



2023-2024 Grants: Getting Started

Preparing for and Completing Negotiations
Training Aids & User's Guides





Welcome and Congratulations!

Funding by Texans for Texas Veterans
Grants Since 2009



This Webinar Will Cover

- TVC Grant Award Checklist
- Preparing for and Completing Negotiations
- TVC Grant Portal
- 2022-2023 Grantees
- Texas Veterans Network
- Training Aids & User Guides





TVC Grant Award Checklist

“Getting Started”



TVC Grant Award Checklist

www.tvc.texas.gov/grants/2023-2024grantees-2/

- 6 Steps
- FVA staff involved in Steps 4-6
- Organization and Grant information will be used to create the **Grant-Funded Services Directory**
 - <https://www.tvc.texas.gov/directory/directory-category/grants/>



Step 1: Verify Organization & Primary Contact Information

1. Review all information to verify accuracy.
 - Primary Contact info (this person is dedicated to the grant project throughout the grant period).
 - Organization Email Address (*this should be the primary contact's email*)
 - Organization's website address
 - Physical Address Phone number (*this should be the phone number beneficiaries can call to receive information and services*)
 - Organization's Executive Director, Chief Financial Officer, Chief Operations Officer, Grant Manager, Grant Accountant, Media/Communications Coordinator (as applicable)
2. Notify the FVA Negotiation staff of any needed changes.

FVA staff conducting negotiations will need to make the edits in the new TVC Portal



Step 2: Review TVC Governing Documents

1. Become familiar with the three policy documents for the grant period:
 - Request for Applications (RFA)
 - FVA Program Requirements & Terms and Conditions (PR)
 - Reimbursement Documentation Requirements (RDR)
- Most questions concerning grant operations are located in these documents



Step 3: Prepare for Negotiations

1. Acquaint organization staff with awarded project and become familiar with who you will serve and what services will be provided.
2. Review Full Application
 - Summary of Services
 - Marketing and Outreach
 - Financial Information
 - Budget Tables
 - Eligibility verification requirements
3. Budget Narrative – (***new addition to application***) during negotiations grantees will need to write a narrative for all budgeted items.



Step 3: Prepare for Negotiations

Budget Narrative

Change since Application

Grantees required to write a narrative for each budgeted Line Item

Narrative Short to the Point

How is this item going to make the grant successful?

Edit Line Items ✕

Support Services

Client Service Category
Family Support Services Identified through Case Management ▼

Budget Category
Limited Emergency Assistance and Financial Relief ▼

Unit Cost
\$50,000.00

Quantity
2

Total Client Services: \$100,000.00

Direct Client Services - Details

Characters left for field: 300



Step 3: Prepare for Negotiations

Continued

4. Did the Commission award the grant at a lower amount? *Be prepared to discuss the needed changes with FVA Negotiations staff.*
5. Have the budgeted employees changed? *Names can be changed during negotiations and budgets updated.*
6. Start the hiring process for any “to be hired” budgeted positions. *Positions cannot be charged to grant before July 1st.*
7. Contractors: Are your procurement processes (micro purchase, small purchase, large purchase) in accordance with state and federal guidelines?



Step 4: Negotiations

1. Grantees will be contacted by TVC staff (*not your grant officer*) to start required changes identified.
2. TVC Staff will provide details of the needed changes based on TVC governing documents.
3. Grantees cannot make edits to their applications (project narratives and budget/budget narratives) without access given by TVC staff.
4. Your assigned Grant Officer has no role in negotiations.
5. Negotiations users guide is located at

<https://www.tvc.texas.gov/grants/2023-2024grantees-2/>



Step 5: Application / Grant Approval

1. When both the grantee organization and FVA's negotiation representative have agreed on negotiated changes to the grant, grant budget, and budget narratives, the application, with saved changes (referred to as Addenda to the Application), will be converted to a grant award.
2. The Notice of Grant Award (NOGA) will be sent to the organization for signature or acceptance within the new TVC Grant Portal
3. If grantee representative signing or accepting the NOGA is not the Signature Authority a Delegation of Authority Letter must be uploaded to TVC Grant Portal
4. Once the organization signs or accepts the NOGA, the application will continue through TVC approval process.
5. TVC's Executive Director is the signature authority for TVC and will provide final approval of the grant award.



Step 6: Get to know your Grant Officer

1. Grant officers will contact their grantee organizations not later than **Friday, June 23, 2023**.
2. Who will be your organization's PRIMARY POC the assigned grant officer can reach out too each month regarding the PRR and grant operations?
3. By **Friday, July 14, 2023** - 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:
 - a. AP-152 Application for Texas Identification Number
 - b. 74-176 Vendor Direct Deposit / Advance Payment Notification Authorization
 - c. W-9 Request for Taxpayer Identification Number and Certification





TVC Grant Portal

https://tvc.fluxx.io/user_sessions/new

Locked Out – Lost Password

Grant-Funded Services Directory

Forgot Password?



TEXAS VETERANS COMMISSION

Texas Veterans Commission Grants Portal

Login Now:

Sign in

[Reset or create password](#)

Are you a Veteran looking for services?

[Search for services in your county.](#)

Is your Organization eligible to apply for grant funding?

[Check Your Organization's eligibility.](#)

New to the TVC Grants Portal?

Eligible organizations can apply for reimbursement grant funding.

Create an account now



[Privacy Policy](#) [Accessibility](#)

Grant-Funded Services Directory



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2022-2023 Grantees

Closeout



GovGrants Ends – Thursday, August 31, 2023

- Closeout on 12th (June) PRR
 - Due July 15th
 - Sooner if Possible
- 13th PRR “If Required”
 - Due August 1st
- FVA will start Closeout Process No Later Than
 - August 15th
- Grantees need to push vendor to clear payments
- Missed payments cannot be paid





Texas Veterans Network



MAKING TEXAS THE FIRST INTERCONNECTED STATE FOR VETERANS

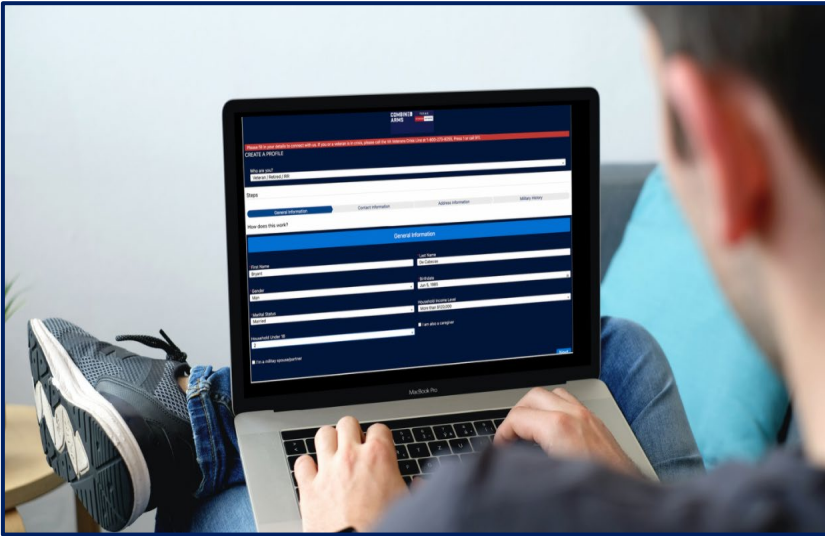
TEXAS VETERANS NETWORK

The Texas Veterans Network (TVN) is a statewide collaborative of more than 250+ veteran-serving community-based organizations and government agencies that holistically serve the veteran and military community. Together we offer more than 1,400 resources for the military and veteran community.

The Texas Veterans Network serves Active Duty, Reservists, National Guard, SIVs, and Veterans from all service eras, and their family members.

Career Search & Placement * Mental Health * VA Benefits * Social Connectivity * Financial Assistance * Fitness * Family *
Volunteering * Education * Counseling * Mentorship

HOW TO CONNECT



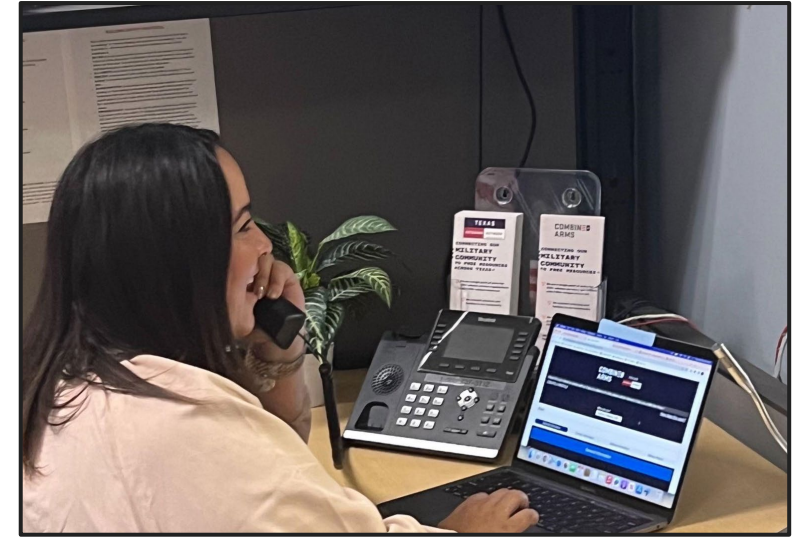
MEMBER ORGANIZATION

- Become part of the Texas Veterans Network by becoming a member organization.
- [Click here](#) to begin the process. A TVN Regional Manager will be in contact to start the process.



COMMUNITY CONNECTOR

- As a trusted TVC FVA awardee, you can download the Combined Arms app and make referrals as a Community Connector.
- [Click here](#) to gain access.



CALL INTAKE TEAM/SELF CONNECT

- TVN has a 24/7 phone line, with intake staff ready to connect veterans to the resources they need Call 844-4TX-VETS
- Client can visit combinedarms.us and self connect by creating a profile.



Training Aids & User Guides

FVA Instructional & Training Aids

- Located (posted) on FVA Grants website
<https://www.tvc.texas.gov/grants/2023-2024grantees/>
- Several videos in production now to help grantees with technical steps throughout the grant period
- Example Video Topics include:
 - How to Conduct Negotiation
 - How to Generate a NOGA
 - 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:

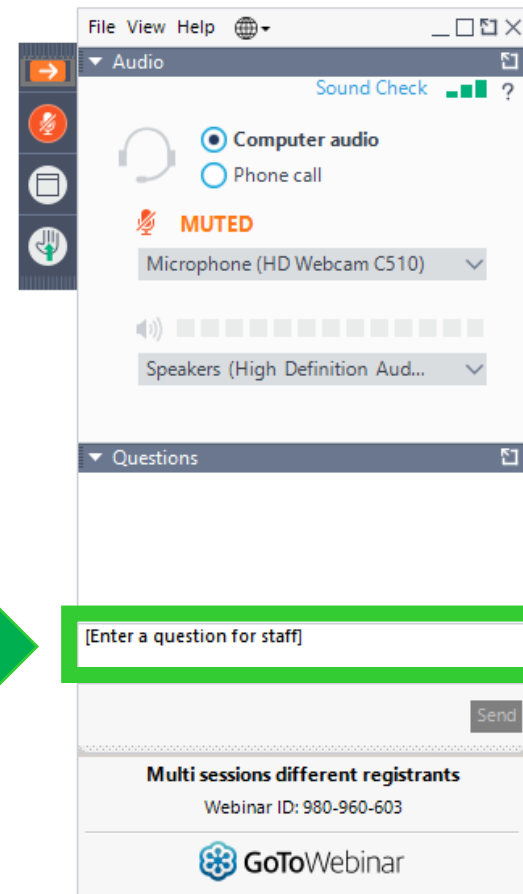
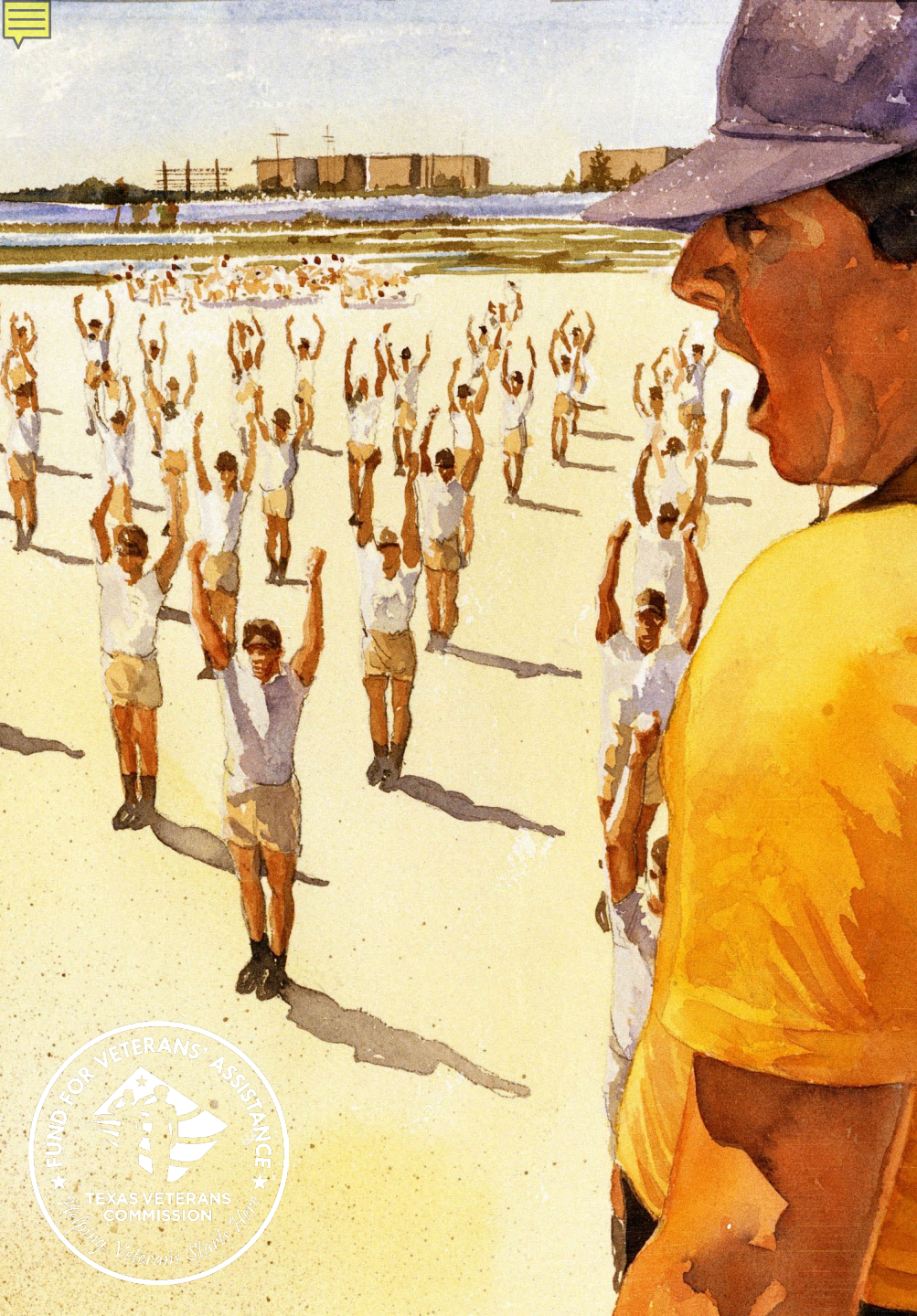
- Update staff list for the project (things may have changed since last fall or last grant period)
- Verify staff names, salaries, fringe, percent of time toward project, etc
- Be prepared to adjust / modify project budget based on negotiations

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





Questions

Submit your questions in the chatbox





Contact Us

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 <https://www.tvc.texas.gov/grants/>



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