

# TVC Grant Award Checklist

## Getting Started

### Step 1. Verify Organization and Primary Contact Information

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

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.

### 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)

### 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.
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 1<sup>st</sup>.*
7. Contractors: Are your procurement processes (micro purchase, small purchase, large purchase) in accordance with state and federal guidelines?

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#### 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 [www.tvc.texas.gov/grants/2023-2024grantees/](http://www.tvc.texas.gov/grants/2023-2024grantees/)

#### 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. Getting 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