|  |  |
| --- | --- |
| DATE | ACTIVITY |
| March 15, 2019 | Texas Workforce Commission (TWC) receives Fiscal Year 2020 (FY’20) Apprenticeship Training Program funding recommendations from Texas Workforce Investment Council (TWIC). |
| May 21, 2019 | Commission approves:   * FY’20 preliminary funding formulas as recommended by TWIC; * Planning estimates contingent on total available funds, as approved by the Commission’s adoption of the FY’20 Operating Budget. |
| May 24, 2019 | TWC publishes notice of funding availability for FY’20 Apprenticeship Training Program and instructions for submitting requests for funding, as posted on TWC’s website. |
| June 28, 2019 | Apprenticeship Training Program FY’20 submission period closes and all planning estimates, assurances, and supplemental forms **DUE** to TWC. **June 28, 2019, no later than NOON Central Standard Time is the last date and time to submit a planning estimate form to be eligible for FY’20 apprenticeship training program funding.** |
| July 5, 2019 | TWC determines preliminary statewide contact-hour rate to be used in the preparation of FY’20 Apprenticeship Training Program Application. |
| July 19, 2019 | Apprenticeship applications and required supporting documents **DUE** for FY’20. |
| August 1, 2019 | Department of Labor (DOL) – Office of Apprenticeship deadline for all apprenticeship training programs applying for TWC funds in FY’20 must be registered with the DOL – Office of Apprenticeship. |
| **August 16, 2019** | All Apprenticeship Training Program contracts for FY’20 will be e-mailed to Grantees for e-signature. |
| **August 30, 2019** | Apprenticeship Training Program contracts for FY’20 to be returned by Grantees. |
| **Late August, 2019** | Commission approves final apprenticeship program amount as part of the FY’20 Operating Budget. |
| **September 1, 2019** | Effective date of the Apprenticeship Training Program contract for FY’20.Earliest date related instruction classes should begin. **DOL-Office of Apprenticeship - Revised hours of related instruction as stated in local program standards must be approved by the DOL - Office of Apprenticeship State Director for funding purposes.** |

|  |  |
| --- | --- |
| DATE | ACTIVITY |
| Beginning -- September 1, 2019 | Authorized Grantee administrators or designees of **continuing programs** must **perform at least one on-site visit during one of the first four class meetings to** verify all apprentices are registered with DOL- Office of Apprenticeship and attendance is documented.  For**new programs**the authorized Grantee administrators or designees must perform at least one on-site visit during the 2nd and 3rd class meetings or the 4th class meeting.  *In addition to class visits, instructor’s attendance roster of related classroom instruction meetings can be used to verify attendance of apprentices entered into TWC’s prescribed data reporting form, Apprentice Information Form.*  ***Note:******All apprentices to be included in the actual contact hour calculation for TWC funding must be registered with DOL – Office of Apprenticeship before attending first class.*** |
| 20th day of each month | Cash Draw and Expenditure Reporting **DUE** to TWC. (for prior month) |
| No later thanOctober 11, 2019 | **Continuing Programs and** **New Programs Reporting Deadline** for all registered apprentices to be included in the final statewide contact-hour calculation, for TWC’s FY’20 Chapter 133 funding, **must** be entered in TWC’s prescribed data reporting form, Apprentice Information Form, for acceptance and final funding from TWC.  ***Note: all apprentices reported in the Apprentice Information Form must be registered in DOL-Office of Apprenticeship’s RAPIDS.*** |
| January 17, 2020 | TWC notifies Grantees of the FY’20 final statewide contact-hour rate, the basis for the final contract distribution for FY’20. |
| February 3, 2020 | TWC will send budget amendment forms to Grantees with completion instructions. *Completed budget amendment forms must be returned no later than February 7, 2020.* |
| February 28, 2020 | All Apprenticeship Training Program contract amendments for FY’20 will be e-mailed to Grantees for e-signature. |
| March 20, 2020 | Apprenticeship Training Program contract amendments for FY’20 to be returned by Grantees. |