



**2021-2022 Summer Career and Technical Education Grant
Letter of Interest (LOI) Application Due 11:59 p.m. CT, March 28, 2022**

NOGA ID [redacted]

Authorizing legislation **General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)**

This LOI application must be submitted via email to loiapplications@tea.texas.gov.

Application stamp-in date and time

The LOI application may be signed with a digital ID or it may be signed by hand. Both forms of signature are acceptable.

TEA must receive the application by **11:59 p.m. CT, March 28, 2022**.

Grant period from **April 29, 2022-September 30, 2022**

Pre-award costs permitted from **Award Announcement Date**

Required Attachments

- 1. Excel workbook with the grant's budget schedules (linked along with this form on the TEA Grants Opportunities page)

See the Program Guidelines for for additional attachment information.

Select Focus Area (Applicants May Select One or Both Focus Areas)

- Focus Area 1: Career and Technical Education Course
- Focus Area 2: Work-Based Learning Experiences

Amendment Number

Amendment number (For amendments only; enter N/A when completing this form to apply for grant funds): [redacted]

Applicant Information

Organization **Snyder Independent School District** CDN **208-902** Campus **001** ESC **14** DUNS **102490299**

Address **2901 37th ST** City **Snyder** ZIP **79549** Vendor ID **75-6002-461**

Primary Contact **Janell J. Martin** Email **jmartin@snyderisd.net** Phone **325-574-8900**

Secondary Contact **Jennifer Rosas** Email **jrosas@snyderisd.net** Phone **325-574-8900**

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. 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 certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations.

I further certify my acceptance of the requirements conveyed in the following portions of the LOI application, as applicable, and that these documents are incorporated by reference as part of the LOI application and Notice of Grant Award (NOGA):

- LOI application, guidelines, and instructions
- Debarment and Suspension Certification
- General and application-specific Provisions and Assurances
- Lobbying Certification

Authorized Official Name **Eddie Bland** Title **Superintendent**

Email **ebland@snyderisd.net** Phone **325-574-8900**

Signature  Date **3/28/22**

Shared Services Arrangements

Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**

- The LEA or ESC submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter into a written SSA agreement describing the fiscal agent and SSA member responsibilities. All participants understand that the "Shared Services Arrangement Attachment" must be completed and signed by all SSA members, and submitted to TEA before the NOGA is issued.

Statutory/Program Assurances

The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances.

Check each of the following boxes to indicate your compliance.

- 1. The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- 2. The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- 3. The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2021-2022 Summer Career and Technical Education Grant Program Guidelines.
- 4. The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2021-2022 Summer Career and Technical Education Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- 5. The applicant provides assurance that curriculum will be appropriately aligned to regional labor market supported CTE programs of study.
- 6. The applicant provides assurance to provide data to TEA on student completion of courses through a special collection process run by TEA.
- 7. The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 TAC 206, 1 TAC Chapter 213, Federal Section 508 standards, and the WCAG 2.0 AA Accessibility Guidelines.

Summary of Program

Provide an overview of the program to be implemented with grant funds. Include the overall mission and specific needs of the organization. Describe how the program will address the mission and needs. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

In rural West Texas, 25.6% of students pursue post-secondary opportunities with on 20.7% of the students attending 4-year institutions. Snyder ISD is committing to provide options for all students to have opportunities to pursue both workplace-readiness and college/ career options with post-secondary opportunities provided during students' high school career. With 67% of the students across the district identified as economically disadvantaged, the importance of exposing students to workplace and educational opportunities and removing barriers becomes critical to break the cycle of generational poverty.

Internship experiences are critical for students in order to develop a stronger sense of the world of work and provide a pathway for students to move from the abstract educational environment to the more concrete world of work. The majority of high school students are exposed to work through generic, classroom-based experiences. Internships provide true experience for students in areas of work that are related to their program of study (POS). When students learn about the world of work through hands-on experiences, the opportunity to truly experience work-related expectations, gain transferable soft skills, and embed tangible anchors for future learning are increased.

Along with hands-on work experiences, students would have the opportunity to earn an Industry-Based Certification (IBC) that is aligned to their POS; thus allowing students to enter the work-force with necessary credentials that will enhance employment opportunities.

In addition to the industry certifications, some programs will require post-secondary certifications; thus, admission criteria for higher educational institutions would need to be met. In order to achieve full admission, students would need to achieve assessment testing levels determined by the higher educational institution in order to pursue a certification or associate-level degree.

Qualifications and Experience for Key Personnel

Outline the required qualifications and experience for primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program. Include whether the position is existing or proposed.

Title and Responsibilities of Position	Required Qualifications and Experience
CCMR Director/P-Tech Director- Coordinate P-TECH programs for district, support pathways with authentic learning opportunities/IHE options	Experience with CTE pathways, career and college counseling, endorsements, and P-TECH/ECHS programs
Work-Based Learning Coordinator/Career & Educational Outreach Specialist- Establish local business partnerships and support internships	Experience with economic development and technical college systems, P-TECH or ECHS
Academic Dean/P-TECH Coordinator- Support students and provide options to remove barriers to post-secondary options	Understanding of high school graduation requirements and crosswalks with IHE partners, ability to maintain student records, strong interpersonal skills, ability to work with students, parents and IHE staff

Goals, Objectives, and Strategies

Describe the major goals/objectives of the proposed program. What activities/strategies will be implemented to meet those goals/objectives? **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

The grant will assist Snyder ISD in meeting two main goals:

1. Provide exposure to upper P-TECH/CTE grade students to the world of work by enhancing soft skills and transferable skills needed in today's workforce with 90% of the interns proficient or higher on the mentor's end-of-summer evaluation with a demonstration of mastery of training plan objectives and 100% of the interns completing a summative reflective tool for student portfolios.
2. Attainment of industry-based certification (IBC) and/or entry into post-secondary institution for certification or associate-level degree related to the student's POS. This could include successful TSI requirement in preparation for fall semester enrollment.

The districts will achieve these goals by offering Work-based learning experiences via internships in school-based enterprises and local businesses for P-TECH/CTE 11th and 12th grade students to experience real-work while earning a training stipend that can assist in meeting the socio-economic needs of the student. From these work experiences, should a student decide to continue education within this work-plan, then higher educational preparation such as TSI testing would be implemented and prescribed for the student on an individual basis.

Performance and Evaluation Measures

Describe the performance measures identified for this program which are related to student outcomes and are consistent with the purpose of the program. Include the tools used to measure performance, as well as the processes that will be used to ensure the effectiveness of project objectives and strategies. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Focus Area 2 Performance and Evaluation Measures:

Student interns participating in the summer internship program will follow personalized training plans with TEKS-aligned objectives and demonstrate mastery of the training plan objectives by the end of the summer internship. Interns will also complete a reflective journal with a summative narrative that will be added to a student's career portfolio. Workplace mentors in the WBL assignment will evaluate student performance and rate/provide feedback on identified soft skills and the student's accomplishment of training plan objectives weekly. Data collected from the identified measurement tools will be used to evaluate the achievement of the defined goals for the grant-funded efforts. Measurement tools used will be the training plan and mentor evaluation form developed through a partnership with Texas Workforce. The reflective journal will be evaluated by a rubric with descriptors for the indicators to provide an objective measurement tool. The goal attainment of 90% proficiency standard for interns will be based on the mentor summative evaluation of the intern. Student interns will be expected to submit a reflective journal meeting proficiency standards based on a 3 or higher on the rubric as part of the final pay period expectation.

Budget Narrative

Describe how the proposed budget will meet the needs and goals of the program, including for staffing, supplies and materials, contracts, travel, etc. If applicable, include a high-level snapshot of funds currently allocated to similar programs. Include a short narrative describing how adjustments will be made in the future to meet needs. **NOTE: If applying for both Focus Areas, applicant must CLEARLY distinguish between the two in your response.**

Focus Area 2 grant funds will be used to provide a six/eight-week training stipend (\$10.00/hr) for up to 20 student interns with a 15-20 hour/week WBL experience in industries related to their P-TECH and or Program of Study pathways. Interns may work in school-based enterprises or local businesses. Students will record time via a time-sheet verified by their assigned mentor. Bi-weekly pay will be distributed upon the successful completion of the TEKS-aligned training plans, mentor evaluation, and student reflections as well as the submitted time sheets.

Grant funds will be used for the following:

- >Student training stipends as detailed above
- >Industry-based certification for WBL employment
- >TSI testing, if needed for post-secondary certifications related to the student's POS
- >Work-place readiness attire (ie: standardized dress for SISD interns to replicate in-training professionalism)

WBL/P-TECH Coordinator in Snyder ISD will establish internship sites, provide mentor training, and management students needs during the six/eight-week internship program to their respective students.

Academic Coordinator would oversee any TSI or certification testing sessions, as Snyder ISD is an approved testing center.

Program Requirements

1. **Focus Area 1:** Applicants must specify which program(s) of study and the CTE course(s) in the program(s) of study that will be offered (see <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/cte-programs-of-study> for a list of the approved statewide programs of study). Include the number of students who be engaged and supported in this focus area.

2. **Focus Area 2:** Applicants must specify business and industry partners who will be involved in the program. Additionally, specify the work-based learning model(s) which will be utilized and the number of students who will be engaged and supported.

Grant funds will be used to provide a training stipend for student to participate in internship placements during the summer. The following are the business and industry partners with the confirmed number of interns placed in the workplace, with additional internship placements optional.

Business and industry partners with confirmed or potential summer internship opportunities:

- Snyder ISD Greenhouse (4 interns)
- Snyder ISD Summer ADSY School (6 interns)
- SFE/Snyder ISD Culinary (5 interns)
- Snyder ISD Technology (2 interns)
- Snyder ISD Transportation / Snyder HS Automotive (3 interns)

Appendix I: Amendment Description and Purpose (leave this section blank when completing the initial application for funding)

An amendment must be submitted when the program plan or budget is altered for the reasons described in the "When to Amend the Application" document posted on the [Administering a Grant](#) page. The following are required to be submitted for an amendment: (1) Page 1 of the application with updated contact information and current authorized official's signature and date, (2) Appendix I with changes identified and described, (3) all updated sections of the application or budget affected by the changes identified below, and, if applicable, (4) Amended Budget Request. Amendment Instructions with more details can be found on the last tab of the budget template.

You may duplicate this page

Amended Section	Reason for Amendment
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

Application Part 2:

2021-2022 Summer Career and Technical Education Grant

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or Vendor ID:		208902		Amendment # (for amendments only):		
Payroll Costs (6100)						
Employee Position Title		Estimated # of Positions 100% Grant Funded	Estimated # of Positions Less than 100% Grant Funded	Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	Teacher				\$ -	\$ -
2	Educational Aide			\$ -	\$ -	\$ -
3	Tutor			\$ -	\$ -	\$ -
Program Management and Administration						
4	Project Director			\$ -		\$ -
5	Project Coordinator			\$ -	\$ -	\$ -
6	Teacher Facilitator			\$ -	\$ -	\$ -
7	Teacher Supervisor			\$ -	\$ -	\$ -
8	Secretary/Admin Assistant			\$ -	\$ -	\$ -
9	Data Entry Clerk			\$ -	\$ -	\$ -
10	Grant Accountant/Bookkeeper			\$ -	\$ -	\$ -
11	Evaluator/Evaluation Specialist			\$ -	\$ -	\$ -
Auxiliary						
12	Counselor				\$ -	\$ -
13	Social Worker			\$ -	\$ -	\$ -
14	Community Liaison/Parent Coordinator			\$ -	\$ -	\$ -
Education Service Center (to be completed by ESC only when ESC is the applicant)						
15	ESC Specialist/Consultant			\$ -		\$ -
16	ESC Coordinator/Manager/Supervisor			\$ -	\$ -	\$ -
17	ESC Support Staff			\$ -	\$ -	\$ -
18	ESC Other: (Enter position title here)			\$ -	\$ -	\$ -
19	ESC Other: (Enter position title here)			\$ -	\$ -	\$ -
20	ESC Other: (Enter position title here)			\$ -	\$ -	\$ -
Other Employee Positions						
21	WBL Coordinator			\$ -		\$ -
22	(Enter position title here)			\$ -	\$ -	\$ -
23	Subtotal Employee Costs:			\$ -	\$ -	\$ -
Substitute, Extra-Duty Pay, Benefits Costs						
24	6112 - Substitute Pay				\$ -	\$ -
25	6119 - Professional Staff Extra-Duty Pay			\$ -	\$ -	\$ -
26	6121 - Support Staff Extra-Duty Pay			\$ -	\$ -	\$ -
27	6140 - Employee Benefits			\$ -		\$ -
28	61XX - Tuition Remission (IHEs only)			\$ -	\$ -	\$ -
29	Subtotal Substitute, Extra-Duty Pay, Benefits Costs:			\$ -	\$ -	\$ -
30	Total Program Costs:			\$ -	\$ -	\$ -

For budgeting assistance, see the Allowable Cost and Budgeting Guidance section of the Grants Administration Division Administering a Grant page.

FOR TEA USE ONLY	
Changes on this page have been confirmed with:	On this date:
Via telephone/fax/email (circle as appropriate):	By TEA staff person:

Application Part 2:

2021-2022 Summer Career and Technical Education Grant

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or Vendor ID: 208902	Amendment #: 0
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Professional and Contracted Services (6200)

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. Please provide a brief description for the service and purpose.

	Description of Service and Purpose	Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	Service: Rental of classroom buildings, space, and other equipment	\$ -	\$ -	\$ -
2	Service:		\$ -	\$ -
	Specify purpose:			
3	Service:	\$ -	\$ -	\$ -
	Specify purpose:			
4	Service:		\$ -	\$ -
	Specify purpose:			
5	Service:	\$ -	\$ -	\$ -
	Specify purpose:			
6	Service:	\$ -	\$ -	\$ -
	Specify purpose:			
7	Service:	\$ -	\$ -	\$ -
	Specify purpose:			
8	Service:	\$ -		\$ -
	Specify purpose:			
9	Subtotal of professional and contracted services requiring specific approval:	\$ -	\$ -	\$ -
10	Remaining 6200 - Professional and contracted services that do not require specific approval.	\$ -	\$ -	\$ -
11	Total Program Costs:	\$ -	\$ -	\$ -

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or Vendor ID: 208902		Amendment #: 0		
Supplies and Materials (6300)				
Expense Item Description		Focus Area 1	Focus Area 2	Grant Amount Budgeted
1	6300 - Supplies and materials that do not require specific approval:		\$ 13,700	\$ 13,700
2	Total Program Costs:	\$ -	\$ 13,700	\$ 13,700

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or Vendor ID: 208902		Amendment #: 0	
Other Operating Costs (6400)			
Expense Item Description	Focus Area 1	Focus Area 2	Grant Amount Budgeted
1 6411 - Out-of-state travel for employees. Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	\$ -
2 6412 - Travel for students to conferences (does not include field trips). Requires pre-authorization in writing. Specify name and purpose of conference:	\$ -	\$ -	\$ -
3 6412/6494 - Educational Field Trip(s). Must be allowable per Program Guidelines and grantee must keep documentation locally.	\$ -	\$ -	\$ -
4 6413 - Stipends for non-employees other than those included in 6419.	\$ -	\$ 24,000	\$ 24,000
5 6419 - Non-employee costs for conferences. Requires pre-authorization in writing.	\$ -	\$ -	\$ -
6 6411/6419 - Travel costs for officials such as Executive Director, Superintendent, or Local Board Members. Allowable only when such costs are directly related to the grant. Must be allowable per Program Guidelines and grantee must keep out-of-state travel documentation locally.	\$ -	\$ -	\$ -
7 6400 - Dues or membership in dues or continuing organizations	\$ -	\$ -	\$ -
8 6400 - Housing accommodations for non-employees	\$ -	\$ -	\$ -
9 Subtotal of other operating costs (6400) requiring specific approval:	\$ -	\$ 24,000	\$ 24,000
10 Remaining 6400 - Other operating costs that do not require specific approval.	\$ -	\$ -	\$ -
11 Total Program Costs:	\$ -	\$ 24,000	\$ 24,000

In-state travel for employees does not require specific approval.

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or Vendor ID: 208902

Amendment #: 0

Capital Outlay (6600)

Description and Purpose		Quantity	Unit Cost	Focus Area 1	Focus Area 2	Grant Amount Budgeted
6669 - Library Books and Media (capitalized and controlled by library)						
1		N/A	N/A	\$ -	\$ -	\$ -
66XX - Computing Devices, capitalized						
2	(Enter description and brief purpose)					\$ -
3			\$ -	\$ -	\$ -	\$ -
4			\$ -	\$ -	\$ -	\$ -
5			\$ -	\$ -	\$ -	\$ -
6			\$ -	\$ -	\$ -	\$ -
7			\$ -	\$ -	\$ -	\$ -
8			\$ -	\$ -	\$ -	\$ -
9			\$ -	\$ -	\$ -	\$ -
66XX - Software, capitalized						
10	(Enter description and brief purpose)					\$ -
11			\$ -	\$ -	\$ -	\$ -
12			\$ -	\$ -	\$ -	\$ -
66XX - Equipment, furniture, or vehicles						
13	(Enter description and brief purpose)		\$ -	\$ -	\$ -	\$ -
14			\$ -	\$ -	\$ -	\$ -
15			\$ -	\$ -	\$ -	\$ -
66XX - Capital expenditures for additions, improvements, or modifications to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)						
16	(Enter description and brief purpose)					
17	Total Program Costs:			\$ -	\$ -	\$ -

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Application Part 2:

2021-2022 Summer Career and Technical Education Grant

General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v) Contingency for HB 3

County District Number or vendor ID: 208902		Amendment #		
Grant Period:	April 29, 2021 -September 30, 2022			Fund Code/Shared Services Arrangement: 429/459
Program Budget Summary				
Description and Purpose	Source of Funds			
	Class/ Object Code	Focus Area 1	Focus Area 2	Total Budgeted Cost
1 Payroll Costs	6100	\$ -	\$ -	\$ -
2 Professional and Contracted Services	6200	\$ -	\$ -	\$ -
3 Supplies and Materials	6300	\$ -	\$ 13,700	\$ 13,700
4 Other Operating Costs	6400	\$ -	\$ 24,000	\$ 24,000
5 Capital Outlay	6600	\$ -	\$ -	\$ -
Consolidate Administrative Funds			N/A	
6 Total Direct Costs:		\$ -	\$ 37,700	\$ 37,700
7 Enter Percentage (%) of Indirect Costs:		N/A	\$ -	\$ -
8 Grand Total of Budgeted Costs:		\$ -	\$ 37,700	\$ 37,700
Shared Services Arrangement				
9	6493	Payments to member districts of shared services arrangements	\$ -	\$ -
Administrative Cost Calculation				
10	Total Grant Amount Budgeted:			
11	Reasonable and necessary administrative costs established for the program:			0.15
12	Maximum amount allowable for administrative costs, including indirect costs:			\$ -

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Application Part 2:

**2021-2022 Summer Career and Technical Education Grant
Authorized by: General Appropriations Act, House Bill 1, Article IX, Section 18.114(c)(v)**

County District Number or vendor ID: 208902	Amendment # 0
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SUBMITTING AN AMENDMENT

This worksheet is used to amend the budget of a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). Refer to the amendment instructions located on the last page of this Excel document 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, Grants Administration Division,
 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) 463-9564.

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.

WHEN TO SUBMIT AN AMENDMENT

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 the Application" guidance posted in the Amendment Submission Guidance section of the Grants Administration Division's Administering a Grant page to determine when an amendment is required for this grant.

Revised Budget Request

Description	Class/ Object Code	A. Grand Total from Previously Approved Budget	B. Amount Deleted	C. Amount Added	D. New Grand Total
1 Payroll Costs	6100				\$ -
2 Professional and Contracted Services	6200				\$ -
3 Supplies and Materials	6300				\$ -
4 Other Operating Costs	6400				\$ -
5 Capital Outlay	6600				\$ -
6	Total Direct Costs:	\$ -	\$ -	\$ -	\$ -

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