**Due Dates and Deliverables Associated with AVATAR Grants**

**March 2015 – August 2016 (Updated July 29, 2015)**

**Please remember your CPC contracts for FY 2014-2015 are separate and have separate due dates and deliverables.**

You are expected to produce or participate as follows:

1. **Develop an action plan** that identifies partnership members, your major goals and objectives, timelines, planned activities, plans for evaluation of activities and products, and a projected budget.
2. **Document the activities and products** associated with implementation of your action plan related to 1) identification of endorsements offered by the school district members and how college and workforce partners are supporting students and faculty in selected endorsement options, 2) work of Vertical Alignment Teams to support the delivery and impact of College Preparatory Courses and/or other courses; and 3) updates, if any, of partnership members. Typical documentation is minutes of meetings, artifacts from professional development, participant evaluation summaries, newsletter articles, or reports to advisory boards or P-16 Councils. Expect that what is sent will be posted on the AVATAR website.
3. **Participate** in conference calls, surveys, or meetings undertaken by the project to shape or coordinate this work.
4. **Provide status reports** that include expenditure reports.
5. **Provide a final report** that includes an expenditure report and an action plan for continuation of the work of the partnership in 2016-17.

Here are the anticipated dates for deliverables of both the 2014-2015 and 2015-2016 AVATAR projects.

**July 31, 2015** **Action plan** for 2015-2016 that includes the items listed above with a budget plan reflecting your related subcontract from UNT.

**August 14, 2015** Submit **Final Report** **for 2014-2015 CPC Project** to UNT if your award was through UNT (Regions 3, 4, 5, 8, 13, 14, 17, 18, 19). Others report to THECB, please copy Jean.Keller@unt.edu .

**September** Participate in conference call scheduled on **September 22, at 9am** or on **September 24, at 1:30pm**. Call 940 369-7186. This call will focus on your action plans documents and partners.

**December** Participate in conference call scheduled on **December 8, at 9am** or on **December 10, at 1:30pm.** Call 940 369-7186. This call will focus on your work related to endorsement alignments and CPC courses offered in the Fall 2015.

**December 31, 2015 Status report** of endorsements, CPCs, and vertical alignment work of your partnership along with an expenditure report.

**February, 2016** Participate in conference call on **February 2, at 9am** or on **February 4, at 1:30pm**. Call 940 369-7186. This call will focus on your action plan updates.

**April, 2016** Regional or statewide meeting, TBA

**April 15, 2016** **Status report** of endorsements, CPCs, and vertical alignment work of your partnership along with an expenditure report

**June, 2016** Participate in conference call on **June 7, at 9am** or on **June 9, at 1:30pm.** Call 940 369-7186. This call will focus on regional successes in vertical alignment.

**August 15, 2016** **Final report** that includes a summary of activities completed, expenditures, and an action plan for 2016-17.