Texas Veterans Commission Grants Portal
Notice of Grant Award (NOGA) Guide

TEXAS VETERANS COMMISSION

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Fund for Veterans' Assistance

🌐 www.tvc.texas.gov

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Purpose

The Notice of Grant Award (NOGA) is the official grant award document notifying the grantee that an award has been made. The NOGA contains all terms and conditions of the grant award. The executed Notice of Grant Award (NOGA) and all addenda represent a legally binding contract ("Agreement") between the parties.

Upon Commission approval of the grant award, the parties will be bound by the following:

1. the terms and requirements within this RFA document,
2. FVA Grant Program Requirements and Terms & Conditions,
3. the Negotiated Grant Application and all items submitted by the grant applicant to the Commission in response to this RFA, and
4. the Notice of Grant Award (NOGA).

In the event of conflicts or inconsistencies between any of these documents, the provisions set forth in the NOGA will prevail.

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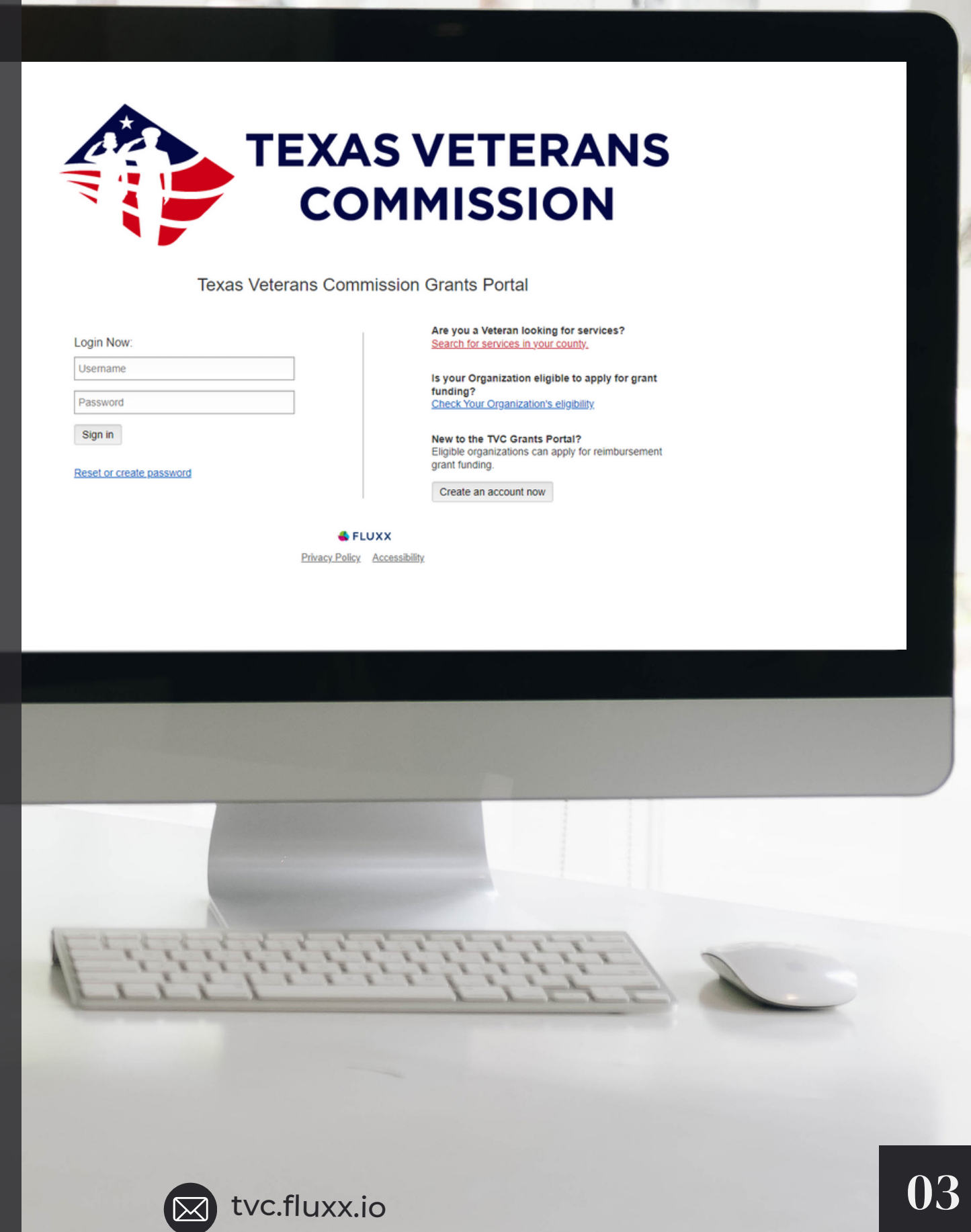
Process

The Grantee NOGA process will begin after all negotiated changes are made and before final approvals occur within TVC. The Grantee will be required to complete the following actions:

- Log into the TVC Grant Portal
- Select Application
- Review the NOGA Agreement
- Sign as Signature Authority or
- Sign as Delegate
- NOGA Submission

This guide will focus solely on the NOGA Process.

Approval Workflow:

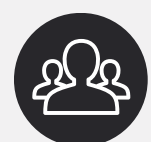Negotiations - Grantee Action

Notice of Grant Award (NOGA) - Grantee Action

YOU ARE HERE

Approvals/Edit Requests - TVC Action

Grant Cycle Begins - Monthly PRRs & PRs

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NOGA Signing

Follow the steps below to access your account in the grants portal and sign your NOGA.

1. Logging in to Your Account

To access the TVC Grants Portal, type **tvc.fluxx.io** into your browser's URL address bar. In the **"Login Now"** section, enter your username and password.

If you have forgotten your password, you can click on **"Reset or create password"** and follow the steps.

Once you are logged in, under the Requests tab, click on **"Submitted Requests"**. The number displayed indicates the number of applications that have been submitted. If you submitted two applications, both will be displayed.

2. Select Application

Select the application and click **"Edit"** in the top right corner of the screen.

The Request Status shows the application is in NOGA.
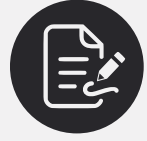
3. NOGA Agreement

The **NOGA Agreement** is located near the top of the application.

There will be two options to sign the NOGA:
1. *Signature Authority* or
2. *Delegate*

4. Signing as Signature Authority

If the **Signature Authority** is signing, select this option in the drop down.

Open the **NOGA Document** to review, but do not make any edits or changes to the document.

When you open the NOGA document, it will download to your computer.

Ensure the Signature Authority's name is correct. If not, contact FVA as an application discrepancy exists and organization updates are required.

Click on both acknowledgements.

Input the date.

Type in your name.

Click **"Save and Close"**.

5. Signing as Delegate

Perform these steps ONLY if a Delegate is signing in lieu of the Signature Authority.

If the **Delegate** is signing, select this option in the drop down.

Follow the same steps as a **Signature Authority** but be sure to type the **Delegate's** name.

An additional step is required - Upload the Delegation Letter!

5.1 Delegation Letter

Delegates are required to upload a **Delegation Letter** signed by the **Signature Authority** authorizing their signature.
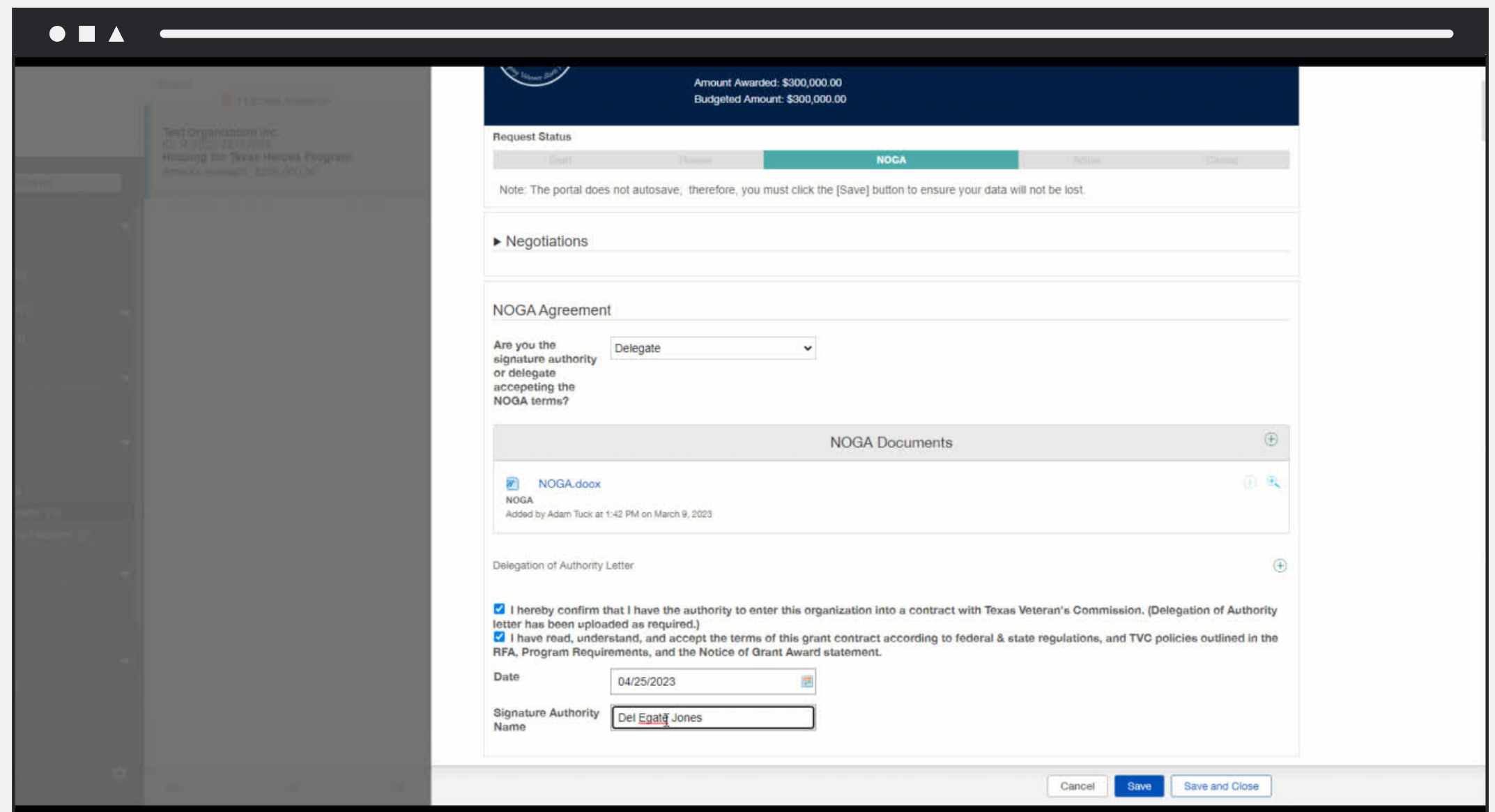
Click on the **Plus** icon to add the file.

When uploading the Delegation Letter, click **"Add files"** and select the appropriate label from the drop down:
Delegation of Authority Letter

Click **"Add file"** and then **"Start Upload"** to add the letter to the application.

Verify that your file uploaded.

You may only upload one delegation letter and you will NOT be able to delete the letter once it is uploaded. If you need to replace it with a different version, please contact FVA staff.

If you didn't upload a delegation letter and you clicked "NOGA Signed", two reminders will appear - a red warning at the top of the screen and red text saying Delegation of Authority Letter. You won't be able to move forward in signing the NOGA until you upload the delegation letter.

NOGA Submission

Follow the steps below to submit your NOGA.

1. Submitting the NOGA

After you have clicked **"Save and Close"**, you may now submit by selecting the **"NOGA Signed"** button.

A popup will appear to confirm you want to proceed.

Click **"OK"**.

All Grantee NOGA actions are now complete and attached to your Awarded Grant.