Texas Education Agency
Standard Application System (SAS)

32129

2015–2020 Texas Title I Priority Schools, Cycle 4

Program authority:	P.L. 107-110 ESEA, as amended by the NCLB Act of 2001, Section 1003 (g)	**FOR TEA USE ONLY** Write NOGA ID here:
Grant period:	January 1, 2016, to July 31, 2020, pending future federal allocations. Pre-award costs are permitted from October 1, 2015, to December 31, 2015.	136107257110002
Application deadline:	5:00 p.m. Central Time, August 20, 2015	Place date stamp here. RECEIVED TEXAS EDUCATION AGENCY 2016 MAR 11 AM 10:54 DOCUMENT CONTROL CENTER GRANTS ADMINISTRATION
Submittal information:	**Six** complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494	
Contact information:	Leticia Govea: leticia.govea@tea.texas.gov; (512) 463-1427	

Schedule #1—General Information

Part 1: Applicant Information

Organization name	County-District #	Campus name/#	Amendment #
Houston Independent School District	101912	Blackshear ES / 110	1

Vendor ID #	ESC Region #	US Congressional District #	DUNS #
74-6001255	IV	18th - TX	061292124

Mailing address	City	State	ZIP Code
4400 West 18th Street	Houston	TX	77092-

Primary Contact

First name	M.I.	Last name	Title
Alicia		Lewis	Principal
Telephone #	Email address		FAX #
713-942-1481	Alewis6@houstonisd.org		713-942-1486

Secondary Contact

First name	M.I.	Last name	Title
Annetra		Piper	Mgr, Grants Department
Telephone #	Email address		FAX #
713 556-6785	apiper@houstonisd.org		713 556-7023

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Kenneth		Huewitt	Interim Superintendent of Schools
Telephone #	Email address		FAX #
713-556-6300	HISDSuperintendent@houstonisd.org		713-556-6323

Signature (blue ink preferred) — Date signed

Kenneth Huewitt — 3-8-16

Only the legally responsible party may sign this application.

Schedule #1—General Information (cont.)	
County-district number or vendor ID: 101912	Amendment # (for amendments only): 1

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	☒	☒
2	Required Attachments and Provisions and Assurances	☒	N/A
4	Request for Amendment	N/A	☒
5	Program Executive Summary	☒	☒
6	Program Budget Summary	☒	☒
7	Payroll Costs (6100) – SEE **NOTE**	☒	☒
8	Professional and Contracted Services (6200) – SEE **NOTE**	☒	☒
9	Supplies and Materials (6300) – SEE **NOTE**	☒	☒
10	Other Operating Costs (6400) – SEE **NOTE**	☒	☒
11	Capital Outlay (6600/15XX) – SEE **NOTE**	☒	☒
12	Demographics and Participants to Be Served with Grant Funds	☒	☐
13	Needs Assessment	☒	☐
14	Management Plan	☒	☐
15	Project Evaluation	☒	☐
16	Responses to Statutory Requirements	☒	☐
17	Responses to TEA Requirements	☒	☐
18	Equitable Access and Participation	☒	☐

***IMPORTANT NOTE FOR COMPETITIVE GRANTS:** Schedules #7, #8, #9, #10 and #11 are required schedules if any dollar amount is entered for the corresponding class/object code on Schedule #6—Program Budget Summary. For example, if any dollar amount is budgeted for class/object code 6100 on Schedule #6—Program Budget Summary, then Schedule #7—Payroll Costs (6100) is required and if it is either blank or missing from the application, the application will be disqualified.

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Schedule #4—Request for Amendment	
County-district number or vendor ID: 101912	Amendment # (for amendments only): 1

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail ***or*** by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-7915.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend" guidance posted in the Amendment Submission Guidance section of the Division of Grants Administration Administering a Grant page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

			A	B	C	D
#	Schedule #	Class/ Object Code	Grand Total from Previously Approved Budget	Amount Deleted	Amount Added	New Grand Total
1.	Schedule #7: Payroll	6100	$4,576,004	$5,000	$71,300	$4,642,304
2.	Schedule #8: Contracted Services	6200	$930,000	$80,000	$1,000	$851,000
3.	Schedule #9: Supplies and Materials	6300	$375,000	$15,000	$0	$360,000
4.	Schedule #10: Other Operating Costs	6400	$218,587	$0	$20,000	$238,587
5.	Schedule #11: Capital Outlay	6600/ 15XX	$146,992	$7,300	$15,000	$154,692
6.	Total direct costs:		$6,246,583	$107,300	$107,300	$6,246,583
7.	Indirect cost (%):		$102,043	$0	$0	$102,043
8.	Total costs:		$6,384,626	$107,300	$107,300	$6,348,626

Revised Annual Budget Breakdown

Year 1	Year 2	Year 3	Year 4	Year 5	5-Year Total Budget Request
$472,312	$1,505,641	$1,456,891	$1,456,891	$1,456,891	**$6,348,626**

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Schedule #4—Request for Amendment (cont.)

County-district number or vendor ID: 101912 | Amendment # (for amendments only): 1

Part 4: Amendment Justification

Line #	# of Schedule Being Amended	Description of Change	Reason for Change
1.	6	Budget Summary is being revised to reflect the the updated, redirected changes to Schedules 7-11. Revisions only apply to year 1. In year 1, $107,300 is being redirected. Overall, the amount of funding for each year remains the same.	These revisions are needed to maximize the efficacy of implementation, beginning with year 1, to best address the needs of Blackshear Elementary.
2.	7	In Payroll, the Early Learning Intervention Coordinator position was decreased $5,000 to $28,700. Subsititute pay was increased $15,000. Professional extra duty pay was increased to $40,000. Support staff extra duty pay was increased $10,000.	With a shorter grant period in year 1, $28,700 is sufficient for Early Learning Intervention Coordinator position. Substitute teachers are needed to allow classroom teachers time to attend professional development sessions. To promote perfect attendance among teachers and support staff, Blackshear is requesting to redirect $40,000 and $10,000, respectively.
3.	8	Professional and Contracted Services were descreased $80,000 and $1,000 was added to lease a copier.	With a shorter grant period in year 1, Blackshear is requesting to redirect $80,000 and add $1,000 to lease a copier for the remaining grant period.
4.	9	Supplies and Materials were decreased $15,000.	With a shorter grant period in year 1, the revised amount is sufficient to implement the project.
5.	10	Other Operating Costs were increased $20,000.	Additional funding is needed to cover travel costs for campus leadership to attend professional development.
6.	11	Capital Outlay was increased $15,000 and $7,300 was redirected.	Additional funding is needed to cover the acquisition furniture and modules (cubicles) for additional staffing and student needs. $7,300 was redirected; decreased amount is sufficient to implement scope of project.
7.			

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Schedule #6—Program Budget Summary

County-district number or vendor ID: 101912 | Amendment # (for amendments only): 1

Program authority: P.L. 107-110 ESEA, as amended by the NCLB Act of 2001, Section 1003(g)

Grant period: January 1, 2016, to July 31, 2020, pending future federal allocations. Pre-award costs are permitted from October 1, 2015, to December 31, 2015. | Fund code: 276

Budget Summary 1/1/2016 - 7/31/2016

Schedule #/Title	Class/ Object Code	Year 1 Program Cost	Year 1 Admin Cost	Amount of Year 1 as Pre-award	Year 2 Program Cost	Year 2 Admin Cost	Year 3 Program Cost	Year 3 Admin Cost	Year 4 Program Cost	Year 4 Admin Cost	Year 5 Program Cost	Year 5 Admin Cost	Total Budgeted Cost across all Years
#7-Payroll Costs	6100	~~$40,440~~ $106,740	$0	$0	$1,133,891	$0	$1,133,891	$0	$1,133,891	$0	$1,133,891	$0	~~$4,576,004~~ $4,642,304
#8-Professional and Contracted Services	6200	~~$130,000~~ $51,000	$0	$0	$200,000	$0	$200,000	$0	$200,000	$0	$200,000	$0	~~$930,000~~ $851,000
#9-Supplies and Materials	6300	~~$125,000~~ $110,000	$0	$0	$100,000	$0	$50,000	$0	$50,000	$0	$50,000	$0	~~$375,000~~ $360,000
#10-Other Operating Costs	6400	~~$18,587~~ $38,587	$0	$0	$50,000	$0	$50,000	$0	$50,000	$0	$50,000	$0	~~$218,587~~ $238,587
#11-Capital Outlay	6600/ 15XX	~~$146,992~~ $154,692	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	~~$146,992~~ $154,692
Consolidate Administrative Funds			X Yes ☐ No										
5% indirect costs (see note):		N/A	$11,293	N/A	N/A	$21,750	N/A	$23,000	N/A	$23,000	N/A	$23,000	**$102,043**
Grand total of budgeted costs (add all entries in each column):		461,019	$11,293	$0	1,483,891	$21,750	1,433,891	$23,000	1,433,891	$23,000	1,433,891	$23,000	6,348,626
		#472,312			#1,505,641		#1,456,891		#1,456,891		#1,456,891		ALS

Administrative Cost Calculation

Enter the total grant amount requested:	$6,348,626
Percentage limit on administrative costs established for the program (5%):	× .05
Multiply and round down to the nearest whole dollar. Enter the result. This is the maximum amount allowable for administrative costs, including indirect costs:	$317,431

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

NOTE:

- No more than $2,000,000 per year may be requested.

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- Year 1 is designed to be a planning/pre-implementation period, lasting from January 1, 2016, to July 31, 2016. Costs budgeted for this period should be reasonable and necessary for the shorter time period and type of activity.
- Years 2, 3, and 4; operating in school years 2016-2017, 2017-2018, and 2018-2019, are designed to be full implementation years.
- Year 5; operating in school year 2019-2020, is designed to be a supported sustainability year. Costs budgeted for this period should be reasonable and necessary for the type of activity.

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Schedule #7—Payroll Costs (6100)

County-district number or vendor ID: 101912

Amendment # (for amendments only): 1

	Employee Position Title	Estimated # of Positions 100% Grant Funded	Estimated # of Positions <100% Grant Funded	Year 1 Amount Budgeted	Amount of Year 1 to be used as Pre-Award	Year 2 Amount Budgeted	Year 3 Amount Budgeted	Year 4 Amount Budgeted	Year 5 Amount Budgeted	Total Budgeted Costs across all Years
Academic/Instructional										
1	Teacher	1		$0		$55,000	$55,000	$55,000	$55,000	**$220,000**
2	Teacher Assistant	6		$0		$150,000	$150,000	$150,000	$150,000	**$600,000**
3	Academic Tutor	0		$0						
Program Management and Administration										
4	Early Learning Intervention Coordinator	1		~~$33,700~~ $28,700		$67,400	$67,400	$67,400	$67,400	~~**$303,300**~~ **$298,300**
5	General Clerk	0		$0						
6	Title			$	$	$	$	$	$	**$**
Auxiliary										
7	Social Worker	1		$0		$60,000	$60,000	$60,000	$60,000	**$240,000**
8	Community Liaison/Parent Coordinator	1		$0		$29,700	$29,700	$29,700	$29,700	**$118,800**
9	School Nurse	0		$0						
Other Employee Positions										
10	Literacy Specialist	1		$0	$	$60,000	$60,000	$60,000	$60,000	**$240,000**
11	STEM Specialist	1		$0	$	$60,000	$60,000	$60,000	$60,000	**$240,000**
12	Early Childhood Specialist	1		$	$	$60,000	$60,000	$60,000	$60,000	**$240,000**
13	Subtotal employee costs:			~~**$33,700**~~ **$28,700**	$	**$542,100**	**$542,100**	**$542,100**	**$542,100**	~~**$2,202,100**~~ **$2,197,100**
Substitute, Extra-Duty Pay, Benefits Costs										
14	6112	Substitute pay		$15,000	$	$70,000	$70,000	$70,000	$70,000	~~**$280,000**~~ **$295,000**
15	6119	Professional staff extra-duty pay (& Administrators' and Teachers' attendance incentive for perfect attendance @ $250 per month		**$40,000**	$0	$261,896	$261,896	$261,896	$261,896	~~$1,047,584~~ $1,087,584
16	6121	Support staff extra-duty pay (& Support staff attendance incentive for perfect attendance @ $150 per month		$10,000	$	$102,500	$102,500	$102,500	$102,500	~~**$410,000**~~ **$420,000**

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17	6140	Employee benefits	~~$6,740~~ $13,040	$	$157,395	$157,395	$157,395	$157,395	~~$636,320~~ $642,620
18	61XX	Tuition remission (IHEs only)	$	$	$	$	$	$	$
19		Subtotal substitute, extra-duty, benefits costs	~~$6,740~~ $78,040	$	$ 591,791	$ 591,791	$ 591,791	$ 591,791	~~$ 2,373,904~~ $2,445,204
20		**Grand total (Subtotal employee costs plus subtotal substitute, extra-duty, benefits costs):**	**~~$40,440~~ $106,740**		**$1,133,891**	**$1,133,891**	**$1,133,891**	**$1,133,891**	**~~$4,576,004~~ $4,642,304**

For guidance on when to submit an amendment for changes to salary amounts in line items and a list of unallowable costs, see the guidance posted in the Amendment Submission Guidance and Allowable Cost and Budgeting Guidance sections of the Division of Grants Administration Administering a Grant page.

Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 101912 | Amendment # (for amendments only): 1

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

Professional and Contracted Services Requiring Specific Approval

	Expense Item Description	Year 1	Year 1 Pre-Award	Year 2	Year 3	Year 4	Year 5	Total Budgeted across all Years
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	$	$	$	$	$	$	$
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	$	$	$	$	$	$	$
a.	Subtotal of professional and contracted services (6200) costs requiring specific approval:	$	$	$	$	$	$	$

Professional Services, Contracted Services, or Subgrants

#	Description of Service and Purpose	Check If Subgrant	Year 1	Year 1 Pre-Award	Year 2	Year 3	Year 4	Year 5	Total Budgeted across all Years
1	Leadership Professional Development	☐	~~$20,000~~ 0		$30,000	$30,000	$30,000	$30,000	~~$140,000~~ $120,000
2	Comprehensive Consultant Support for Early Learning Intervention	☐	~~$30,000~~ $10,000		$40,000	$40,000	$40,000	$40,000	~~$190,000~~ $170,000
3	Comprehensive Consultant Support for Reading and Writing	☐	~~$30,000~~ $10,000		$40,000	$40,000	$40,000	$40,000	~~$190,000~~ $170,000
4	Comprehensive Consultant Support Mathematics and Science	☐	~~$30,000~~ $10,000		$40,000	$40,000	$40,000	$40,000	~~$190,000~~ $170,000
5	Schoolwide Culture Building Professional Development	☐	$10,000	$	$25,000	$25,000	$25,000	$25,000	$110,000

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6	Poverty Training - Understanding our Economically Disadvantaged	☐	$10,000	$	$25,000	$25,000	$25,000	$25,000	**$110,000**
7	Copier Leasing – Lease copier to support the program		$1,000						1000
b.	Subtotal of professional services, contracted services, or subgrants:		**~~$130,000~~ $51,000**	**$**	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**~~$930,000~~ $851,000**
a.	**Subtotal of professional and contracted services requiring specific approval:**		$	$	$	$	$	$	$
b.	**Subtotal of professional services, contracted services, or subgrants:**		$	$	$	$	$	$	$
c.	**Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:**		**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
	(Sum of lines a, b, and c) Grand total		**~~$130,000~~ $51,000**	**$**	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**~~$930,000~~ $851,000**

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted in the Allowable Cost and Budgeting Guidance section of the Division of Grants Administration Administering a Grant page.

Schedule #9—Supplies and Materials (6300)

County-District Number or Vendor ID: 101912 | Amendment number (for amendments only): 1

Expense Item Description

Technology Hardware—Not Capitalized

	#	Type	Purpose	Quantity	Unit Cost	Year 1	Year 1 Pre-Award	Year 2	Year 3	Year 4	Year 5	Total Budgeted Across all Years
6399	1				$	$	$	$	$	$	$	$
	2				$							
	3				$							
	4				$							
	5				$							
6399	Technology software—Not capitalized					$	$	$	$	$	$	$
6399	Supplies and materials associated with advisory council or committee					$	$	$	$	$	$	$
	Subtotal supplies and materials requiring specific approval:					$	$	$	$	$	$	$
	Remaining 6300—Supplies and materials that do not require specific approval:					**~~$125,000~~ $110,000**	$	$100,000	$50,000	$50,000	$50,000	**~~$375,000~~ $360,000**

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Grand total:	~~$125,000~~ $110,000	$	$100,000	$50,000	$50,000	$50,000	**~~$375,000~~ $360,000**

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted in the Allowable Cost and Budgeting Guidance section of the Division of Grants Administration Administering a Grant page.

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Schedule #10—Other Operating Costs (6400)

County-District Number or Vendor ID: 101912 | Amendment number (for amendments only): 1

	Expense Item Description	Year 1	Year 1 Pre-Award	Year 2	Year 3	Year 4	Year 5	Total Budgeted Across all Years
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations. Specify purpose:	$	$	$	$	$	$	$
6413	Stipends for non-employees (specific approval required only for nonprofit organizations) Specify purpose:	$	$	$	$	$	$	$
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations Specify purpose:	$	$	$	$	$	$	$
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees Specify purpose:	$	$	$	$	$	$	$
6429	Actual losses that could have been covered by permissible insurance	$	$	$	$	$	$	$
6490	Indemnification compensation for loss or damage	$	$	$	$	$	$	$
6490	Advisory council/committee travel or other expenses	$	$	$	$	$	$	$
6499	Membership dues in civic or community organizations (not allowable for university applicants) Specify name and purpose of organization:	$	$	$	$	$	$	$
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations) Specify purpose:	$	$	$	$	$	$	$
	Subtotal other operating costs requiring specific approval:	$		$	$	$	$	$
	Remaining 6400—Other operating costs that do not require specific approval:	~~$18,587~~ $38,587	$	$50,000	$50,000	$50,000	$50,000	~~$218,587~~ $238,587
	Grand total:	~~18,587~~ $38,587	$	$50,000	$50,000	$50,000	$50,000	~~$218,587~~ $238,587

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. For more information about field trips as well as a list of unallowable costs and costs that do not require specific approval, see the Budgeting Costs Guidance Handbook, in the Allowable Cost and Budgeting Guidance section of the Division of Grants Administration Administering a Grant page.

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Schedule #11—Capital Outlay (6600/15XX)

County-District Number or Vendor ID: 101912 Amendment number 1

15XX is only for use by charter schools sponsored by a nonprofit organization.

#	Description/Purpose	Quantity	Unit Cost	Year 1	Year 1 Pre-Award	Year 2	Year 3	Year 4	Year 5	Total Budgeted Across all Years
6669/15XX—Library Books and Media (capitalized and controlled by library)										
1		N/A	N/A	$	$	$	$	$	$	$
66XX/15XX—Technology hardware, capitalized										
2	Interactive Whiteboards, with projector attached, for enhanced instruction based on visual learning	15	$6,300	$94,500	$	$	$	$	$	$94,500
3	ELMOs w/ Document Cameras for enhanced instruction, based on visual learning, for classroom teachers and ancilliary teachers.*	29	$748	$21,692	$	$	$	$	$	$21,692
4	LCD Projectors for enhanced instruction, based on visual learning, for classroom teachers and ancilliary teachers.*	29	$400	$11,600	$	$	$	$	$	$11,600
5	Color Copiers to produce materials for enhanced instruction and other documents related to grant objectives	2	~~$6100~~ $2,450	~~$12,200~~ $4,900	$	$	$	$	$	~~$12,200~~ $4,900
6	Black and White Printers to produce materials for enhanced instruction and grant-related documents.*	7	$400	$2,800	$	$	$	$	$	$2,800
7	Color Printers to produce materials for enhanced instruction and grant-related documents.*	7	$600	$4,200						4,200
8										
66XX/15XX—Technology software, capitalized										
9			$	$	$	$	$	$	$	$
66XX/15XX—Equipment, furniture, or vehicles										
17	Furniture and modules (Cubicles) to provide work spaces for campus staff.	6	$2,500	$15,000	$	$	$	$	$	$15,000
66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life										
21				$	$	$	$	$	$	$
	Grand total:			~~$146,992~~ $154,692	$0	$0	$0	$0	$0	~~$146,992~~ $154,692

For TEA Use Only

Changes on this page have been confirmed with: Annetra Piper
Via telephone/fax/email (circle as appropriate)

On this date: 3.24.16
By TEA staff person: Amy Samet

*As per Houston ISD District Policy, all technology is budgeted as Capital Outlay. Houston ISD has a lower capitalization level lower than $5,000.

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted in the Allowable Cost and Budgeting Guidance section of the Division of Grants Administration Administering a Grant page.

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Changes on this page have been confirmed with: Annetra Piper	On this date: 3.24.16
Via telephone/fax/email (circle as appropriate)	By TEA staff person: Amy Samet