

Log In <https://tvc.fluxx.io/>

The screenshot shows the login page for the Texas Veterans Commission Grants Portal. The URL <https://tvc.fluxx.io> is displayed at the top. Below the URL, the text 'Texas Veterans Commission Grants Portal' is centered. On the left side, there is a 'Login Now:' section with an email input field containing 'john.walton@helpavet.org', a password input field with masked characters, and a 'Sign in' button circled in red. Below the password field is a link for 'Reset or create password'. On the right side, there are three sections: 'Are you a Veteran looking for services?' with a link to 'Search for services in your county', 'Is your Organization eligible to apply for grant funding?' with a link to 'Check Your Organization's eligibility', and 'New to the TVC Grants Portal?' with a 'Create an account now' button. At the bottom center, the FLUXX logo is present, along with links for 'Privacy Policy' and 'Accessibility'.

### Important Note:

**FVA must process any submitted Payment Reimbursement Requests (PRRs) BEFORE you may submit an amendment request**

**-AND-**

**Amendments cannot be submitted if there are PRRs waiting in your Reports Due queue**

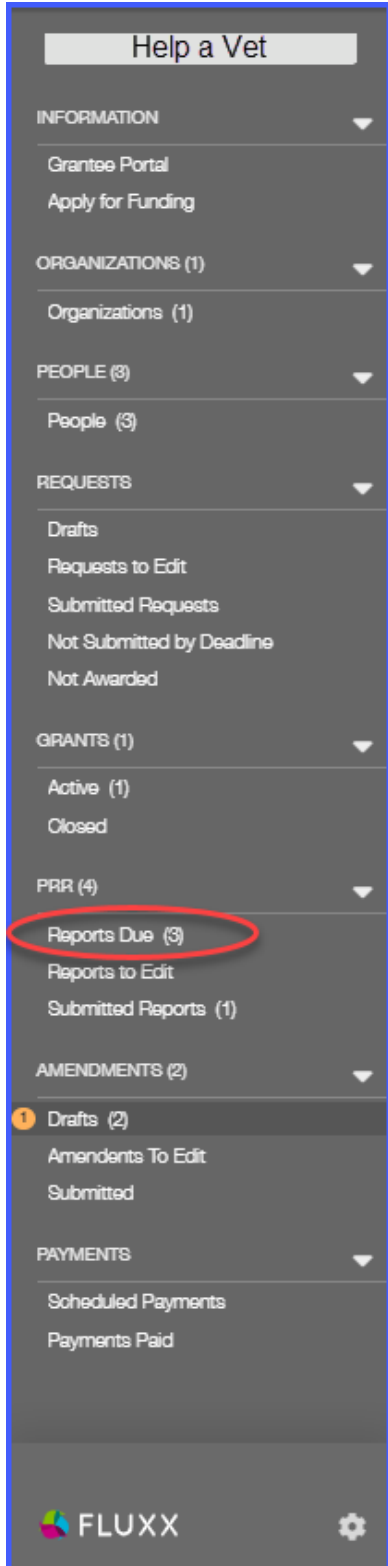
***Please allow 3 – 4 business days processing time.***

### Your Options before submitting an amendment request:

- 1. Notify your Grant Officer ahead of time to prevent a PRR being generated for the month**
- 2. Ask your Grant Officer to have the PRR(s) removed from your Reports Due queue**
- 3. Submit PRR as is, wait for processing, then submit amendment request**
- 4. Submit a \$0 PRR request to clear PRR from your Reports Due queue (Notify Grant Officer)**

## Amendments in TVC EGMS - Fluxx – Grantee User Guide

Look for PRRs waiting in the “Reports Due” queue and see above Options



# Amendments in TVC EGMS - Fluxx – Grantee User Guide

To begin amendment request, click “Active”

**Help a Vet**

**INFORMATION**

- Grantee Portal
- Apply for Funding

**ORGANIZATIONS (1)**

- Organizations (1)

**PEOPLE (8)**

- People (8)

**REQUESTS**

- Drafts
- Requests to Edit
- Submitted Requests
- Not Submitted by Deadline
- Not Awarded

**GRANTS (1)**

- Active (1)**
- Closed

**PRR (4)**

- Reports Due (3)
- Reports to Edit
- Submitted Reports (1)

**AMENDMENTS**

- Drafts
- Amendments To Edit
- Submitted

**PAYMENTS**

- Scheduled Payments
- Payments Paid

**Welcome to the Grantee Portal!**

From this screen, you can . . .

- Submit an application for funding
- Track the status of your pending application
- Access key documents and information about 2023-24 funding opportunities (coming soon)

**How To Use The Portal**

The icons on the left-hand side are called "cards". When you click on the link beneath each card, you can access the following:

- No Autosave Option

When done editing, always "Save" your request using the button at the top of each card before returning to the main screen. Saving often ensures you can return to continue editing. Only click the "Submit" button when the page is complete. Once you submit, you will no longer be able to edit.

- Requests

*Requests to Edit*

Once you have been invited to submit an application, the application is available via this link. You can find the application here, available for editing.

*Submitted*

Once you have submitted your application, the application appears in the Submitted Requests link. Find a read-only version of your submitted application(s) here

**How To Apply For A 2023-24 TVC Grant (Coming Soon)**

[Apply for Funding](#)

**STEP 1: ORGANIZATIONS REVIEW THE FUNDING OPPORTUNITY**

- [Organization Eligibility To Apply](#)
- [Governing Documents for the Funding Opportunity](#)
  - [Request For Applications "the 2023-24 RFA"](#)
  - [Program Requirements and Terms & Conditions](#)
  - [Reimbursement Documentation Requirements](#)
- [Resources for TVC Grant Applicants](#)
  - [9/27 Request For Applications Webinar](#)
  - [10/5 TVC Grant Application Webinar](#)
  - [2020 Veterans Needs Assessment](#)

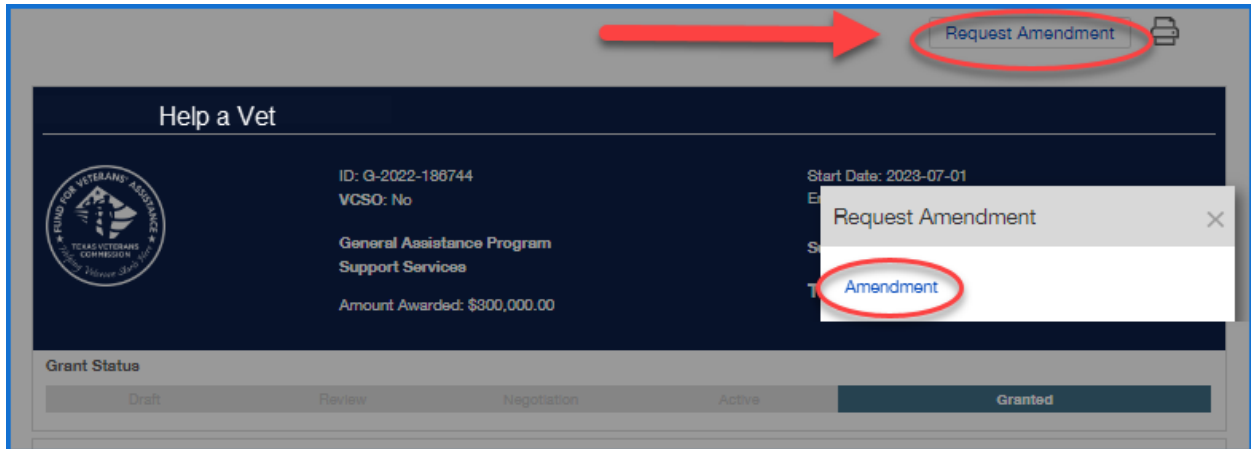
**STEP 2: ORGANIZATIONS APPLY FOR A GRANT**

- [Applicant Training](#)
  - [Grants Portal Access](#)
  - [Grants Portal User Guide](#)
  - [Webinars](#)
- [Frequently Asked Questions](#)
  - [Grants Portal usage](#)
  - [Funding opportunities in the 2023-24 RFA](#)

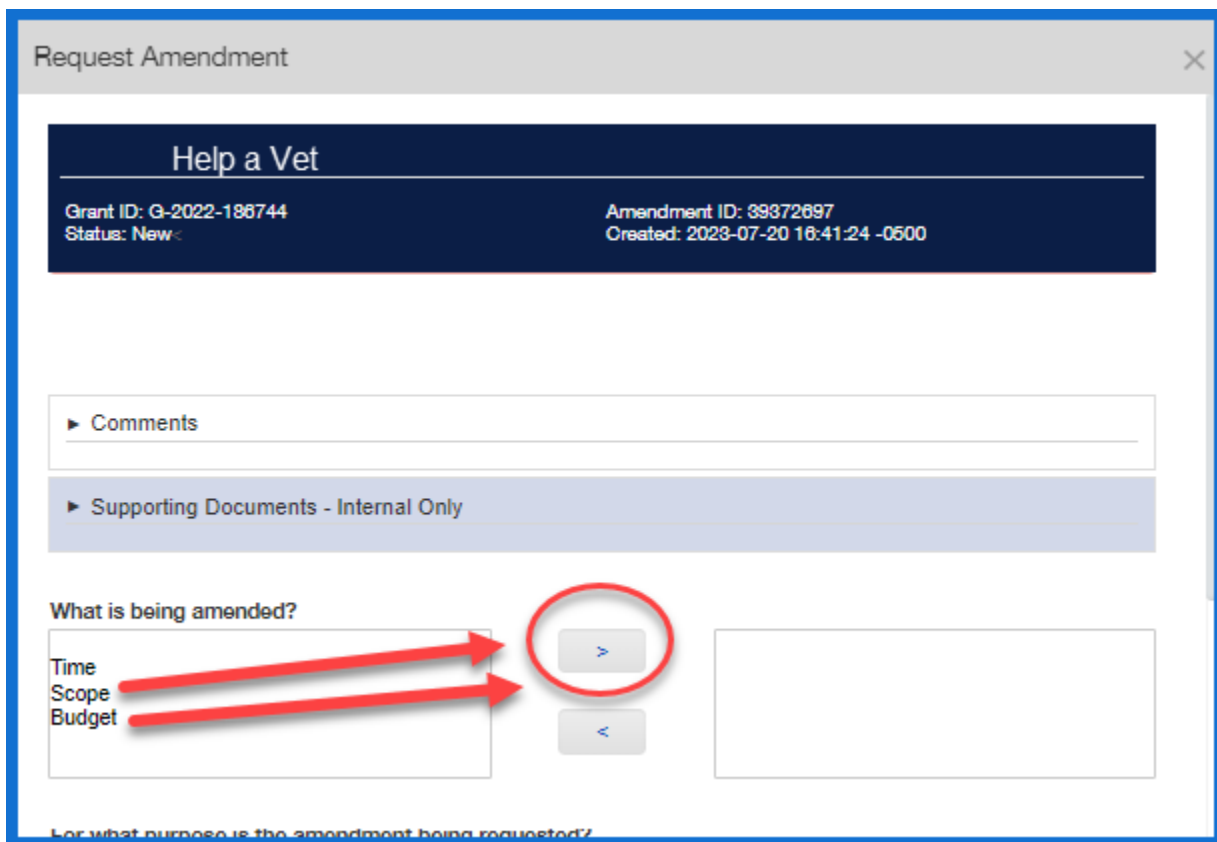
**FLUXX**

## Amendments in TVC EGMS - Fluxx – Grantee User Guide

Click “Request Amendment”



Click applicable items for amendment request



Amendments in TVC EGMS - Fluxx – Grantee User Guide

Click County(ies) you wish to serve ONLY IF you need to change County(ies) from your original application contract

The screenshot shows a 'Request Amendment' form with the following sections:

- Comments**: A text input field.
- Supporting Documents - Internal Only**: A section for uploading documents.
- What is being amended?**: A dropdown menu with 'Time' selected. A second dropdown menu is open, showing 'Budget' and 'Scope', with 'Scope' highlighted by a green box.
- Scope**: A section with a dropdown arrow. Below it, 'Current Response on Request: Geographic Service Area(s): Montgomery' is displayed.
- Geographic Service Area(s):**: A list of counties: Hill, Hockley, Hood, Hopkins, Houston, and Howard. A second dropdown menu is open, showing 'Travis', 'Williamson', 'Bastrop', and 'Hays', with 'Travis' highlighted by a green box.
- Current Response on Request:**: A text input field containing the question: 'Who will the organization provide direct services to under the proposed project? Check boxes below.' Below this, a checkbox for 'Veterans' is visible.
- Save**: A button at the bottom right.

Two green callout boxes provide instructions:

- A box pointing to the 'Scope' dropdown says: 'Click EVERY county you wish to serve'.
- A box pointing to the 'Travis' county selection says: 'Click EVERY county you wish to serve'.

## Amendments in TVC EGMS - Fluxx – Grantee User Guide

Click check boxes only if changing the original application contract beneficiaries you will serve

Request Amendment ✕

Current Response on Request:

Who will the organization provide direct services to under the proposed project? Check boxes below.

- Veterans

Number of Veterans	200
Total Number of Clients to be Served:	200

Who will the organization provide direct services to under the proposed project? Check boxes below.

Veterans

Dependents

Surviving Spouses

Number of Veterans

200

Total Number of Clients to be Served:

Current Response on Request:

Number of Home Modification, Home Repair, and Weatherization Projects to be completed.

Number of Home Modification, Home Repair, and Weatherization Projects to be completed.

Current Response on Request:

Save

Grantees may increase numbers or add types of beneficiaries served, click all applicable types of beneficiaries served.

Add a number ONLY if changing (increasing) the number of Home Modification projects you will complete. (If your grant is not a home modification grant, disregard)

## Amendments in TVC EGMS - Fluxx – Grantee User Guide

Click "Save and Close"

Current Response on Request:

Who will the organization provide direct services to under the proposed project? Check boxes below.

- Veterans

Number of Veterans	200
Total Number of Clients to be Served:	200

Who will the organization provide direct services to under the proposed project? Check boxes below.

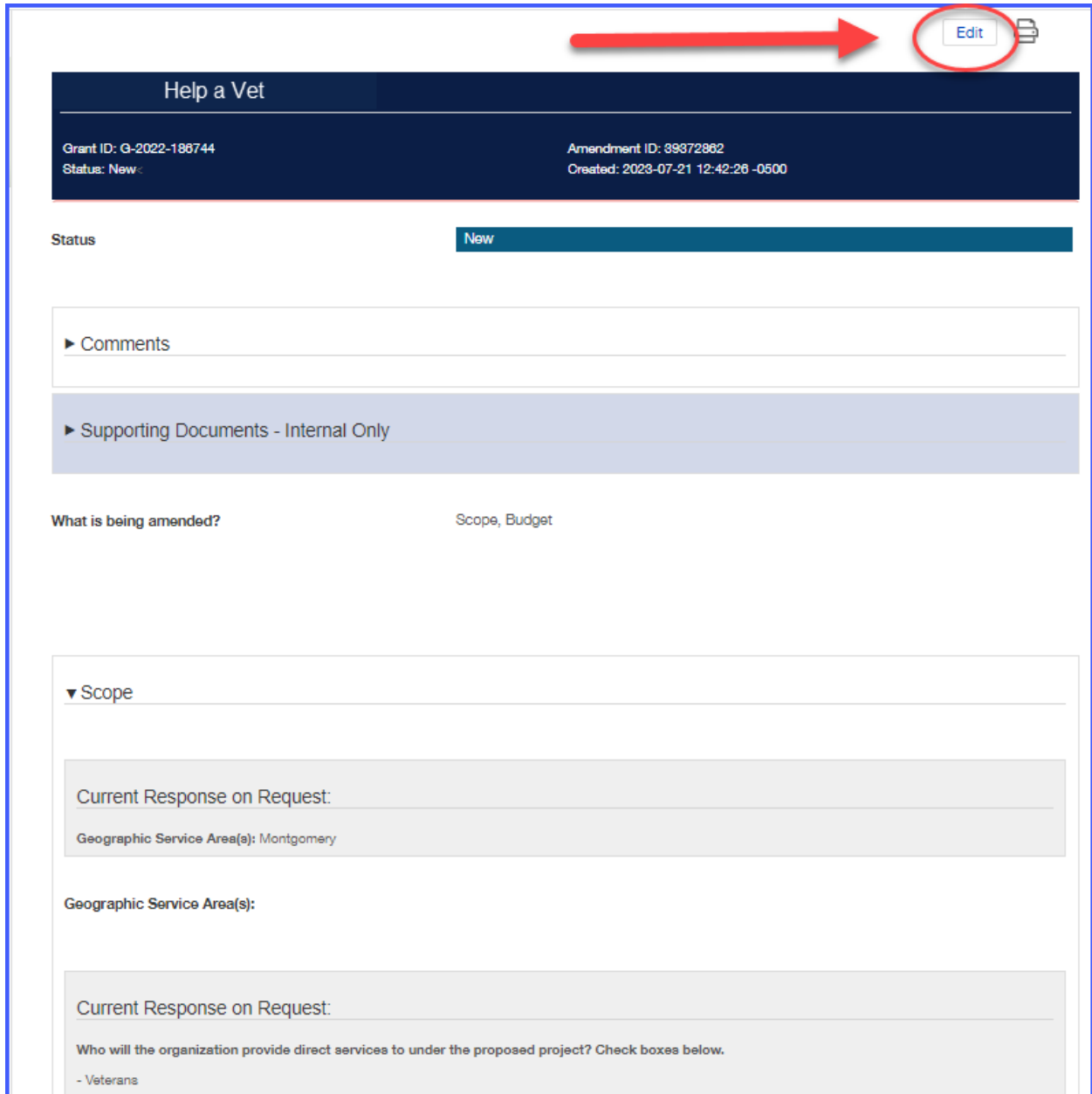
- Veterans
- Dependents
- Surviving Spouses

Number of Veterans	<input type="text" value="200"/>
Number of Dependents	<input type="text" value="20"/>
Number of Surviving Spouses	<input type="text" value="5"/>
Total Number of Clients to be Served:	225

Click "Save and Close" to update numbers

## Amendments in TVC EGMS - Fluxx – Grantee User Guide

Click “Edit” to refresh and resume editing the amendment request



The screenshot displays the 'Help a Vet' amendment request page. At the top right, there is an 'Edit' button circled in red, with a red arrow pointing to it from the left. The page header includes the title 'Help a Vet' and a dark blue bar with the following information: Grant ID: G-2022-188744, Amendment ID: 39372862, Status: New, and Created: 2023-07-21 12:42:26 -0500. Below this, the status is shown as 'New'. There are sections for 'Comments' and 'Supporting Documents - Internal Only'. The main content area is titled 'What is being amended?' and 'Scope, Budget'. Under 'Scope', there are two sections for 'Current Response on Request'. The first section shows 'Geographic Service Area(s): Montgomery'. The second section shows 'Who will the organization provide direct services to under the proposed project? Check boxes below.' with a checkbox for 'Veterans'.



Narrative answers – any new text overwrites existing application contract narrative

The screenshot shows a 'Request Amendment' window with a close button (X) in the top right corner. The window contains several sections:

- Current Response on Request:** A grey box containing the text: "Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services." Below this is a sample response: "The homebound Veterans will receive meals are that prepared, cooked, and stored at our location. The volunteers then pick up the meals and deliver them to the client's homes. This given the client social interaction alongside with a heart healthy meal."
- Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services.** A text input area with a red warning message: "You may copy / paste the response above if you wish to modify it. Text entered into this space will OVERWRITE and delete the original response / narrative upon approval / execution of the amendment."
- Current Response on Request:** A grey box containing the text: "What types of eligible beneficiaries from the United States military components will your organization serve with TVC grant funding? (select all that apply)" Below this is a sample response: "Active Duty , Reserves , National Guard, Veteran"
- What types of eligible beneficiaries from the United States military components will your organization serve with TVC grant funding? (select all that apply)** A selection interface with a list box on the left containing "Active Duty", "National Guard", "Reserves", and "Veteran". To the right of the list box are two buttons: ">" and "<". To the right of these buttons is an empty text input field.

At the bottom right of the window is a "Save" button. A red warning message is overlaid at the bottom of the window: "If editing these eligible beneficiaries, then select ALL types you will serve; selecting only one type will change your application contract to only one type upon approval / execution of the amendment."

Narrative answers – any new text overwrites existing application contract narrative

Request Amendment

**Current Response on Request**

Choose the veteran discharge status(es) (Characterization of Service) that your organization will serve with TVC grant funding? (select all that apply)

Honorable, General Under Honorable Conditions, Dismissed, Uncharacterized

Choose the veteran discharge status(es) (Characterization of Service) that your organization will serve with TVC grant funding? (select all that apply)

Honorable  
General Under Honorable Conditions  
Other Than Honorable Conditions  
Uncharacterized

Click these discharge statuses ONLY if changing your original application contract. If you do wish to add more discharge status(es), then click EVERY discharge status you will serve.

**Current Response on Request**

Describe any other restrictions on eligibility, if applicable (example: income level, VA disability rating, etc).

Meals on Wheels will serve any homebound Veteran over the age of 60

Describe any other restrictions on eligibility, if applicable (example: income level, VA disability rating, etc).

You may copy / paste the response above if you wish to modify it.  
Text entered into this space will OVERWRITE and delete the original response / narrative upon approval / execution of the amendment.

**Current Response on Request**

Save

Maximum allowable amount question

The screenshot shows a web form titled "Request Amendment" with a close button (X) in the top right corner. The form contains a section titled "Current Response on Request" which displays the question "Does your organization have a maximum allowable amount per client?" with the answer "false". Below this, the same question is repeated, followed by a dropdown menu with a downward arrow. A text box below the dropdown contains the instruction: "If the area to change is not identified in the Scope section above, input the changes in this narrative box." At the bottom right of the form is a "Save" button.

Budget changes

Request Amendment ✕

▼ Budget

Which Budget categories are being amended?

Salary & Fringe Direct Client Services Other Direct Cost Indirect Cost	>	Travel Supplies
	<	

Changes to Travel Group:

Fully describe changes / additions / deletions of this budget group here in this text box and attach FVA approved Amendment Calculation Spreadsheet to this request.

Changes to Supplies Group:

Briefly describe any changes needed to this budget group here. Grantees must ensure their amendment requests only modify, but not exceed their original granted budget.

If the area to change is not identified in the Budget section above, input the changes in this narrative box.

Use this box as necessary

Save

Narrative questions

The screenshot shows a 'Request Amendment' form with three narrative questions, a supporting documents section, and a save button. Red circles highlight the 'Supporting Documents' header, a plus sign icon, and the 'Save' button. A green callout box points to the plus sign icon with the text: 'Attach FVA approved Amendment Calculation Spreadsheet for any BUDGET changes'.

Request Amendment

For what purpose is the amendment being requested?

Briefly and thoroughly answer this question

What impact will the amendment have on the grant project?

Briefly and thoroughly answer this question

What is the justification for the amendment?

Briefly and thoroughly answer this question

▼ Supporting Documents

DOCUMENTS

+

Save

Attach FVA approved Amendment Calculation Spreadsheet for any BUDGET changes

## Amendments in TVC EGMS - Fluxx – Grantee User Guide

Add applicable support documents and click “Submit”

The screenshot displays a user interface for adding supporting documents. At the top, there is a section titled "Supporting Documents" with a dropdown arrow on the left and the instruction "Add applicable supporting documents" in red text. Below this is a grey bar labeled "Documents" with a red arrow pointing to a circular plus sign icon on the right. Below the grey bar is a white input field. Further down, the instruction "Click submit when complete" is shown in red text. At the bottom, there is a grey bar with a red arrow pointing to a "Submit" button, which is circled in red.