



**TEXAS VETERANS
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FUND FOR VETERANS' ASSISTANCE

Grant Closeout Training



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GRANT CLOSEOUT PROCESS

- Closeout Notification Letter
- Closeout Budget Adjustment
- Final Closeout Report
- Final Payment
- Final Closeout Letter



REPORTING REQUIREMENTS

- Monthly – Expenditure Report
 - Due 15th of the month following end of reporting month
- Quarterly – Performance Report and Narrative
 - Due 15th of the month following end of reporting quarter
- **Closeout Report**
 - Due 60 days after grant period ends



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CLOSEOUT NOTIFICATION LETTER

- Sent out 90 days before the grant period ends
- Closeout Budget Adjustment Form
- Request for Budget Revision



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Commander, US Navy (Retired)
Member

THOMAS P. PALLADINO
Colonel, US Army (Retired)
Executive Director

October 29, 2013

Authorized Executive Director's Name
Grantee's Name
1701 S Congress
Austin, Texas 78701

RE: Grant Period Closeout Procedures for Grantee - Grant Number: FVA_13_XXX

Dear Director:

This letter is to remind you that your Fund for Veterans' Assistance (FVA) Grant listed above will reach the end of its grant period on December 31, 2013. In accordance with the executed grant agreement, final Expenditure and Program reports are due to TVC no later than 60 days after the last day of the grant period. Below are some requirements to keep in mind when preparing the final reports and grant closeout:

- The final expenditure and program reports are the same forms as previously submitted for monthly reporting. Be sure to check the "Final" boxes on both the expenditure and program reports. For the "reporting period" field on the reports, enter the entire grant period.
- Expenses listed on the final expenditure report should reflect any costs incurred within the grant period but not reported in any previous monthly report. Expenses with dates after the grant period ends will not be allowable for reimbursement. Once the final expenditure report is approved and final reimbursements are paid, TVC will close the grant, and no other expenditures will be allowed for the grant. Therefore, be sure that all allowable expenditures have been reported (including any expenditure from prior months during the grant period).
- The number of clients served reported in the final program report should be the cumulative number of unduplicated veterans/dependants served within the grant period.
- Ensure that expenditure and performance reports are signed by the grantee representative.
- Supporting documentation must be maintained for three years from the end of the grant period in accordance with the grant agreement.

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Executive DirectorName
Grantees Name

Date
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- Amendment requests requiring Commission approval must be submitted 60 days prior to the end of the grant period, while amendment requests requiring Executive Director approval must be submitted no later than 30 days prior to the end of the grant period.
- Enclosed you will find the Grant Closeout Budget Adjustment Form and accompanying Budget Revision Request Form. In an attempt to assist Grantees in fully expending grant funds, minor adjustments can be made to budget line items. Grant Closeout Adjustments can be made within 60 days before or after the grant period expires. Total budget adjustments must be equal to or less than 5 percent of the total grant award and should ensure maximum expenditure of grant funds.
- Grant Closeout Budget Adjustments are not Amendments and do not involve changing the scope of the grant project or the grant period. Grant Closeout Budget Adjustments exceeding 5 percent may result in the denial of the request.

Please feel free to contact me at (512) 463-6380 or yolanda.moten@tvc.texas.gov with any questions regarding the completion of the final expenditure report, the final program report or your grant in general. The work that your organization continues to do to help Texas veterans is greatly appreciated.

Sincerely,

Yolanda Moten
Grant Officer, Fund for Veterans' Assistance

Enclosed: Grant Closeout Budget Adjustment Form
Budget Revision Request Form

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CLOSEOUT BUDGET ADJUSTMENT

- Accepted up to 60 days before or 60 days after end of grant period
- Shift 5% of total budget between existing line items
- Must be submitted and approved before Final Closeout Report
- Approved by FVA Manager



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TEXAS VETERANS COMMISSION FUND FOR VETERANS' ASSISTANCE GRANT CLOSEOUT BUDGET ADJUSTMENT FORM

Sixty (60) days prior to the end of the grant period, Grantees will be notified by letter of closeout procedures. In an attempt to assist Grantees in fully expending grant funds, minor adjustments can be made to budget line items. Grant Closeout Adjustments can be made within 60 days before or after the grant period expires. Grantees must submit this form and attached budget revision to adjust individual line items. Total budget adjustments must be equal to or less than 5 percent of the total grant award and should ensure maximum expenditure of grant funds.

GRANTEE ORGANIZATION:

GRANTEE CONTACT: *Name* *Title*

Phone *Email*

CLOSEOUT INFORMATION/DIRECTIONS

- Grant Closeout Budget Adjustments are not Budget Amendments and do not involve changing the scope or time of a grant.
- Grant Closeout Budget Adjustments can be made within 60 days before or after the grant period expires and must be equal to or less than 5 percent of the total grant award.
- Grant Closeout Budget Adjustments exceeding 5 percent may result in denial of the request.

A Grant Closeout Budget Adjustment request must include this form and a completed Budget Revision Request Form. A request must be received by TVC no later than seven (7) business days prior to the due date of the Final Expenditure Report and approved prior to submitting the Final Expenditure Report.

APPROVING AUTHORITY

The Executive Director is authorized to approve or deny Grant Closeout Budget Adjustments that are equal to or less than 5 percent of the grant's total award amount and requested within the allowed timeframe.

This form must be submitted by email to your assigned Grant Officer.



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Request for Budget Revision

Grantee: **Name/Title:**
Program: **Contact #:**
Grant Period: **Email:**
Grant Number: **Revision Type:** Additional Funds Budget Amendment
Grant Amount: Grant Closeout Budget Adjustment

Section 1. Budget Summary

Budget Categories	Original Budget	Adjustments	Revised Budget
Salaries and Wages			\$ -
Fringe Benefits			\$ -
Travel			\$ -
Equipment			\$ -
Supplies			\$ -
Client Services			\$ -
Construction			\$ -
Other			\$ -
Program Costs	\$ -	\$ -	\$ -
Indirect Costs			\$ -
Total Project Cost	\$ -	\$ -	\$ -

Please adjust budget categories to match Approved Budget/Expenditure Report categories as needed.

Signature: _____

Title: _____

Date: _____



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Section 2. Budget Revision Narrative

Description of Budget Revision (Detail of goals and objectives by budget category) Please make sure the description provides enough detail to completely support any changes in projected cost and scope by budget category. Please ensure that the request is reasonable, mathematically correct, corresponds to the budget summary (section 1) and conforms to the provisions set forth in the grant contract.



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LAST MONTHLY REPORT

- Expenditures, Performance and Quarterly report
- PER due date
 - Grant ends 6/30/15: June report due 7/15/15
 - Grant ends 12/31/15: December report due 1/15/16
- Email to reports@tvc.texas.gov



LAST MONTHLY REPORT

Performance and Expenditure Report (PER)

Grantee Summary Information and Certification					
Grantee Name:	Grantee Name			Grant Number:	FVA_14B_XXXX
Grant Period:	7/1/14-6/30/15			Grant Amount:	\$100,000
Current Report Period:		6/1/15-6/30/15			
Month #	12	of	12	Grant Period Elapsed (%)	100%





FINAL CLOSEOUT REPORT

- Expenditures and Cumulative Performance
- Closeout PER due date
 - Grant ends 6/30/15: Closeout report due 8/31/15
 - Grant ends 12/31/15: Closeout report due 2/28/16
- Email to reports@tvc.texas.gov



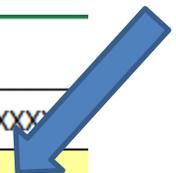
FINAL CLOSEOUT REPORT

Performance and Expenditure Report (PER)					
Grantee Summary Information and Certification					
Grantee Name:	Grantee Name		Grant Number:	FVA_14B_XXXX	
Grant Period:	7/1/14-6/30/15		Grant Amount:	\$100,000	
Current Report Period:			7/1/14-6/30/15		
Month #	12	of	12	Grant Period Elapsed (%)	100%



Monthly Expenditure Detail Worksheet

Grantee Name:	Grantee Name	Grant Number:	FVA_14B_XXXX
Current Report Period:	7/1/14-6/30/15	Report Type: (monthly or final)	Final
Salaries and Wages		Approved Budget:	\$0.00
		Page Number:	





SUPPORTING DOCUMENTATION

- Each expense must have:
 - Documentation a cost was incurred
 - Demonstration of a payment made to vendors
 - A record of the allocation of the expense to TVC (if applicable)



SUPPORTING DOCUMENTATION

- Support documentation should be:
 - In the same order as on the detail tab
 - Complete, accurate, legible, and well organized
 - Numbered and cross-referenced to expenses on the detail tab



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PERFORMANCE AND EXPENDITURE REPORT (PER)

- Submit PER and documentation to reports@tvc.texas.gov
- Email subject line: "Grantee Name FVA_14B_0000 Final Closeout report"



FINAL PAYMENT PROCESS

- Report submitted by grantee & reviewed by Grant Officer
- Performance numbers reconciled
- Compliance issues resolved
- Final payment request submitted to Finance
- Remaining funds unencumbered
- Final Closeout letter sent to grantee



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CONTACT INFORMATION

General FVA Contact

grants@tvc.texas.gov

(512) 463-1157

Reporting

reports@tvc.texas.gov



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QUESTIONS

