# **TWC AEL Deliverables Chart**

Naming Conventions for submissions: TWC Grant Number\_Grantee Acronym of Shorten Name\_231 or 243\_Name of Deliverable or Report.

Example:

2924ALA053\_Aransas ISD\_231\_Detail Project Plan to **AELcontracts@twc.texas.gov**

2924ALA054\_BISD\_243\_Q1Report to **AELcontracts@twc.texas.gov**

Ad hoc Reports May Be Requested by TWC

## **TWC AEL Deliverables Chart**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Deliverable / Document / Task** | **Due Date** | **Template Available** | **Notes** |
| Monthly Data Validation | 15th of every month | No | Run non-validated classes report **TEAMS>Reports>Non validated classes prior to validations** |
| Monthly Expenditures Reporting | 20th of every month | No | Complete expenditures in CDER (Certification) |
| Detailed Project Plan and Expenditure Projection Plan  | 7/31/2024 | Yes |  |
| Notifications of Subawards with Budgets  | 9/30/2024 | No |  Copy of Subawards with Budgets |
| Distance Learning Plan  | 9/30/2024 | Yes | DL Policy Link: [WESDL Planner 2 (rev. 11/01) (tamu.edu)](https://tcall.tamu.edu/twcael/initiatives/pdf/DistanceLearningPlan_2020.pdf) and [Adult Education and Literacy Teachers and Providers](https://www.twc.texas.gov/programs/adult-education-literacy/teachers-providers) |
| SOPs | 9/30/2024 | No | **7 SOPs consolidated in one PDF*** Strategic Outreach and Recruitment
* Comprehensive Assessment and Orientation
* 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
 |
| Professional Development Plan | 9/30/2024 initial;then 6/30 after | Yes | **PY1 Extended to 10/15/2024;** then June 30th each year after. PD Specialist will make recommendations. |

## **TWC AEL Deliverables Chart Continued**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Deliverable / Document / Task** | **Due Date** | **Template Available** | **Notes** |
| Q1 Narrative/ Subrecipient Report  | 10/10/2024 | Yes | Quarterly report template is in the Detailed Project Plan |
| Quarter 1 Data Sign Off | 10/15/2024 | No | TEAMS >Admin>Data Sign Off |
| MOU with Board  | 10/31/2024 | No |   |
| Q2 Narrative/ Subrecipient Report | 1/10/2025 | Yes | Quarterly report template is in the Detailed Project Plan |
| Quarter 2 Data Sign Off | 1/15/2025 | No | TEAMS >Admin>Data Sign Off |
| PD Plan Follow Up  | 2/15/2025 | Yes | PD Specialist will make recommendations. |
| Q3 Narrative/ Subrecipient Report  | 4/10/2025 | Yes | Quarterly report template is in the Detailed Project Plan. |
| Quarter 3 Data Sign Off  | 4/15/2025 | No | TEAMS >Admin>Data Sign Off |
| Q4 Narrative/ Subrecipient Report  | 7/10/2025 | Yes | Quarterly report template is in the Detailed Project Plan. |
| Quarter 4 Data Sign Off | 7/15/2025 | No | TEAMS >Admin>Data Sign Off |