. Upon early termination the Santa Rosa County School Board shall submit a final report to USFSPCOEK-16 within thirty (30) days from official notification of termination. The Santa Rosa County School Board shall return any unused funds to USFSPCOEK-16 within thirty (30) days from official notification of termination.

### **Article IV Modification**

This Agreement may be amended or modified by a written instrument executed by the duly authorized representatives of the parties' hereto. Similarly, no agreement that affects the provisions of this Agreement shall be valid unless in writing and executed by USFSPCOEK-16.

### **Article V Contact Information**

#### **District Fiscal Contact Information**

Below, **you must provide** a name, phone number, email, and mailing address for the person to whom the check should be sent.

Check Receiver Name: Sherry Smith, Director of Student Services

Phone #: 850-983-5052

Email: smithsl@santarosa.k12.fl.us

Complete mailing address, including zip code: 6032 Hwy. 90, Milton, FL 32570

*Signature page to follow*

IN WITNESS WHEREOF, the parties have executed this Agreement by their authorized representatives on the date first above written.

**University of South Florida Board of Trustees**

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Jordan T Knab, Ed.S.  
Principal Investigator, K-16 Educational Initiatives  
University of South Florida St. Petersburg

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Keith Anderson, Director of Sponsored Research  
University of South Florida

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



Bryan D. Ruff  
Associate General Counsel - University of South Florida

**Signature of District Representatives:**

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District Student Services Director

Name (print): Sherry Smith  
Date: November 14, 2019  
Email: SmithSL@santarosa.k12.fl.us

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District Superintendent

Name (print): Tim Wyrosdick  
Date: November 14, 2019  
Email: WyrosdickT@santarosa.k12.fl.us

# District Application for Funding: SEDNET Administration Project

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Welcome to the District Application for Funding: SEDNET Administration Project.

## Â Instructions

Â Please answer all questions to the best of your ability.

The form saves your responses as you enter them.

To increase or decrease text size, click the plus or minus signs under "Resize Font" in the upper right of this screen.

You also have the option of having the form read to you. If you wish to Disable speech, please click "Disable speech" under "Returning" in the upper right hand corner of the screen.

Should you need more time, or need to return to complete the application, click the "Save and Return Later" button and follow the instructions. You will be given a code to reenter the form, please copy and save this code.

When you have completed the application, you will be able to print or save the completed document in PDF format.

Response was added on 11/05/2019 4:22pm.

On behalf of BEESS and the University of South Florida St. Petersburg, we are excited to partner with your district in providing funding for innovative mental health services and supports for students and their families in Florida. Thank you in advance for completing this funding request form. Once you have submitted your request, the form will be reviewed by the SEDNET Administration Project and the BEESS liaison for approval. We will communicate by email should we have any questions regarding your funding request.

Once your request is approved, you and your Superintendent will be required to sign an MOU prior to the release of funds. Please contact the SEDNET Principal Investigator with any questions.

Jordan Knab, Ed.S.

Phone: (813) 361-1076

SEDNET Project Administration: (727) 873-4661 Email: jknab@usfsp.edu

## School District Information

Please select your district from the drop down list.

⊗ SANTA ROSA COUNTY, BOARD OF PUBLIC INS

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**Accept or Pass on Funding**

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My district wishes to:

☒ Accept funding

**Contact Information**

Please enter the name and contact information of the person requesting funding below (please enter the primary contact here)

First Name	Sherry
Last Name	Smith
Your Degree (if not applicable, leave blank)	Master of Education, Ed Leadership
Your Title	Director of Student Services
Email address	SmithSL@santarosa.k12.fl.us
Phone Number	(850) 983-5052
Is there another person applying?	<input checked="" type="checkbox"/> No

**Fiscal Contact Information**

Is the fiscal contact for this district an entity other than the district? In other words, do your district funds go through another entity? For example, some lab schools process their funding through a university.

☒ No

Please enter the name the district does business under or the official fiscal contact name.

Santa Rosa County District Schools

Please enter the name of your district's fiscal contact person below:

Fiscal Contact First Name

Susan

Fiscal Contact Last Name

McCole

Fiscal Contact Email

McColeM@santarosa.k12.fl.us

Fiscal Contact Phone

(850) 983-5023

Please enter the USPS mailing address for funds:  
Do not use PO Boxes  
Remember to include your Zip Code

5086 Canal Street  
Milton, FL 32570



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**Evidence/Research**

**Please list evidence/research that supports the use of the requested product, resources, training, activity or technical assistance. Describe the need for the activity selected and identify how the activity will be evaluated and progress measured including a brief synopsis of the baseline data for the identified measure(s):**

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I would like to enter my evidence /research:

☒ by entering it directly into this form

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Please enter your evidence/research here:

The requested product is: Evolution Labs, Suite 360 for Mental and Emotional Health Education for Grades 6-12, Human Trafficking Prevention Education and Substance Use and Abuse Prevention Education Grades K-12. Suite 360 provides an immersive content experience tailored to Florida education requirements. Content is drawn from a vast library of expert-developed interactive text, and video based material that are tailored to achieve learning outcomes.

Funds will also be used to purchase Youth Mental Health First Aid books. These are the books that accompany the required state Youth Mental Health Awareness training.

A) **SANTA ROSA COUNTY SCHOOL DISTRICT**

Name of Eligible School District

## SEDNET ADMINISTRATION PROJECT USFSP BUDGET NARRATIVE FORM

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
6100	369	Tech Related Rentals – Evolution Labs, Suite 360 Mental and Emotional Health Program, Child Trafficking Prevention, Substance Use and Abuse Prevention Programs for 3 years		72,802.50
6100	510	Youth Mental Health Awareness Training Books 434 Books		8,224.30
B) TOTAL				81,026.80\$

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**Budget**

Please itemize the total amount of funding requested in the attached FDOE budget template. For each line item listed in the budget, identify the associated activity (e.g., substance abuse awareness) in the narrative section of the line.

Food, promotional or marketing items, clothing, gift cards and other items, such as entertainment and incentives are unallowable expenses. The fiscal agent is expected to consult with the SEDNET Administration Project in writing for any questionable or allowable costs. Note: Pursuant to Chapter 1010.06 F.S., Indirect cost limitation, state funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs.

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Please download and complete the SEDNET budget template.

[Attachment: "SEDNET.Budget.Narrative.Form.10.2019.doc"]

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Please upload the completed SEDNET budget form

[document]

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**Acknowledgement**

**Please review your responses then sign below.**

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By clicking below, I acknowledge that my district's  
Superintendent and I must sign an MOU prior to any  
funds being disbursed

11-05-2019

Please sign using your mouse or finger

[signature]

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If you are printing this form, please sign here:

Sherry Smith Master of Education, Ed Leadership  
Director of Student Services  
SANTA ROSA COUNTY, BOARD OF PUBLIC INS



SANTA ROSA COUNTY, BOARD OF PUBLIC INS

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Please continue to complete and submit your application.