# **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**](mailto:to AELcontracts@twc.texas.gov)

2924ALA054\_BISD\_243\_Q1Report to [**AELcontracts@twc.texas.gov**](mailto: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 |