# **TWC AEL New Program Checklist**

**Program Year 24-25**

The following checklist will help to guide you in completing all necessary items and required items for Program Year 24-25.

If you need assistance, please reach out to the following:

General questions and Technical Assistance – AELTA@twc.texas.gov

Deliverable submission or questions related to grant deliverables – AELcontracts@twc.texas.gov

TEAMS questions, PD exemptions, staff exemptions or access to TABLEAU - TEAMS.TechnicalAssistance@twc.texas.gov

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| **Grant Technical Assistance Onboarding Events** |

 [ ] Orientation – July 11, 2024. 10 a.m. – noon. Virtual – **CANCELLED/Recorded**

 [ ] Business Meeting – August 22, 2024. 9 a.m. – noon. Virtual

 [ ] Fall Institute – September 18 – 20, 2024. F2F Austin, Texas or virtual options available.

* Pre-Conference – September 17, 2024. Invitation only F2F for new directors. Virtual option for others.

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| **First 30 Days** |

**Readings**

 [ ] RFA

 [ ] Strategic Plan

 [ ] AEL Guide

 [ ] Performance Guide

 [ ] Testing Guide

**Deliverables Due 7/31/24**

 [ ] Detailed Project Plan

 [ ] Expenditure Projection Plan

**Access**

[ ] TEAMS

 [ ] TABLEAU

 [ ] CDER

 [ ] PD Portal

**Other**

[ ]  Staff Exemptions Submitted for Staff That Do Not Meet Requirements – Must be submitted before working in the position for which qualifications must be met.

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| **Deliverables – Due After the First 30 Days** |

[ ] PD Exemptions Submitted for Staff That Do Not Meet Requirements – Due 9/15/2024

 [ ] SOPs (7) – Due 9/30/2024

* Strategic Outreach and Recruitment
* Comprehensive Assessment
* Customer Profile and Required Data Collection
* Referral and Co-enrollment with WIOA Core Partners
* Support Service Needs Determination
* Exit and Follow-Up Service Tracking
* High School Equivalency Subsidy Use and Tracking

[ ] Grant Required Staff – Hired By 9/30/2024

* Director
* Instruction and Curriculum Lead
* Lead for Quality Assurance
* Lead for Performance Accountability
* PD Coordinator
* Lead for Distance Learning and Digital Navigation
* Career Navigator
* TEAMS Specialist

[ ] Distance Learning Plan – Due 9/30/2024

[ ] Professional Development Plan – Due 9/30/2024

[ ] Quarterly Narrative (1st Quarter) - Due 10/10/2024

[ ] MOU with Board – due 10/29/2024

[ ] Quarterly Narrative (2nd Quarter) – Due 1/10/2025

[ ] PD Plan Follow Up – Due 2/15/2025

[ ] Quarterly Narrative (3rd Quarter) – Due 4/10/2025

[ ] Quarterly Narrative (4th Quarter) – Due 7/10/2025

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| **Data Validation and Data Sign Off** |

Data Validation

 [ ] July Validation – Due August 15, 2024

 [ ] August Validation – Due September 15, 2024

 [ ] September Validation – Due October 15, 2024

 [ ] October Validation – Due November 15, 2024

 [ ] November Validation – Due December 15, 2024

 [ ] December Validation – Due January 15, 2025

 [ ] January Validation – Due February 15, 2025

 [ ] February Validation – Due March 15, 2025

 [ ] March Validation – Due April 15, 2025

 [ ] April Validation – Due May 15, 2025

 [ ] May Validation – Due June 15, 2025

 [ ] June Validation – Due July 15, 2025

Data Sign Off

 [ ] 1st Quarter – Due October 15, 2024

 [ ] 2nd Quarter – Due January 15, 2025

 [ ] 3rd Quarter – Due April 15, 2025

 [ ] 4th Quarter – Due July 15, 2025