



# FVA Grant Amendment Training



**This webinar will be recorded. Everyone that signed up to attend will receive a notification when the recording is ready for viewing. Webinar recording and accompanying slides will also be available on our website.**

**<https://tvc.texas.gov/2023-2024grantees>**



# Training Agenda

- ❑ Amendment Overview
- ❑ Amendment Categories
- ❑ How to Submit an Amendment Request
- ❑ What to Expect After Amendment Submission
- ❑ Amendment Submission Deadline



# What is an Amendment?

- A **change, addition** or **deletion** to the executed grant contract – as delineated on the approved grant application.
- Submission of an **amendment request** is required by FVA to propose changes to your grant project affecting the scope, budget or grant period.



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# Amendment Overview

- **3 amendment requests** per grant period
- Amendment final determination is either
  - a) **Approved** or
  - b) **Disapproved**
- TVC's Executive Director **decision is final and non-appealable**
- Budget adjustments require an amendment



# Notification vs Amendment

- Changes to principal participants, grant staff (listed in Salaries & Fringe), or contracted staff  
**\*do not require an amendment**

*\*unless the allocation % or total allocated Salary/Fringe amount will change*

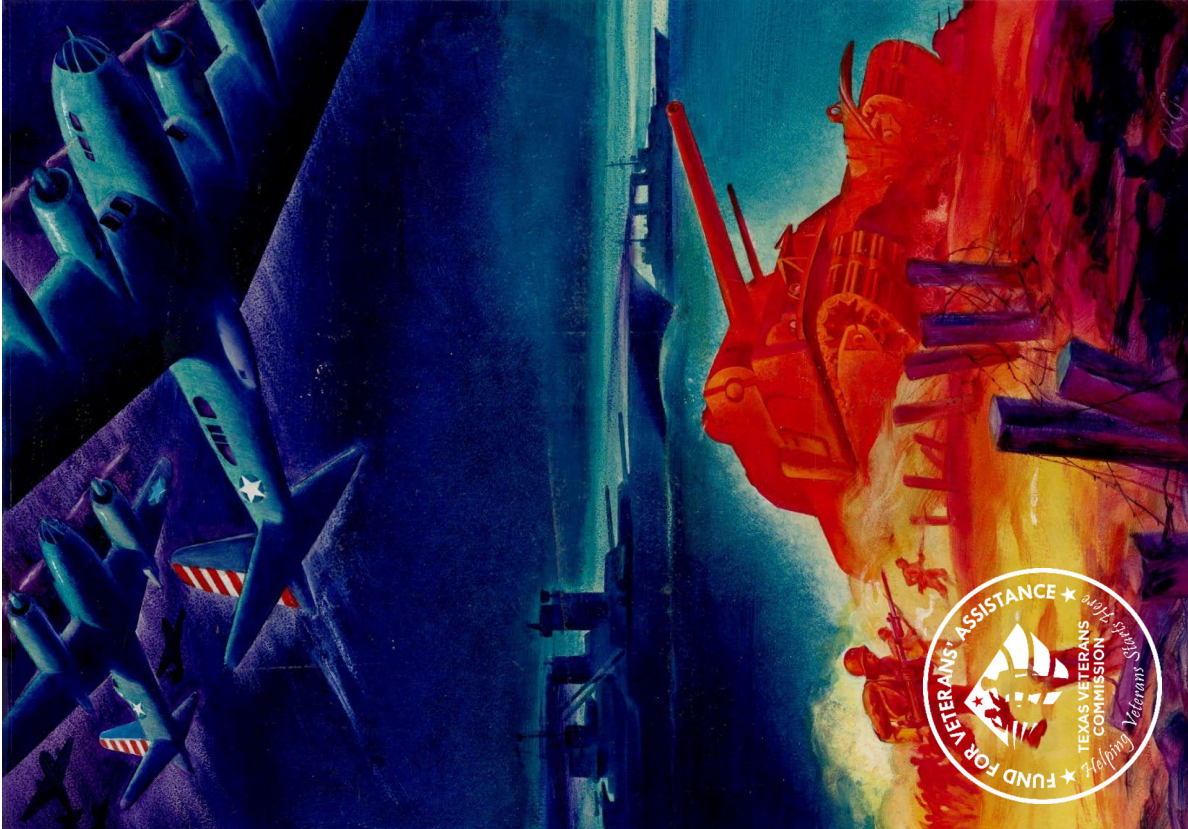
- **Grantees are required to notify their CO** of any staff changes within 14 days from the date the staff change took effect



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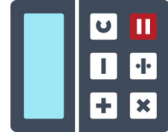
Source: 23-24 RFA, p. 19

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# **Amendment Categories:** **Budget, Scope, and** **Grant Period (Extension)** **Amendments**

# Grant Amendment Categories



**Budget Amendments** modify how you plan to spend grant funds in delivering services



**Scope Amendments** alter what, or where, services the grant funding can cover

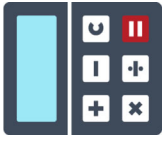


**Grant Period (Extension) Amendments** extend the grant period up to 6 months

**\*Not to extend beyond December 31, 2024**







# Budget Amendment

## Change approved budget, including:

- Transferring funds between budget categories
- Adding new budget sub-categories



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## **Scope Amendment**

### **Change approved project scope, including:**

- Geographic Service Area
- Add Beneficiary Type\*
- Add Beneficiary Totals Projected
- Discharge Status (Characterization of Service) Served
- Restrictions on eligibility unique to organization





# Grant Period (Extension) Amendment

## Extend approved grant term

- Up to 6 months of additional time
- **Not eligible for "Renewal" consideration**
- **Application for "New" grant becomes ineligible**
- Cannot have two concurrent grants in the same grant program



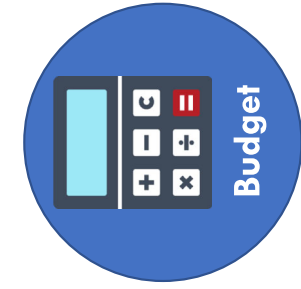


# How to Submit an Amendment Request in TVC Grants Portal

**Before initiating an  
amendment request, make  
sure to contact your GO.**

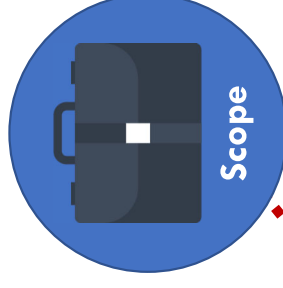
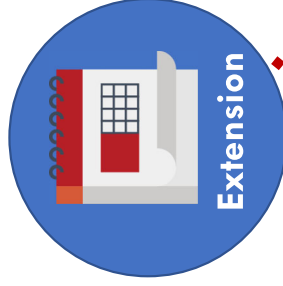


# Amendment Request Submissions



## Submitted in TVC Grants Portal + Workbook

- Budget amendments may require additional Excel workbook to detail line-item changes requested
- GO will provide a working copy
- Attach workbook to amendment request

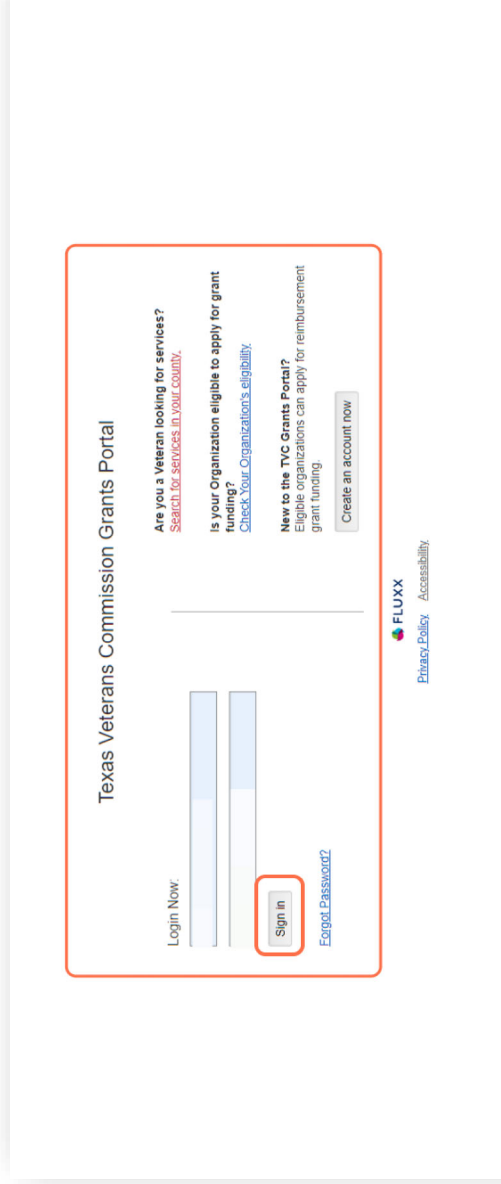


**Submitted entirely in TVC Grants Portal**



# 1) Log in to TVC Grants Portal

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



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## 2) Find Grantee Dashboard

Before submitting an amendment, first confirm:

- a) No reports are due, and
- b) All previously submitted PRRs are in **Approved for Payment** or **Paid PRR** status

The screenshot shows the FLUXX Grantee Portal interface. At the top, there is a navigation bar with tabs for Organizations (1), PEOPLE (4), REQUESTS, AMENDMENTS, and PRR (2). Below the navigation bar, the main content area is titled "Welcome to the Grantee Portal!" and contains several sections: "How To Use The Portal", "How To Apply For A 2023-24 TVC Grant (Coming Soon)", and "STEP 1: ORGANIZATIONS REVIEW THE FUNDING OPPORTUNITY".

**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 to Edit**  
Requests

**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



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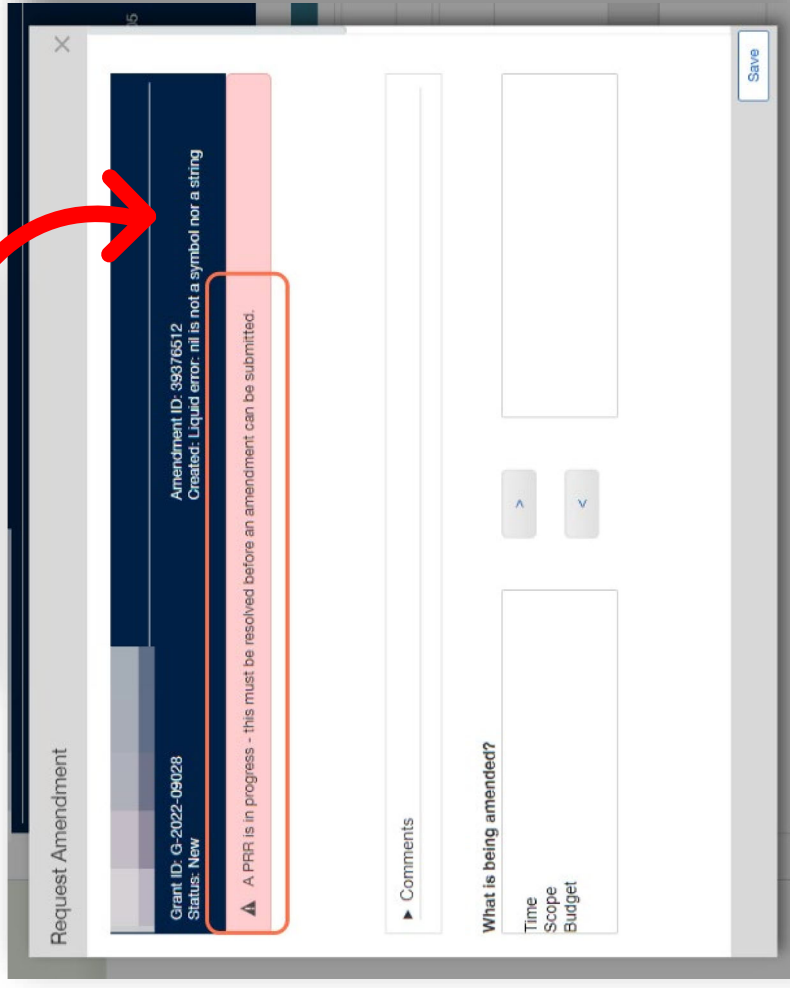
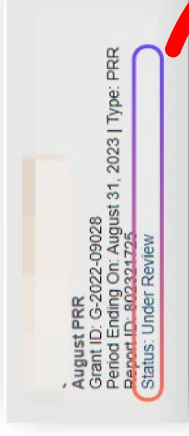


# a) Reports Due queue must be cleared before submitting an amendment

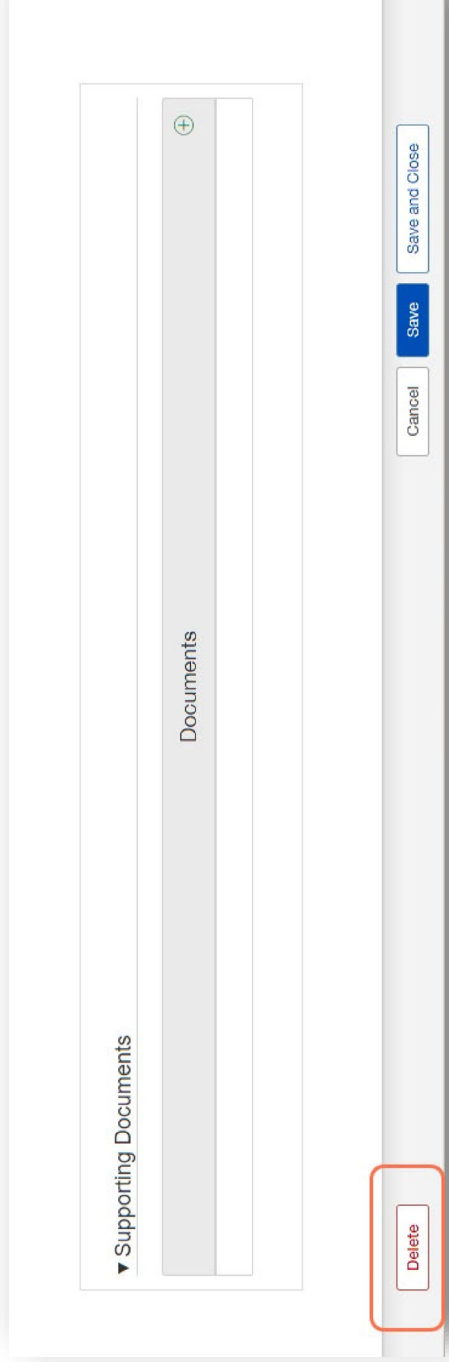
If you would like to submit your amendment before submitting pending **Report Due**, contact your GO.



b) If most recent Submitted Report is still in Under Review status, you will not be able to submit your amendment request



If an amendment record is created accidentally, it can be deleted. Scroll to the end of the form and click on **Delete**



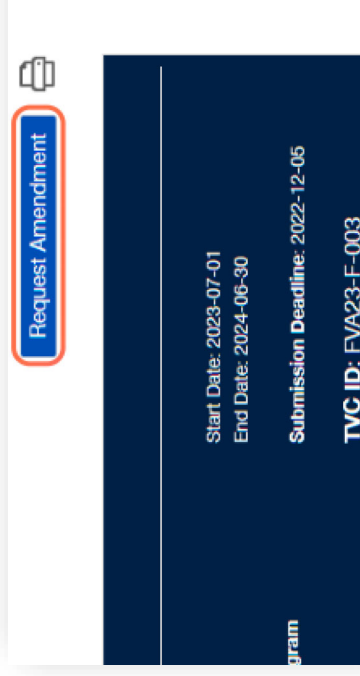
# 3) Click Active and select grant to begin your amendment request



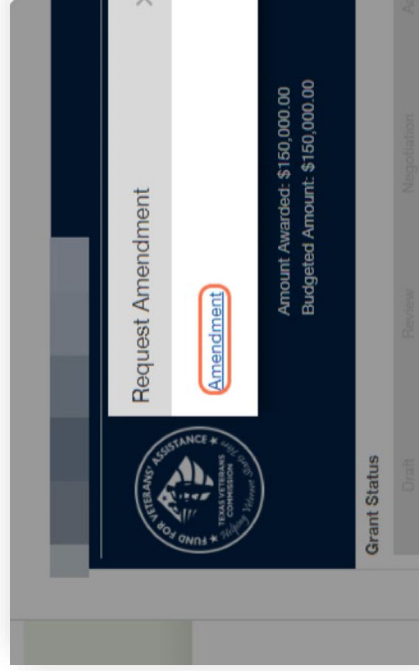
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The screenshot shows the FLUXX web application interface. At the top, a navigation menu includes 'INFORMATION', 'Grants Portal', 'Apply for Funding', 'ORGANIZATIONS (1)', 'PEOPLE (4)', 'REQUESTS', 'GRANTS (1)', 'PPR (2)', and 'Reports Due'. The 'GRANTS (1)' menu item is highlighted with a red box, and a sub-menu shows 'Active (1)' and 'Closed'. Below the menu, a search bar contains the text 'ID: G-2022-05028', 'General Assistance Program', and 'Amount Awarded: \$150,000.00'. The main content area displays details for the selected grant, including 'Start Date: 2023-07-01', 'End Date: 2024-06-30', 'Submission Deadline: 2022-12-05', 'TVC ID: FVA23-F-000', and 'Award Type: R-Renewed'. A 'Request Amendment' button is visible in the top right corner. The bottom of the screen shows a 'Grant Status' section with tabs for 'Draft', 'Negotiation', 'Active', and 'Granted', and a 'NOGA Agreement' section with a question: 'Are you the signature authority or delegate Signature Authority accepting the NOGA terms?'. A 'NOGA Documents' section is also visible, showing a document titled 'NOGA'.

## 4) Click on Request Amendment



## 5) Click on Amendment



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Request Amendment X

What is being amended?

Time  
Scope  
Budget

> <

For what purpose is the amendment being requested?

What impact will the amendment have on the grant project?

Save

**6) Select applicable amendment category and click on arrow**



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**You can include more than one  
proposed change, and/or  
amendment category on a  
single amendment request.**



**Amendment sections will vary depending on amendment type.**

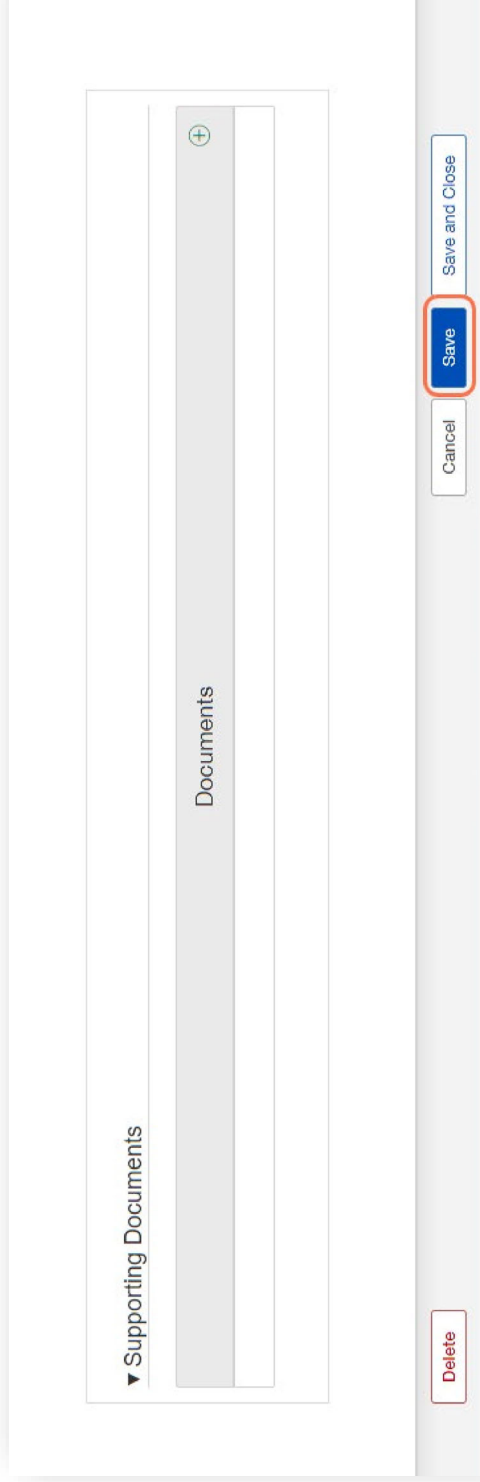
**Click on amendment form examples below to help you complete sections applicable to your amendment request:**

**Budget Amendment Example**  
**Scope Amendment Example**  
**Grant Period (Extension Amendment Example**





**Remember to periodically Save the amendment record as you proceed to complete all applicable sections of amendment request.**



Request Amendment

**For what purpose is the amendment being requested?**  
Prepare to provide purpose, impact and justification for ALL requested changes. Reviewers should be able to easily identify the purpose of all requested changes.

**What impact will the amendment have on the grant project?**  
Reviewers are looking for a clear, complete, and succinct summary of all changes requested. Remember to describe what aspects of the grant project will be impacted by each of the requested changes.

**What is the justification for the amendment?**  
Remember that all reviewers should be able to easily identify the purpose, what aspects of the grant project will be impacted and how the justification supports the changes requested. Make sure to provide justification for each of the requested changes.

Save

## 7) Describe purpose, impact and justification for all requested changes.

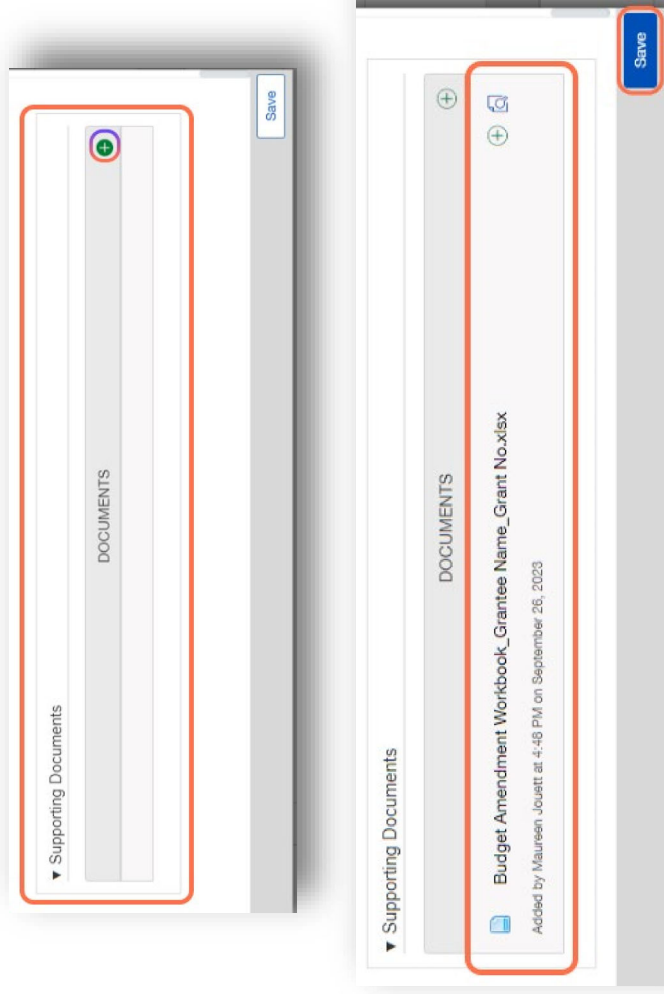
**Purpose, impact, and justification responses are required for all amendment types.**



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# 8) Attach Budget Amendment Workbook (if applicable) and hit Save



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**9) Click on Drafts to find amendment record; click on Edit to review and make changes**

**10) Click on Submit to finalize amendment request submission**



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- 1 People (4)
- REQUESTS
- Drafts
- Requests to Edit
- Submitted Requests
- Not Submitted by Deadline
- Not Awarded
- GRANTS (1)
- Active (1)
- Closed
- PRR (2)
- Reports Due
- Submitted Reports (2)
- AMENDMENTS
- Drafts (1)**
- Needs Revision
- Submitted
- Approved
- Disapproved

FLUXX

**Edit**

Amendment ID: 39376514  
Created: Liquid error: nil is not a symbol nor a string

Grant ID: G-2022-09428  
Status: New

**New**

Status

▶ Comments

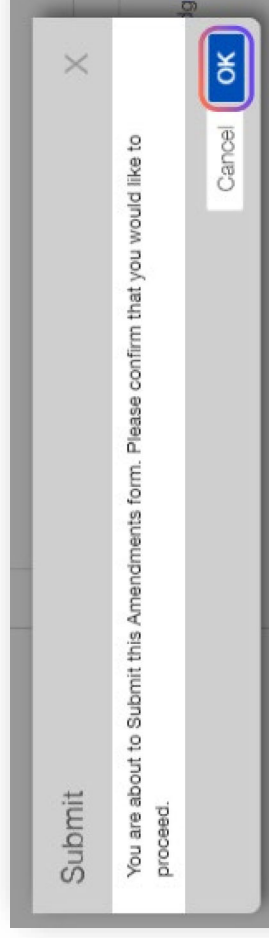
**What is being amended?** Scope, Budget

▼ Scope

**Current Response on Request:**  
Geographic Service Area(s): Ball, Bosque, Coryell, Falls, Grimes, Hamilton, Lampasas, Limestone, McLennan, Milam, Mills, Robertson, San Saba, Williamson

**Update** **Submit**

**11) Click on OK to confirm submission**



**Congratulations!  
You just submitted your amendment request!**



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# Amendment Form Examples



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### Budget Amendment Form

Comments

What is being amended?

Time  
Scope

>  
<

Budget

Budget

Which Budget categories are being amended?

Travel  
Supplies  
Direct Client Services  
Other Direct Cost

>  
<

Salary & Fringe  
Indirect Cost

#### Salary & Fringe Group

Name	Job Title	Annual Salary	% Time to TVC Grant	Total Grant Funded Salary
				\$22,375.60
Total Fringe: \$2,633.44		Total Grant Funded Fringe: \$1,711.74		
Social Security: \$2,134.29 Medicare: \$499.15 FICA: \$2,633.44	Health: Dental: Vision:	Life: Disability: Worker's Comp:	Unemployment: Retirement:	Parking: Phone:
Total Salary + Fringe: \$24,087.34		Fringe % of Salary: 7.65%		
		\$67,820.00		\$27,128.00
Total Fringe: \$5,188.23		Total Grant Funded Fringe: \$2,075.29		
Social Security: \$4,204.84 Medicare: \$963.39 FICA: \$5,188.23	Health: Dental: Vision:	Life: Disability: Worker's Comp:	Unemployment: Retirement:	Parking: Phone:
Total Salary + Fringe: \$29,203.29		Fringe % of Salary: 7.65%		
Total Salary				\$53,290.63

Changes to Salary & Fringe Group:

#### IDC Group

Category	Amount Requested
Administrative and Facilities Costs	\$12,003.37
Total	\$12,003.37

Changes to IDC Group:

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

For what purpose is the amendment being requested?

What impact will the amendment have on the grant project?

What is the justification for the amendment?

Supporting Documents

Documents

### Scope Amendment Form

▼ Comments

What is being amended?

Time Budget

Scope

▼ Scope 2

Current Response on Request:

Geographic Service Area(s):

Anderson  
Argentina  
Atcher

Geographic Service Area(s):

Anderson  
Argentina  
Atcher

Current Response on Request:

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

Number of Veterans: 168  
Number of Dependents: 256  
Number of Surviving Spouses: 6  
Total Number of Clients to be Served: 430

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

Number of Veterans: 168  
Number of Dependents: 256  
Number of Surviving Spouses: 6  
Total Number of Clients to be Served: 430

Current Response on Request:

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

Number of Home Modifications, Home Repairs, and Weatherization Projects to be completed:

Current Response on Request:

Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services.

Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services.

Current Response on Request:

What types of eligible beneficiaries from the United States military components will your organization serve with TYC grant funding? (select all that apply)

Veteran

What types of eligible beneficiaries from the United States military components will your organization serve with TYC grant funding? (select all that apply)

Active Duty  
National Guard  
Reserves  
Veteran

Current Response on Request:

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

Honorable, General Under Honorable Conditions

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

Honorable  
General Under Honorable Conditions  
Other Than Honorable Conditions  
Uncharacterized

Current Response on Request:

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

None

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

Current Response on Request:

Does your organization have a maximum allowable amount per client?

None

Does your organization have a maximum allowable amount per client?

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

3

For what purpose is the amendment being requested?

What impact will the amendment have on the grant project?

What is the justification for the amendment?

Supporting Documents

Documents



## Grant Period (Extension) Amendment Form

▶ Comments



What is being amended?

Scope  
Budget

>

<

1

Time

▼ Time

Old Start Date 7/1/2023

Old End Date 6/30/2024

New Start Date 7/1/2023

New End Date 6/30/2024

2

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

3

For what purpose is the amendment being requested?

What impact will the amendment have on the grant project?

What is the justification for the amendment?

▼ Supporting Documents

Documents



Delete

Cancel

Save

Save and Close

# Budget Amendments

**If requesting a Budget amendment, only select budget categories applicable to amendment request**

▼ Budget

Which Budget categories are being amended?

Travel  
Supplies  
Other Direct Cost  
Indirect Cost

> <

Salary & Fringe  
Direct Client Services

Salary & Fringe Group

Name	Job Title	Annual Salary	% Time to TVC Grant	Total Grant

Save



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# Budget Amendments

Request Amendment

Total salary + Fringe:		Fringe % of Salary: 7.65%		\$27,128.00
ED-Trng&ResMgr/Coord		\$67,820.00	40%	
Total Fringe: \$5,188.23				
Social Security: \$4,204.84		Life: Disability: Worker's Comp:		Parking: Phone:
Medicare: \$983.39		Unemployment: Retirement:		
FICA: \$5,188.23		Total Grant Funded Fringe: \$2,075.29		
Total salary + Fringe: \$29,203.29		Fringe % of Salary: 7.65%		
Total salary				\$63,290.63

**Changes to Salary & Fringe Group:**

Describe changes to Salaries & Fringe. In our example, we are moving excess funds in Salaries & Fringe to Client Services.

Save

**Describe changes pertaining to each applicable budget category directly impacted by amendment**



# Budget Amendments

Request Amendment

Direct Client Services Group

Category	Unit Cost	Quantity	Amount Requested
Mortgage	\$303.00	17	\$5,151.00
Transportation Beneficiary Vehicle	\$700.00	6	\$4,200.00
Utilities	\$111.00	265	\$29,415.00
Rent	\$303.00	150	\$45,450.00
<b>Total</b>			<b>\$84,216.00</b>

Changes to Direct Client Services Group:

In our example we are adding funds to Client Services from Salaries & Fringe.

Save

**Make sure that the proposed change, and amounts described coincide with proposed changes as described on Budget Amendment Workbook**



**If not requesting changes to a particular section of a Scope Amendment, leave it blank**

## Scope Amendments

Request Amendment

Current Response on Request:

Geographic Service Area(s): Bell, Bosque, Coryell, Falls, Grimes, Hamilton, Lampasas, Limestone, McLennan, Milam, Mills, Robertson, San Saba, Williamson

Geographic Service Area(s):

Anderson  
Andrews  
Angelina  
Arlansas  
Archer

Current Response on Request:

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

- Veterans
- Dependents
- Surviving Spouses

Number of Veterans	168
Number of Dependents	266
Number of Surviving Spouses	6
Total Number of Clients to be Served:	440

Save



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## Scope Amendments

**If requesting to expand on current counties served, for example, make sure to include all existing counties served + additional counties proposed. System will override previous list with new selections**

Request Amendment

Geographic Service Area(s): Bell, Bosque, Coryell, Falls, Gimes, Hamilton, Lampasas, Limestone, McLernan, Milam, Mills, Robertson, San Saba, Williamson

Geographic Service Area(s):

- Young
- Zapata
- Zavala
- Guadalupe
- Williamson

Limestone  
McLernan  
Milam  
Mills  
Robertson  
San Saba

Current Response on Request:

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

- Veterans
- Dependents
- Surviving Spouses

Number of Veterans	168
Number of Dependents	266
Number of Surviving Spouses	6
Total Number of Clients to be Served:	440

Save



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\* Reducing number of originally approved counties served is not advised.

## Scope Amendments

**If requesting to reduce discharge statuses served, for example, only include proposed discharge statuses. System will override previous list with new selections**

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)

Bad Conduct, Dismissed, General Under Honorable Conditions, Honorable, Other Than Honorable Conditions, Uncharacterized

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

Uncharacterized  
Dishonorable  
Bad Conduct  
Dismissed  
N/A. This grant project will only serve eligible

Honorable  
General Under Honorable Conditions

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

None

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

Save



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## Scope Amendments

**If requesting to make changes to any of the available text box fields, first copy and paste Current Response on Request, and then add to or modify accordingly.**

Request Amendment

Current Response on Request:  
Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services.

Financial assistance to support VDS including: Housing (includes rent, mortgage, deposit and late fees not to exceed 6 months arrears or \$6000 per Veteran household); utilities (include bills for electric, gas, water, deposit, late fees, reconnect fees not to exceed 6 months per Veteran household); transportation (includes car payments, late fees, car repairs, purchase of bicycle, cost not to exceed 3 month period or repairs not to exceed \$30000 per Veteran household or 25% of vehicle value)

Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services.

Current Response on Request:  
What types of eligible beneficiaries from the United States military components will your organization serve with TVC grant funding? (select all that apply)

Veteran

Save



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# Grant Period (Extension) Amendments

▼ Time	
Old End Date	6/30/2024
New Start Date	7/1/2023
New End Date	6/30/2024

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

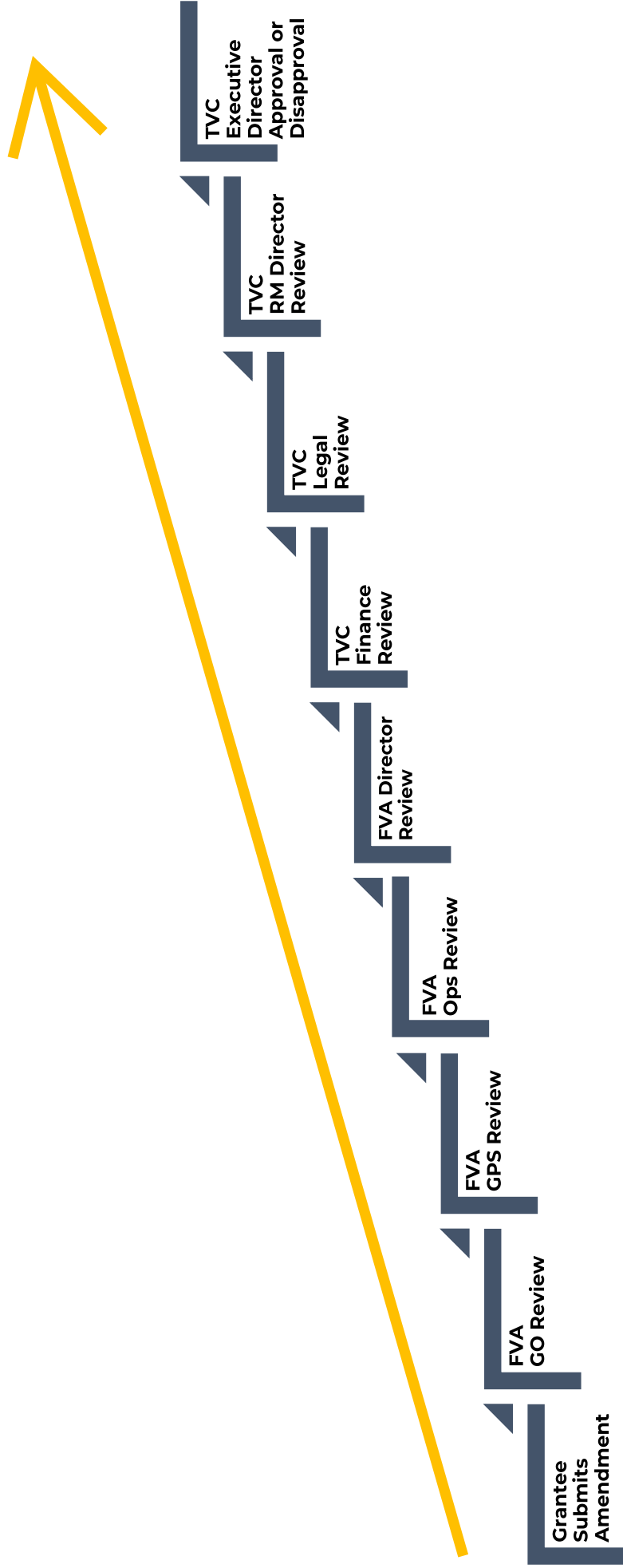
**New End Date cannot exceed 6 months from old end date.**





# What to Expect After Amendment Submission





# Submission to Final Determination



# Final Determination

- Amendment request will result in one of two possible outcomes
  - **Approved**
  - **Disapproved**
- Amendments are effective upon date of TVC's Executive Director's decision
- **Decision is final & non-appealable**
- No cost or service may be retroactive



## **Amendment Best Practices**

- Make sure to reach out to your GO if you need to submit an amendment
- Provide a clear and succinct description of all changes requested





# **LAST DAY TO SUBMIT AMENDMENT REQUEST**

**SUNDAY, MARCH 31, 2024  
@ 11:59 PM**



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**FVA Grants**



**(512) 463-1157**



**[grants@tvc.texas.gov](mailto:grants@tvc.texas.gov)**



**Please contact your GO if  
you wish to submit an  
amendment request, or if  
you have program-specific  
amendment questions  
unique to your organization.**