

**Fund for Veterans' Assistance  
Grant Amendment Policy  
August 2012**

**1) Amendments**

The following policy applies to requests to change an approved budget and/or statement of work, included as Exhibits in the Grant Agreement. Section 460.12 of the Texas Administrative Code authorizes a Grantee to request an amendment to its Grant Agreement. A Grantee may request no more than three amendments requests during a grant period. Amendments requiring Commission Approval must be submitted no later than 60 days prior to the end of the grant period. Amendments requiring Executive Director Approval must be submitted no later than 30 days prior to the end of the grant period.

<b>Amendment Category</b>	<b>Commission Approval</b>	<b>Executive Director Approval</b>	<b>Notification Required</b>
<b>Time</b>	N/A	Required	N/A
<b>Budget</b>	Commission Approval is required if requesting to change total amount of award including increasing or decreasing award amount.	Executive Director Approval is required if total award amount remains the same, but the request includes transfers among line items, adding line items, and/or changes to the budget narrative.	Notification is required for transfers among approved line items if transfers are: <ul style="list-style-type: none"> <li>- Up to 10% of total grant amount for awards exceed \$100,000</li> <li>- Up to 5% of total grant amount for awards that are \$100,000 or less</li> </ul>
<b>Scope</b> (includes changes to performance measures and service area)	N/A	Required	N/A

**a) Amendment Approval Authority**

- i) **Approval Authority.** The Commission shall have authority to approve or deny all amendment requests involving the total grant amount. The Executive Director shall have authority to approve or deny all other amendment requests.
- ii) **Appeal.** Decisions on amendments are final and non-appealable.

**b) Amendment Categories**

Each amendment request is unique and considered on a case-by-case basis. A Grantee may request an amendment in one or more of the following categories:

- i) **Time.** A Grantee may request additional time added to their grant period of up to six months. Amendments approved for additional time will be added to the end of the Grantee's current grant period.
- ii) **Budget.** A Grantee may request changes to their approved budget including, additional funding, reduced funding, or other changes to the approved budget. A request for additional funding may not exceed 25 percent of the grant amount originally awarded.

(1) Grantees whose awards exceed \$100,000 may transfer up to 10 percent of the total award amount among line items in the approved budget. Grantees are required to notify the Grant Officer of the transfer. Transfers exceeding 10 percent require the approval of the Executive Director.

(2) Grantees whose awards are \$100,000 or less may transfer up to 5 percent of the award amount among line items in the approved budget. Grantees are required to notify the Grant Officer of the transfer. Transfers exceeding 5 percent require the approval of the Executive Director.

iii) **Scope.** Grantees may request changes in their scope including, but not limited to, changes in services provided or geographic service area.

**c) Amendment Request Form**

An amendment request form must be completed by the Grantee. This form is provided to the Grantee at the beginning of its grant period, and is also available by emailing a request for the form to [grants@tvc.texas.gov](mailto:grants@tvc.texas.gov) or to the Grant Officer. The form must be submitted to the Agency either by email to [grants@tvc.texas.gov](mailto:grants@tvc.texas.gov) or to the Grant Officer, or by mail to the TVC address in the Grant Agreement.