



2022-2023 Grants: Getting Started

Preparing for and Completing Negotiations
Communications & Outreach
Recognize & Promote Your TVC Grant
Training Aids & User's Guides



Welcome and Congratulations!

Funding by Texans for Texas Veterans
Grants Since 2009



FVA Director

Jim Bracken



This Webinar Will Cover

- TVC Grant Award Checklist
- Preparing for and Completing Negotiations
- Recognize and Promote your Grant
- TVC's Grant Services Search Tool
- Communications
- Compliance
- Gov Grants
- Training Aids & User Guides





TVC Grant Award Checklist

“Getting Started”



Step 1: Prepare for Negotiations

- Review 2 important policy documents
- Review your project narrative – reacquaint your staff with the awarded project services and scope
- Review Texas counties in your scope – any changes needed?
- Review “Who” your project will serve – understand how to count beneficiaries served
- Review your project’s budget
- Confirm your plan for contracting services and staff



Step 1: Prepare for Negotiations

www.tvc.texas.gov/grants/2022-2023grantees/

Step 1. Prepare for Negotiations

1. Review two policy documents for the grant period:
 - a. Request for Applications (RFA); and
 - b. FVA Program Requirements & Terms and Conditions
2. Review your Project Narrative and re-acquaint your staff with awarded project. What are the services funded by your organization in the scope of your grant project?
3. Review Texas counties in your project scope – did anything change since submitting your application?
4. Who will you serve?
 - a. Veterans – Character of Service (Discharge Status)?
 - b. Veterans, Dependents, Surviving Spouses?
 - c. What documents will you use for eligibility?
 - d. What documents did you select in the application?

Note: you must maintain a copy of client eligibility documents for 3 years after the end of the grant period
 - e. How many beneficiaries will you serve and/or how many home modifications will you complete?
 - f. How will you count a beneficiary as “served”?

Note: FVA provides specific guidelines on how to count beneficiaries served in the “Program Requirements & Terms and Conditions” document. The beneficiary can only be counted if they receive the services for which grant funding is awarded. Example: a grantee providing financial assistance services can only count a client as served if financial assistance services is provided. Referring that client to another organization or assisting that client with obtaining eligibility documentation does not count because “referrals” and “document support” are not financial assistance services – included in the project budget or budget narratives.



Step 1: Prepare for Negotiations

www.tvc.texas.gov/grants/2022-2023grantees/

Step 1. Prepare for Negotiations (Cont)

5. Review the Budget
 - a. Is the award amount different from the requested amount?
 - b. Do you need to make changes to the budget to match the awarded amount?
 - c. Do you have to hire positions for the grant project?
 - d. Start the hiring process – but positions cannot be charged to the grant before July 1st.
 - e. Do you have to adjust the Salaries or Fringe Benefits budget due to increases?
 - f. What other budget category will be reduced to accommodate increases to Salaries and Fringe Benefits?
 - g. Have budgeted employees changed? Names can be changed during negotiations.
 - h. What budgeted items are not allowable that need to be removed or edited?
 - i. What budgeted items do you wish to adjust since the application submission?
 - j. What Client Services will you provide and for which you will request reimbursement?
 - k. Does your organization have a maximum funding amount per client? Does it align with the maximum amounts listed in the RFA?
 - l. If the Commission awarded your grant at a lower amount, do you need to reduce the maximum funding amount per client?
 - m. Have you budgeted for Indirect Cost? (Indirect is limited to a max of 10% of client services)



Beneficiaries (Clients) Served – Definitions

Beneficiaries/clients are considered served if:

The client receives the grant-funded service(s) that are listed in the Grantee's budget as "client services".

Example: a GA Financial Asst client is served when rent/utilities are paid. If same client returns for services 5 months later, he or she cannot be counted again, but FVA reimbursement to grantee can be provided for BOTH events if within the RFA guidelines.



Beneficiaries (Clients) Served – Definitions

Beneficiaries/clients are not served when:

They do not receive services that are listed in the Grantee’s budget as “client services”.

Example 1: Client intake function performed by a TVC grant-funded staff member results in a referral to another agency. This does not qualify as an unduplicated veteran served because the veteran did not receive client services from intaking organization.

Example 2: Client service performed from budgeted “client services” items but without full documentation of client eligibility or services rendered. Must be kept on file for 3 years.



Step 2: Negotiations

- Grantees will be contacted by TVC staff (not your grant officer) to start application edits.
- Grantee cannot make edits to application without access given by TVC staff.
- Grantees can view application and should identify the needed or wanted changes.



Step 3: Verify Grantee Information

Must be completed before grant is activated

FVA will provide a link to the 2022-2023 Google Form "Grant-Funded Services Contact Updates".

- You will provide both EXTERNAL & INTERNAL contact information on that form.
- The EXTERNAL (client-facing) contact information you provide will be published by FVA in July via the Grant-Funded Service Directory.

DEMONSTRATION of the new search tool

Grantees are asked to:

- Provide ACCURATE information to FVA so clients have confidence in our programs.
- Provide missing information (or updated corrections) by June 15, 2022



Step 4: Application / Grant Approval

- When negotiations are complete, the negotiated application will be converted to a grant award and begin the TVC approval process in GovGrants
- TVC's Executive Director is the signature authority for TVC
- The grant award will be sent to the grantee in GovGrants and must be accepted
- Your grant officer will activate the grant and send your organization's point of contact a notice that the NOGA can be generated
- Grantees will generate a NOGA for wet-ink signature by the grantee's signature authority. A scanned copy of the NOGA must be uploaded in GovGrants by the grantee before the grant contract is considered "fully executed"



Step 5: TVC Recognition

- Grantee must ensure website includes recognition of TVC grant-funded services.
- Printed marketing and outreach materials for grant-funded services must include TVC branding & logo. Printing costs not included in the negotiated project budget in “other direct costs” are not allowable.
- TVC will reimburse only the printed marketing and outreach documents and brochures that exclusively describe TVC grant-funded services.
- Interviews and Press Releases should tie the good news about your organization to the larger story of grant-funded assistance serving veterans across the state.



Recognize Your Grant

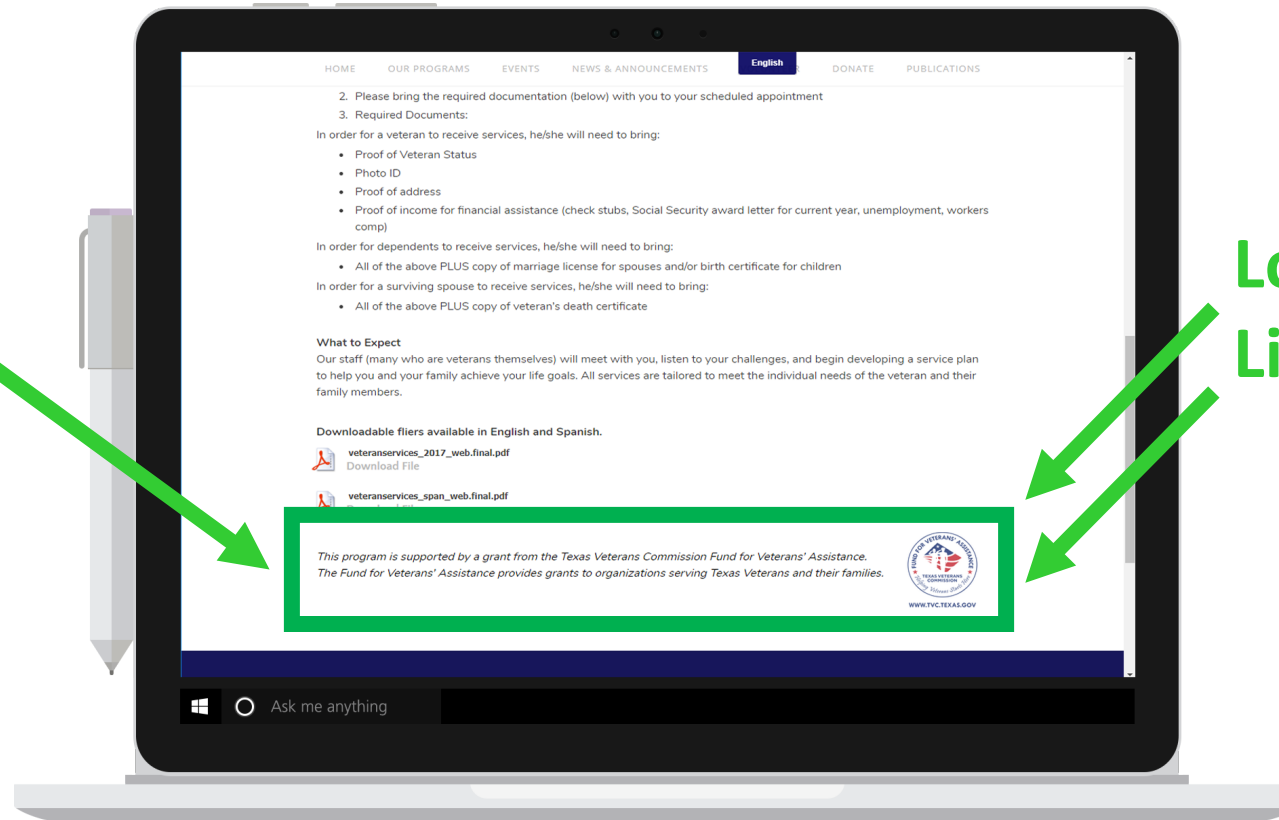
Yes, you are required to publicly recognize your grant

- Verbiage, URL, & logo on website
- Recognize at events funded by the grant (verbally & in signage)
- Recognize in presentations, speeches, & all public-facing project activities funded by FVA.
- Submit photos of your project success to grants@tvc.Texas.gov



TVC Recognition on Grantee Website & Veterans Program/Services Page

Verbiage, logo, and link should display together, in a group.



✓
Verbiage

Logo ✓
Link & URL ✓



Don't Separate The Logo From Verbiage



Don't separate the elements



Do keep the elements together

**Texas Veterans Portal is not part of FVA, but this is a great example of a successful recognition.*



TVC Recognition on Grantee Printed Materials & Branding

Flyers, brochures, and any other printed material included in grant project budget must contain TVC Recognition (including logo, verbiage and link)

Keep all 3 together: Verbiage, Logo, and Link



This program is supported by a grant from the Texas Veterans Commission *Fund for Veterans' Assistance*. The *Fund for Veterans' Assistance* provides grants to organizations serving veterans and their families. For more information, visit www.TVC.Texas.gov.



How TVC Recognizes Grant-Funded Services

- Grant Funded Service Directory (new) – Look up assistance available in your region for free, any time of day or night, 365 days a year.
- Tour of Texas – Regional events for the media where Commissioners hand out big checks to award recipients. All grantees will be invited to participate in one check presentation.
- TVC Public Service Announcements – more information will be published
- TVC Website Calendar – Add your events to the calendar on www.TVC.Texas.gov
- Signal Boost on Social Media – TVC social accounts share your content on social media (flyers, events, videos, etc.). Tag us!



Step 6: Get to know your Grant Officer

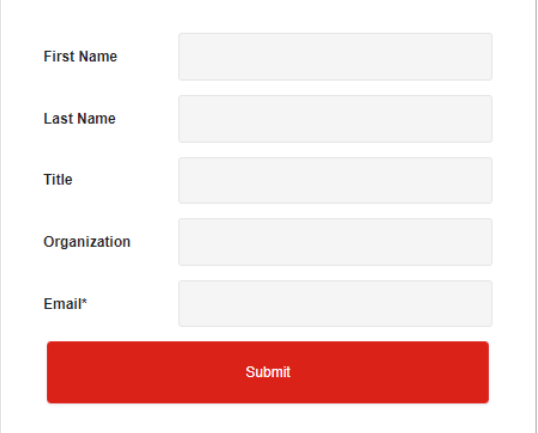
- Grant officers will contact their grantee organizations not later than Friday, June 24, 2022
- By Friday, July 15, 2022 - provide grantee organization's Direct Deposit Information to the grant officer (this applies to new grantees AND renewed grantees). The three (3) forms necessary for direct deposit are:
 - AP-152 Application for Texas Identification Number
 - 74-176 Vendor Direct Deposit / Advance Payment Notification Authorization
 - W-9 Request for Taxpayer Identification Number and Certification
- By Friday, July 29, 2022 – work with grant officer in confirming your organization's Payment Reimbursement Request (PRR) form to be used monthly for processing reimbursements



Step 7: Get To Know Communications

iContact mass emails distribute important news and updates to grantees

- Add staff member's email address to FVA's iContact distribution list to receive routine email announcements. Signup form on website.



First Name

Last Name

Title

Organization

Email*

Submit

Submit ACCURATE contact information (external & internal)

- Provide PRIMARY and SECONDARY points of contact by June 15, 2022, via the Google Form mentioned in Step 3 above.
- Additional points of contact? Email Grants@tvc.texas.gov.

Grant-Funded Services Contact Updates

Has your organization recently changed key contact information or personnel? Submit this form to alert the Fund for Veterans' Assistance. Data reported here will be used in the Grant-Funded Services directory online at <https://www.tvc.texas.gov/grants/search>, and by FVA staff.



Step 7: Get To Know Communications

Get to know TVC's and FVA's websites and references:

- Do my staff members know about the Grantee section of TVC's website?
- Do my staff members know about the Grant-Funded Services Directory and the Grant Assistance Directories, for referrals on other services?
- Do my staff members know about other TVC Departments (Claims, Education, Employment, Entrepreneur, Health Care Advocacy, Women Veterans) advocate for and provide services to veterans?

<https://www.tvc.texas.gov/grants/2022-2023grantees/>

Bookmark this page!



Step 8: Tour of Texas – Big Check Presentations

- TVC Leadership will travel the state in August-September to present grantees with big checks in regional media events
- More information will be announced Summer 2022
- Food for thought:
 - Will you participate in these local events?
 - Who will accept the check?
 - What is your plan for alerting the local community & media that your organization received a TVC grant for 2022-2023?





Compliance



Role of Compliance

- **Protect** the Fund for Veterans' Assistance from waste, fraud, & abuse
- **Evaluate grant performance** and grantee expenditure requirements
- **Evaluate grantee's adherence to rules and regulations** governing the Fund
- Ensure resources are spent **efficiently and effectively**



Compliance Review

A compliance review can be done through:

- On-Site Monitoring
- On-Site Compliance
- Desk Reviews



Compliance Reviews

Will require a completed questionnaire provided by FVA

The review will include:

- A monthly PRR
- Review of organizations policies and procedures
- Review of accounting procedures
- Review of veteran eligibility documentation
- Review of FVA recognition on website and all printed materials



Most Compliance findings fall into four categories.

1. Improper eligibility documentation
2. Client served does not match that listed in approved grant
3. FVA Recognition to include logo, verbiage and link not properly posted on website and printed material
4. Improper reporting of client numbers



Responses to Compliance Visits

1. Grantees should **respond** to the Compliance Report within the timeframe listed in the report.
2. Responses to the Compliance Report should be **signed by your organization's Signing Authority.**





GovGrants

Locked Out – Lost Password

Other Issues

Forgot Password?

The screenshot shows the login interface for the Fund for Veterans' Assistance. At the top left is the logo for the Texas Veterans Commission, featuring a stylized American flag and the text "Fund for Veterans' Assistance" and "Helping Veterans Starts Here". To the right of the logo is the text "Enterprise Grants Management System". Below the logo is a "LOGIN" section with input fields for "Username" and "Password", a "Remember Me" checkbox, and a "Forgot Password?" link highlighted in yellow with a red arrow pointing to it. There are also "LOGIN" and "REGISTER AS" buttons. To the right of the login section is a navigation menu with "Opportunities", "FAQs", and "Contact Us" tabs. The background of the page is a photograph of the Texas State Capitol building and a garden. At the bottom left is the "GovGrants" logo, and at the bottom right are links for "PRIVACY STATEMENT | TERMS AND CONDITIONS | ACCESSIBILITY".



Email your Grant Officer with Issue

Do not email/contact GovGrants Support

- Email to IT will go into general request
- Email will go to end of trouble tickets
- Email may be overlooked or take days to address





Training Aids & User Guides



FVA Instructional “Snag-It” Videos

- Located (posted) on FVA Grants website
<https://www.tvc.texas.gov/grants/2022-2023grantees/>
- Several videos in production now to help grantees with technical steps throughout the grant period
- Example Video Topics include:
 - How to Conduct Negotiation in GovGrants
 - How to Accept a Grant Award in GovGrants
 - How to Generate a NOGA in GovGrants
 - Monthly Payment Reimbursement Requests (PRRs)





Wrap-Up Key Takeaways



Organization Preparation

Download Grant Award Checklist – “Getting Started”

Project Staffing

- Begin the process now for required Staff, listed as “To Be Hired” on the application
- Positions should be ready to start on July 1st
- Salaries and Fringe costs cannot be claimed before grant start date

During Negotiations:

- Update staff list for the project (things may have changed since last fall or last grant period)
- Verify staff names, salaries, fringe, percent of time toward project, etc
- Be prepared to adjust / modify project budget based on negotiations

Grant project begins on July 1st. Services can be provided even if negotiations are still underway, and without a completed NOGA. *Grantees cannot submit requests for reimbursement until a NOGA has been issued.*

Fine-tune and prep for implementing client outreach and communications plan



Project Services Question – Prior Approval

Unsure about a service or possible cost

- **Refer to your negotiated budget and budget narratives**
- **Contact your Grant Officer**
- **5 W's**
- **Grant Officer will verify before reimbursement**



One-Time Exception

- Once during grant cycle – or amendment
- Provide an allowable service not covered by grant project
- Provide an allowable service outside your service area
- Serve a client not listed as those you have chosen to serve

- **Contact your Grant Officer**
 - 5 W's
 - Letter or email from Signature Authority

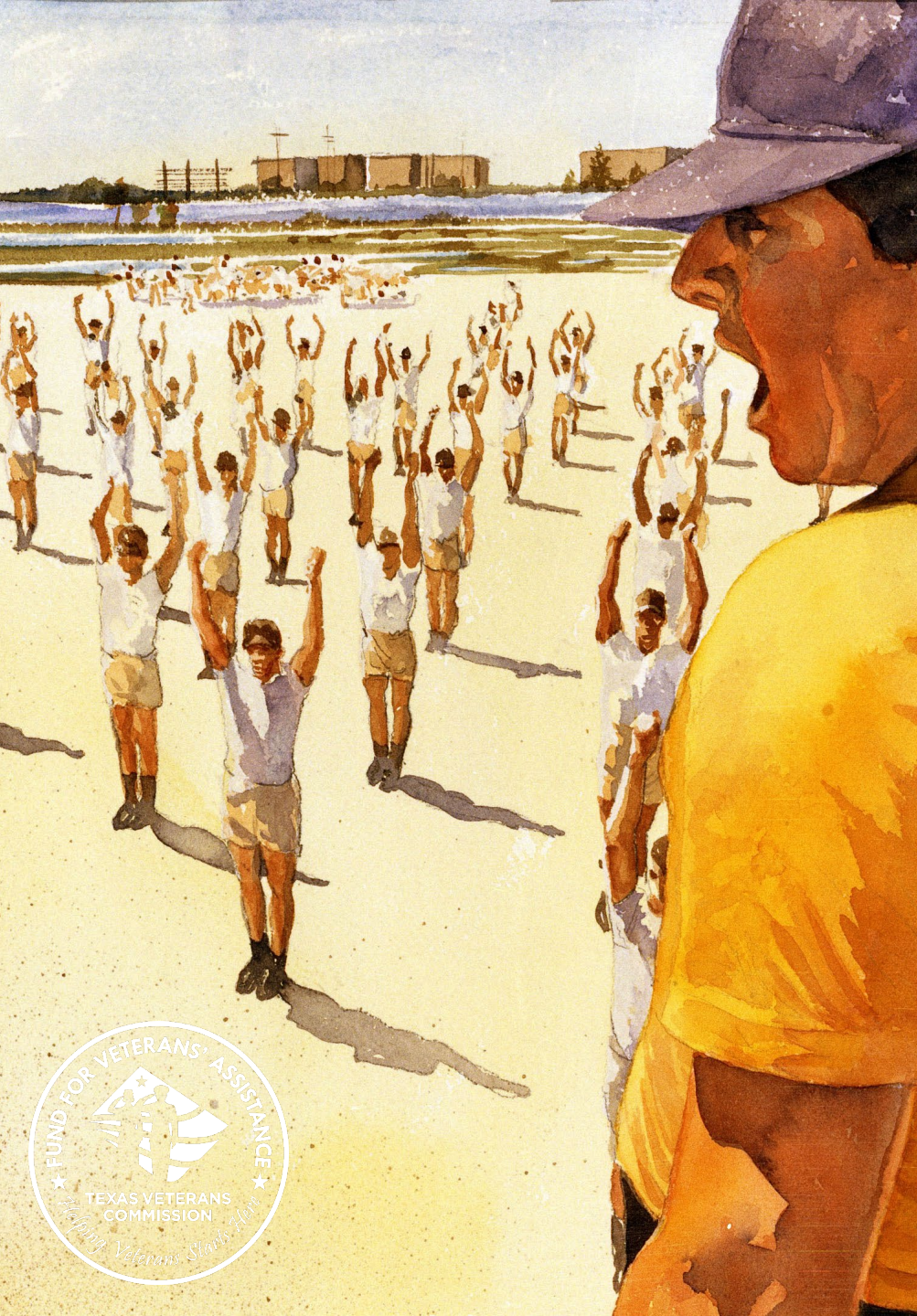


Grant Operations Begin July 1, 2022

- No pre-award spending
- Employees budgeted at 100% must be dedicated to the grant
- Grant-funded employees TBD/TBH?
 - If you haven't already posted grant positions on job boards, do this ASAP

Start the hiring process for grant-funded positions, so they are ready to begin work on July 1st!





Questions

Submit your questions in the chatbox



File View Help

Audio

Sound Check

Computer audio
Phone call

MUTED

Microphone (HD Webcam C510)

Speakers (High Definition Aud...)

Questions

[Enter a question for staff]

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Multi sessions different registrants
Webinar ID: 980-960-603

GoToWebinar



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