

# **Texas Educator Excellence Grant, Cycle 3**

TETN

May 7, 2008

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# Grant Updates

# Updates: General

**Final Eligibility List Re-posted** (Thursday, May 1, 2008)

[http://www.tea.state.tx.us/ed\\_init/teeg/Cycle\\_3\\_2006-2007\\_Data.pdf](http://www.tea.state.tx.us/ed_init/teeg/Cycle_3_2006-2007_Data.pdf)

**Texas Primary Reading Inventory (TPRI) Waiver**  
(Due Thursday, May 8, 2008)

[http://landry.tea.state.tx.us/tea\\_survey/ed\\_initiatives/incentives/tpri%20waiver/tpriwaiver.htm](http://landry.tea.state.tx.us/tea_survey/ed_initiatives/incentives/tpri%20waiver/tpriwaiver.htm)

# Updates: Grant Application

## **Errata Notice (03/25/08)**

<http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG3-Errata.pdf>

## **Part 1: General and Fiscal Guidelines**

[http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG\\_3\\_Part1.pdf](http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG_3_Part1.pdf)

## **Part 2: Program Guidelines (03/12/08)**

[http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG\\_3\\_Part1.pdf](http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG_3_Part1.pdf)

# Grant Application Continued

## **Part 3: Schedule Instructions (03/12/08)**

[http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG\\_3\\_Part3.pdf](http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG_3_Part3.pdf)

## **Part 4: Application (03/25/08)**

[http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG\\_3\\_Part4.doc](http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG_3_Part4.doc)

# Updates: Appendices

## ***Appendix A: Glossary of Terms***

[http://www.tea.state.tx.us/ed\\_init/teeg/TEEG\\_Part2\\_A.pdf](http://www.tea.state.tx.us/ed_init/teeg/TEEG_Part2_A.pdf)

## ***Appendix B: Part I Model Plans (03/12/08)***

[http://www.tea.state.tx.us/ed\\_init/teeg/TEEG\\_Part2\\_B.pdf](http://www.tea.state.tx.us/ed_init/teeg/TEEG_Part2_B.pdf)

## ***Appendix C: Part II Model Plans (04/08/08)***

[http://www.tea.state.tx.us/ed\\_init/teeg/TEEG\\_Part2\\_B.pdf](http://www.tea.state.tx.us/ed_init/teeg/TEEG_Part2_B.pdf)

## ***Appendix D: Writing Performance Measures***

[http://www.tea.state.tx.us/ed\\_init/teeg/Appendix\\_D.pdf](http://www.tea.state.tx.us/ed_init/teeg/Appendix_D.pdf)

## ***Appendix E: Approved Beginning Teacher Induction and Mentor Program Providers***

[http://www.tea.state.tx.us/ed\\_init/teeg/Appendix\\_D.pdf](http://www.tea.state.tx.us/ed_init/teeg/Appendix_D.pdf)

# Updates: Technical Assistance

## Technical Assistance Center

**Submit Grant Application and Receive Comments:**

teaperformanceawards@utsystem.edu

## Frequently Asked Questions Documents

**Texas Educator Excellence Grant Non-Regulatory Guidance **Revised!****

[http://www.tea.state.tx.us/ed\\_init/teeg/FY2008NonRegGuidance.doc](http://www.tea.state.tx.us/ed_init/teeg/FY2008NonRegGuidance.doc)

**Texas Educator Excellence Grant Contingency Plan Non-Regulatory  
Guidance **NEW!****

[http://www.tea.state.tx.us/ed\\_init/teeg/FY2008ContingencyPlan\\_NonRegGuidance.doc](http://www.tea.state.tx.us/ed_init/teeg/FY2008ContingencyPlan_NonRegGuidance.doc)

# Technical Assistance Continued

## **TEEG Part I and Part II Allowable Measures**

[http://www.tea.state.tx.us/ed\\_init/teeg/Acceptable\\_Unacceptable\\_Measures\\_Revised.pdf](http://www.tea.state.tx.us/ed_init/teeg/Acceptable_Unacceptable_Measures_Revised.pdf)

# **Request for Application (RFA)**

# ***Reminders: Grant Submission***

## **Standard Application System (SAS) Must:**

- be submitted by 5 PM CST on **Thursday, May 8, 2008**
- include all required forms and **four copies**

# ***Reminders: Part 4: Page 8***

**Errata!**

**Request to Use Approved TEEG 2 Plan for  
TEEG 3**

**This page was deleted. All applicants,  
regardless of previous grant cycle  
participation, will need to complete  
Part 4 of the RFA in its entirety.**

# Reminders: Part 4: Pages 11-12

(Revised!)

Required Activities Checklist and Timeline:  
Lines 19 and 20 were added

The screenshot shows a web browser window with the address bar containing the URL: [http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG\\_3\\_Part4....](http://maverick.tea.state.tx.us:8080/Guidelines/non-eGrants%20Documents/591-08/TEEG_3_Part4....). The browser interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Table, Go To, Favorites, Help), a toolbar with navigation and search icons, and a search bar. The main content area displays a document with a checklist and a table.

The document content includes the following items:

- board approval is required).
- 16 Indicate whether or not incentive amounts included under Part I and Part II include or exclude any applicable TRS, benefits, and/or charges. (Schedule 4B—Program Description: Part I and Part II Campus Incentive Plan)
- 17 The Campus Incentive Plan was made available for public viewing. *Note: plan should be available throughout the entire grant cycle.*
- 18 Ensure TEEG performance criteria align to district-wide goals outlined in the District Awards for Teacher Excellence (DATE) grant, if applicable.
- 19 TPRI waiver has been requested
- 20 By signing Schedule #1, grantee assures that all revisions to the original plan as submitted to TEA (pre and post NOGA) will be brought forth to all levels of approvals (Campus, District and board if necessary)

**Part 3: Evidence of Campus Committee Participation and District Committee and Board Participation**

#	Activities	Date mm/dd/yy	Vote Taken (Y or N)	Result # to #
21	The Campus-level decision-making committee voted to approve the Campus Incentive Plan.			
22	The Campus Incentive Plan was approved by a simple majority through a campus-wide vote.			
23	The District-level decision-making committee voted to approve the Campus Incentive Plan.			
24	The Campus Incentive Plan was presented, or will be presented, to the School Board of Trustees or Directors.			
	Campus Incentive Plans that include award amounts outside			

# Part 4: Page 18

(Revised!)

## Part II Campus Incentive Plan Allowable Activities

Applicants must list the allowable activities that Part II funds will be used for.

### 11 activities are listed, such as:

- Professional development for teachers that did not qualify for incentives under criteria 1 and 2
- Teacher mentoring programs
- Activities supporting common planning time and curriculum

### Revisions:

- The budgeted dollar amount column was revised to prompt applicants to review and complete each line item.

# Page 18 Continued

(Revised!)

by \_\_\_\_\_ of TEA, \_\_\_\_\_ Amendment No. \_\_\_\_\_

**Texas Educator Excellence Grant, Cycle 3**  
**Schedule #4B-Program Description: Part II Campus Incentive Plan**

<b>Part II Additional Activities</b>	<b>Enter Budgeted Amount or leave Zero Dollars Budgeted</b>
1) Professional Development for classroom teachers that did not qualify for an incentive under the Part I Campus Incentive Plan	\$0
2) Reimbursement of funds for professional development activities that improve classroom instruction and student achievement	\$0
3) Signing bonuses for new classroom teachers assigned to teach in subject areas designated by the Commissioner and/or the LEA as high need	\$0
4) Teacher mentoring programs approved by the Commissioner	\$0
5) Activities that support new teacher induction programs	\$0
6) Activities that support common planning time and curriculum	\$0
7) Stipends to teachers that participate in after-school or Saturday programs	\$0
8) Stipends to teachers that hold certain post-graduate degrees (excluding education administration, mid-management, and superintendency certifications)*	\$0
9) Other programs that contribute directly to improved student achievement*	\$0
10) Other programs designed to recruit and retain highly effective teachers*	\$0
11) Other activities that create and/or further the goals of incentive systems designed to improve student achievement*	\$0
<b>12) Administrative Activities</b>	<b>\$0</b>
<b>Description of Additional Activities (*Describe these activities/programs below)</b>	

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# Part 4: Pages 24-29

(Revised!)

## Budget Pages:

- Use whole dollars (do not use cents) when completing these pages.
- Direct administrative costs can only be deducted from Part II funds (and are limited to no more than 5% of the total grant award).
- Include the amount of fringe benefits to be charged to the grant (line item 26, page 25).
- Note: Indirect costs are not allowable for TEEG.

# Page 25

Revised!

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Final Showing Markup Show

Amendment No

Texas Educator Excellence Grant, Cycle 3						
Schedule #5B—Payroll Costs (6100)						
Budgeted Costs						
Employee Position Titles	#Full-Time Effort	#Part-Time Effort	Program Costs		Admin Costs (*Part II Only)	Total Budget
			Part I (Min 75%)	Part II (*Max 25%)		
<b>Part I Incentive Payments</b>						
1 Classroom Teachers						
<b>Part II Additional Incentives</b>						
2 Principals						
3 Assistant Principals						
4 Teacher Facilitator						
5 Teacher Supervisor						
6 Secretary/Administrative Assistant						
7 Data Entry Clerk						
8 Grant Accountant/Bookkeeper						
9 Evaluator/Evaluation Specialist						
10 Counselor						
11 Social Worker						
12 Child Care Provider						
13 Community Liaison/Parent Coordinator						
14 Bus Driver						
15 Cafeteria Staff						
16 Librarian						
17 School Nurse						
<b>Other Employee Positions</b>						
18 Title:						
19 Title:						

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# Page 25

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Verdana 9

20	<b>Title:</b>					
21	<b>Title:</b>					
22	<b>Subtotal Employee Costs</b>					
<b>Substitute, Extra-Duty, Benefits**</b>						
23	<b>6112</b>	<b>Substitute Pay</b>				
24	<b>6119</b>	<b>Professional Staff Extra-Duty Pay</b>				
25	<b>6121</b>	<b>Support Staff Extra-Duty Pay</b>				
26	<b>6140</b>	<b>Employee Benefits**</b>				
27	<b>Subtotal Substitute, Extra-Duty, Benefits Costs</b>					
28	<b>Grand Total Payroll Budget (line 22 + line 27)</b>					

\*Administrative costs can only be deducted from Part II funds.  
 \*\*Indicate the benefit amounts to be charged to the grant.

**USE WHOLE DOLLARS – DO NOT USE CENTS**

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# Lessons Learned

# Resources

## **Grant Application Submission: Common Mistakes and Solutions (September 2007)**

[http://www.tea.state.tx.us/ed\\_init/teeg/Cycle2ReviewMeasuresCommonMistakes.pdf](http://www.tea.state.tx.us/ed_init/teeg/Cycle2ReviewMeasuresCommonMistakes.pdf)

# Helpful Hints

# Part I: Criterion 1 (Required)

**Revised!**

<b>Acceptable Measures</b>	TAKS performance, ITBS/Logramos, Aprenda, Developmental Reading Assessment (DRA), Advanced Placement (AP) assessments, local benchmark performance, student portfolio assessments, value-added assessments, end-of-course assessments, summative student assessments, measures of student growth, others possible
<b>Unacceptable Measures</b>	TPRI/Tejas LEE (wavier required), SDAA, SDAA II, PDAS ratings, teacher daily attendance (to school and/or academic activities), student attendance, campuswide ratings (e.g., AYP ratings, AEIS ratings, Texas Growth Index (TGI), student accountability ratings, etc.), others possible

# Part I: Criterion 2 (Required)

**Revised!**

<b>Acceptable Measures</b>	Team-teaching and classroom observation; teacher attendance (at academic activities); teacher mentoring, induction, and/or coaching; participation in campus-based professional development and/or instructional or curricular planning; sharing and analyzing student data with other teachers on the campus; collaboration with other campus teachers in developing and/or evaluating lesson plans; and other activities related to working with teachers on the campus to improve instruction.
<b>Unacceptable Measures</b>	<b>PDAS ratings</b> , student tutoring, student performance measures, <b>teacher daily attendance (to school)</b> , PTA meetings, participation in tutoring of after-school programs, participation in extracurricular activities not related to improved academic performance, student attendance, individual planning time, others possible

# Part I: Criterion 3 (Optional)

**Revised!**

<b>Acceptable Measures</b>	<p>PDAS ratings, participation in student tutoring or after-school programs (focused on improving student learning), campuswide ratings (e.g., AYP ratings, Texas Growth Index (TGI), comparable improvement indicators (CI), etc.), participation in parent involvement programs, district leadership of planning activities involving curriculum or instructional programs, teacher attendance (to school and/or academic activities), and other measures that demonstrate commitment, initiative, personalization, and/or professionalism.</p>
<b>Unacceptable Measures</b>	<p>Student attendance, parent attendance at parent-teacher involvement activities, and participation in extracurricular activities not related to improved student academic performance.</p>

# Part I: Criterion 4 (Optional)

<b>Acceptable Measures</b>	Math, science, special education, technology, bilingual/ESL, foreign language, literacy instruction, or any area of need specific to the district
<b>Unacceptable Measures</b>	Signing bonuses

# Part II Incentives

**New!**

<b>Acceptable Measures</b>	Participation in campus-based professional development or instructional/curricular planning; team teaching and classroom observation activities; attendance (at academic activities, excluding faculty meetings); mentoring, induction, or coaching; collaboration with other campus staff; participation in student tutoring or after-school programs focused on student learning; participation in parent involvement programs; district leadership of planning activities involving curriculum or instructional programs; others measures that demonstrate improved student achievement; job-performance related evaluation ratings for non-teaching and non-administrative staff which exceed Satisfactory; others possible
<b>Unacceptable Measures</b>	Job-performance related evaluation ratings and daily attendance to school for teachers and administrative staff; attendance at PTA and faculty meetings; campuswide ratings (for staff other than campus administration; individual planning time; participation in extracurricular activities not related to improved academic performance; student attendance (for staff other than campus administration); and others possible.

# **Additional Resources**

# Resources: General

## **State of Texas Educator Excellence Award Program Fall 2007 Technical Assistance Workshops (Materials)**

<http://www.utsystem.edu/ipsi/teaperformanceawards/Resources.html>

## **TEEG Year One Evaluation Report **New!****

[http://www.tea.state.tx.us/opge/progeval/TeacherIncentive/TEEG\\_020808.pdf](http://www.tea.state.tx.us/opge/progeval/TeacherIncentive/TEEG_020808.pdf)

# Resources: Performance Measures

## **Writing Quality Performance Measures**

[http://www.tea.state.tx.us/ed\\_init/teeg/perf\\_measures.pdf](http://www.tea.state.tx.us/ed_init/teeg/perf_measures.pdf)

## **Checklist: Determining Performance Measures**

[http://www.cecr.ed.gov/guides/compReform101\\_F.cfm](http://www.cecr.ed.gov/guides/compReform101_F.cfm)

## **Checklist: Writing Performance Measures**

[http://www.tea.state.tx.us/ed\\_init/teeg/Checklist\\_WriPerMea.doc](http://www.tea.state.tx.us/ed_init/teeg/Checklist_WriPerMea.doc)

# Resources: Contingency Planning

## Writing Contingency Plans

[http://www.tea.state.tx.us/ed\\_init/teeg/cont\\_plan.pdf](http://www.tea.state.tx.us/ed_init/teeg/cont_plan.pdf)

# **Frequently Asked Questions**

## **D-2 Can district administrators make changes to campus plans?**

Yes, however, application changes made by campus or central office administrators must go through the appropriate approval processes. Grant proposals are submitted by districts on behalf of individual campuses.

Therefore, prior to the application submission, campus-level decision-making bodies shall determine and approve the incentive plan, including the distribution of funds prior to district-level consideration (including any changes made by district administrators). Local campus incentive plans must also be approved by a district-level committee, such as a district-level planning and decision-making committee.

## **D-18 Can district administrators make changes to campus contingency plans?**

Yes, but only if any changes to a campus's contingency plan go through all three required approval processes (campus planning committee, campus, district-level committee, and, if applicable, the local school board).

Prior to the application submission, campus-level decision-making bodies shall determine and approve the incentive plan, including the distribution and redistribution of funds prior to district-level consideration.

**D-5 Is the district-level decision-making committee required to vote to approve the campus plan?**

Yes. Similar to the campuswide vote requirement, the district-level decision-making committee should vote to approve the campus plan.

## **B-1 Is the district-level decision-making committee required to vote to approve the contingency plans?**

Yes. This is similar to the campuswide vote, the district-level decision-making committee should vote to approve the campus plan, which includes contingency plans.

## **F-25 Are local school boards required to approve campus plans?**

The grant's statutory language, administrative rules, and TEA guidance does not require local school boards to approve campus plans. However, districts are required to act pursuant to local school board policy regarding the submission of campus plans to the TEA; therefore, if local board policy requires the board to approve the plan, districts should obtain this approval prior to submitting the application to the TEA .

Boards have the discretion to vote to submit applications or designate (or already have designated) the superintendent to submit applications on their behalf. Please consult with your local board to determine this policy and any other steps required by your board.

## **B-2 Are local school boards required to approve contingency plans?**

Maybe. Districts are required to act pursuant to local school board policy regarding submission of campus plans to the Texas Education Agency. Boards have the discretion to vote to submit applications or designate (or already have designated) the superintendent to submit applications on their behalf. However, if award amounts are outside of the recommended range of \$3,000 to \$10,000, then local boards are required to approve these decisions. Please consult with your local board to determine this policy and to determine any other steps required by your board.

## **D-4 How explicit should the contingency plan be?**

Contingency plans should clearly specify the amount of funds to be redistributed and to which individuals funds will be distributed. When identifying the individuals eligible to receive redistributed funds, the plan should articulate the criteria individuals must meet in order to receive more funds.

For example, if a Part I contingency plan redistributes remaining funds only to teachers that met criteria one and two and return to the school the following year, then teachers who met criteria one and criterion two and leave the school the next year would qualify for Part I incentive awards, but would not be eligible for redistributed funds.

## **E-1 How much of the remaining Part I program funds should be redistributed?**

All, or 100 percent, of any remaining un-awarded Part I funds should be redistributed to eligible classroom teachers.

*Note:* no less than 75 percent of the total grant award must be used for Part I activities.

## **E-3 Can a “cap,” or limit, on the amount of redistributed funds to teachers be applied in the contingency plan?**

Yes, campuses can choose to institute “caps” and limit the amount of funds redistributed to teachers. Caps can be limited to either the total amount received by the individual (incentive award plus the amount redistributed) or to the amount redistributed. For example, a campus may choose to limit the total award amount (incentive payment plus the amount redistributed) paid to teachers to \$8,000. Or, the campus might just limit the redistributed amount so that it does not exceed \$6,000 (plus any amount received under Part I for meeting criteria one and two).

## **G-6 What are allowable administrative costs?**

Direct administrative costs may include costs associated with accounting and/or other fiscal activities, such as auditing and overall program administration. Direct administrative costs also include insurance that protects your organization, and salaries and benefits for staff who supervise activities of program staff.

For a list of allowable activities, see also:

<http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>

Indirect costs are not allowable under this grant.

## **H-28 Are fringe benefits allowable under payroll costs?**

Yes. Fringe benefits are allowable for personnel paid from the grant. Payroll costs include gross salaries, wages and benefits such as teacher retirement, unemployment insurance, etc. (See line item 26 on page 25 of 36 of Part 4 of the RFA.)

## **D-3 Are districts required to pay health, social security, or other benefits on incentive payments? (See also G-11.)**

Employee benefits programs have different requirements and are administered through different agencies and organizations. Therefore, consultation with local legal counsel, business officers, and/or the appropriate agency or organization is recommended.

Benefits may be paid with TEEG funds; however, this decision will reduce the amount of funds available for distribution as awards. Districts may supplement benefit payments with other funds.

# G-11 Do districts need to pay into the Teacher Retirement System (TRS) for awards to campus personnel?

**TRS must be deducted/charged to incentive payments since,** “Compensation paid under the Awards for Student Achievement Program under Subchapter N, Chapter 21, Education Code and the Educator Excellence Awards Program under Subchapter O, Chapter 21, Education Code are eligible compensation for TRS purposes. Accordingly, compensation for service paid pursuant to award programs initiated beginning with the 2006-2007 school year under the authority of either Subchapter N or O of Chapter 21 of the Education Code is eligible compensation for TRS purposes and must be reported to TRS and member contributions withheld (TRS).”

Although TRS must be deducted/charged to incentive payments, districts are not required to pay each teacher’s individual contributions into TRS for incentive awards provided under this program with their local, state, federal, and other sources of funds. However, TRS must be paid; therefore, **if the district chooses not to pay these contributions with their local, state, federal, and other appropriate sources of funding, then these contributions must be charged to the grant itself.** Consultation with local TRS points of contact and/or district personnel office for specific guidance is recommended.

## **E-6 Do districts need to pay into the Teacher Retirement System (TRS) for re-distributed contingency plan funds to teachers and campus personnel?**

***TRS must be deducted/charged to incentive payments since,*** “Compensation paid under the Awards for Student Achievement Program under Subchapter N, Chapter 21, Education Code and the Educator Excellence Awards Program under Subchapter O, Chapter 21, Education Code are eligible compensation for TRS purposes. Accordingly, compensation for service paid pursuant to award programs initiated beginning with the 2006-2007 school year under the authority of either Subchapter N or O of Chapter 21 of the Education Code is eligible compensation for TRS purposes and must be reported to TRS and member contributions withheld (TRS).”

Although TRS must be deducted/charged to incentive payments, districts are not required to pay each teacher’s individual contributions into TRS for incentive awards provided under this program with their local, state, federal, and other sources of funds. However, TRS must be paid; therefore, **if the district chooses not to pay these contributions—including for redistributed funds—with their local, state, federal, and other appropriate sources of funding, then these contributions must be charged to the grant itself.** Consultation with local TRS points of contact and/or district personnel office for specific guidance is recommended.

**H-7 A fifth column, labeled “Includes Fringe Benefits,” was added to Part 4 of the TEEG, Cycle 3 grant application. The column prompts grantees to check either “yes” or “no” from a check box. What does checking either box really signify? (See also G-11.)**

## **H-1 Must each page of the application be numbered?**

Yes, even if the numbers are handwritten at the bottom of each page. It is difficult for reviewers to note the strengths and weaknesses of an application if there are no page numbers to which they may refer. In addition, should the pages become separated for some reason, page numbers are necessary for putting the pages in proper order and sequence.

**H-24 Can we sign a contract with a consultant/contractor prior to the start date of the grant and pay for the services from the grant, even though the services will not be performed until after the grant starts?**

No. The signed contract constitutes a binding obligation/encumbrance, and cannot be committed prior to the start date of the grant. Signing the contract prior to the start date of the grant will cause an audit exception for the grantee.

# Contact Information

## **Technical Assistance Call Center**

Hours: 8 a.m. – 5 p.m. (Central Standard Time) Monday - Friday

E-mail: [teaperformanceawards@utsystem.edu](mailto:teaperformanceawards@utsystem.edu)

Phone: (512) 579-5050

Website: <http://www.utsystem.edu/ipsi/teaperformanceawards/>

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# Questions and Answers