



2024-2025 Grants: Welcome

Preparation Checklist
Completing Required Revision
Training Aids & User's Guides

This Webinar Will Cover

- TVC Website (New Look)
- TVC Grant Award Checklist
- Preparing for and Completing Required Revisions
- TVC Grant Portal
- Training Aids & User Guides
- Big Check Presentation
- Training Webinars
- 2023-2024 Grantees





Congratulations!

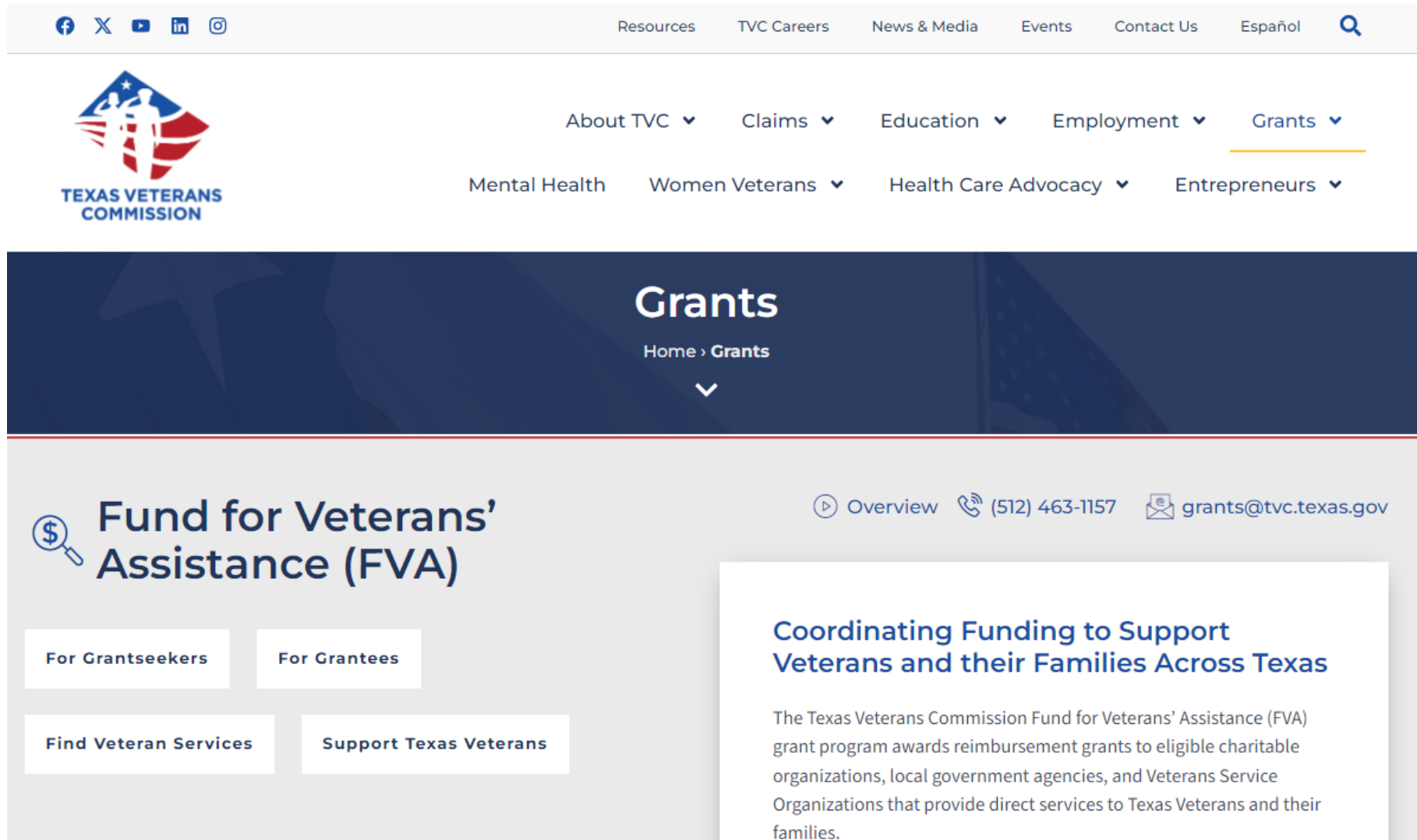
**Funding by Texans for Texas Veterans
Grants Since 2009**

TVC Website (New Look)

The screenshot shows the homepage of the Texas Veterans Commission website. At the top, there is a dark blue navigation bar with social media icons (Facebook, X, YouTube, LinkedIn, Instagram) on the left, and links for Resources, TVC Careers, News & Media, Events, Contact Us, and Español on the right. Below the navigation bar is a white box containing the TVC logo and the text "TEXAS VETERANS COMMISSION". To the right of the logo is a horizontal menu with dropdown arrows for About TVC, Claims, Education, Employment, and Grants. Below this is another row of dropdown menus for Mental Health, Women Veterans, Health Care Advocacy, and Entrepreneurs. The main content area features a large white heading "Helping Veterans Starts Here" on a dark blue background with a play button icon. Below the heading is a paragraph: "The Texas Veterans Commission's mission is to advocate for and provide superior service that will significantly improve the quality of life for all Texas veterans, their families, and survivors." To the right of this text is a yellow "Contact Us" button. Below the main content area is a carousel of four service cards, each with an icon and a title: 1. PACT Act (lightbulb icon) with text: "The PACT Act expands VA health care and benefits from exposure to burn pits and other toxic substances." 2. Veterans in Energy (briefcase icon) with text: "Learn more about the Energy Industry Program for Veteran Professional Development." 3. Buddy Check Day (ID card icon) with text: "Every 11th of the month is Buddy Check Day! Make it a habit to check in with your veteran friends. Call, Text, or Visit!" 4. Find Grant-Funded Veteran Services (map icon) with text: "For Veterans, Dependents, and Surviving Spouses." At the bottom left of the screenshot is a circular logo for the "FUND FOR VETERANS' ASSISTANCE" with the TVC logo and the text "TEXAS VETERANS COMMISSION" and "Helping Veterans Starts Here".



TVC Website (New Look)



The screenshot shows the TVC website's Grants page. At the top, there is a navigation bar with social media icons (Facebook, X, YouTube, LinkedIn, Instagram) on the left and links for Resources, TVC Careers, News & Media, Events, Contact Us, and Español on the right. Below this is a secondary navigation bar with the TVC logo on the left and a menu of links: About TVC, Claims, Education, Employment, Grants (highlighted with a yellow underline), Mental Health, Women Veterans, Health Care Advocacy, and Entrepreneurs. The main content area has a dark blue header with the word "Grants" in white, followed by a breadcrumb "Home > Grants" and a downward arrow. Below the header, the page title "Fund for Veterans' Assistance (FVA)" is displayed with a magnifying glass icon. To the right of the title are links for "Overview", a phone icon with the number "(512) 463-1157", and an email icon with the address "grants@tvc.texas.gov". There are four white buttons arranged in a 2x2 grid: "For Grantseekers", "For Grantees", "Find Veteran Services", and "Support Texas Veterans". A white callout box on the right contains the text: "Coordinating Funding to Support Veterans and their Families Across Texas" followed by a paragraph: "The Texas Veterans Commission Fund for Veterans' Assistance (FVA) grant program awards reimbursement grants to eligible charitable organizations, local government agencies, and Veterans Service Organizations that provide direct services to Texas Veterans and their families."





TVC Grant Award Checklist

“Getting Started”



TVC Grant Award Checklist

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

- 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/> or <https://www.tvc.texas.gov/FUND>



Grant Service Directory

<https://www.tvc.texas.gov/directory/directory-category/grants/>

TEXAS VETERANS COMMISSION

About TVC ▾ Claims ▾ Education ▾ Employment ▾ Grants ▾

Mental Health Women Veterans ▾ Health Care Advocacy ▾ Entrepreneurs ▾

Directory

Home > Grant-Funded Services Directory

I am a:

- Veteran
- Dependent
- Surviving Spouse

I am looking for:

- Clinical Counseling
- Employment Support
- Financial Assistance
- Homeless Veterans Support
- Housing for Texas Heroes
- Peer Support Services
- Pro Bono Legal Services
- Referral Services
- Small Business Support
- Supportive Services
- Transportation Programs & Svcs
- Veteran Treatment Court

I live in this County:

- None —
- Anderson County
- Andrews County
- Asa County

Search

Grant-Funded Services Directory

Map Satellite

OKLAHOMA Oklahoma City Jonesboro Norman Conway Memphis

ARKANSAS

MISSISSIPPI



Step 1: Verify Organization & Primary Contact Information

1. Review all information to verify accuracy in Fluxx.
 - Primary Contact info (the person 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 Staff conducting Required Revisions of any needed changes.



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

Step 2: Review TVC Governing Documents

1. Become familiar with the policy documents for the grant period:
 - 2024 – 25 Request for Applications (RFA)
 - Annex A: 2024-25 Terms and Conditions
 - Annex B: 2024-25 Grant Program Requirements (PR)
 - Reimbursement Documentation Requirements (RDR)

Most questions concerning grant operations are in these documents



Step 3: Prepare for Required Revisions

1. Required Revision of an organization's application is to update, change, edit, or clarify items that were written almost 9 months ago. Therefore, begin reviewing your application with all grant program staff to ensure your program understands what you are agreeing to provide with TVC funding.
2. Review Full Application to ensure understanding
 - Summary of Services
 - Financial Information
 - Budget Tables
 - Budget Narrative
 - Number of Beneficiaries to be served
 - Eligibility Verification Requirements



Step 3: Prepare for Required Revisions

Continued

3. Have the budgeted employees changed? *Names can be changed during the revision process and budgets updated.*
4. Start the hiring process for any “to be hired” budgeted positions. *Positions cannot be charged to grant before July 1st.*
5. Contractors: Are your procurement processes (micro purchase, small purchase, large purchase) in accordance with state and federal guidelines?



Step 4: Required Revisions

1. Grantees will be contacted by TVC staff (*not your grant officer*) to start the revision process.
2. TVC Staff will provide details of the **Required Revisions** based on TVC governing documents.
3. TVC Staff will provide details of the **Needed Changes** for both parties to understand the project.
4. Grantees cannot revise their applications (project narratives and budget/budget narratives) without access given by TVC staff.
5. Your assigned Grant Officer will conduct a review to ensure the application is in accordance with all governing documents and the project, budget and budget narrative are understood.
 - a. Required Revisions User Guide is in “For 2024-2025 Grantees”

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



Required Revisions – Required Edits

- Governing Documents, RFA, Program Requirements, 2 CFR 200
 - Allowable Cost or Services

Financial Assistance

Client Service Category:	Utilities
Unit Cost:	\$1,085.00
Quantity:	20
Total Client Services:	\$21,700.00

Direct Client Services - Details:

Funds to assist clients or household in managing utility expenses, such as electricity, water, gas heating and other vital services.



Required Revisions - Needed Changes

- FVA & Grantee Staff must staff know
 - Who, What, When, Where, and How Much
- Prevent expenditures from being disallowed

ODC Category: Marketing and Outreach

Unit Cost: \$3,017.79

Quantity: 1

Total ODC: \$3,017.79

ODC - Details:

Funds to promote veteran services and provide outreach and awareness.



Step 5: Application / Grant Approval

1. When both the grantee organization and FVA Staff have agreed on revisions to the application, with saved changes (referred to as Addenda to the Application), the application will be converted to a grant award.
2. The Notice of Grant Award (NOGA) will be sent to the grantee organization for signature or acceptance within the new TVC Grant Portal.
3. If the 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 the TVC approval process.
5. TVC's Executive Director is the signature authority for TVC and will provide final approval of the grant award.
 - a. Notice of Grant Award (NOGA) Training Guides are located in the "For 2024-2025 Grantees", <https://tvc.texas.gov/grants/grantees>



Step 6: Get to know your Grant Officer

1. Grant officers will contact their grantee organizations not later than **Friday, June 21, 2024**.
2. The Grant Officers will need to know who your organization's PRIMARY POC will be. This POC in your organization can reach out too each month regarding the PRR and grant operations.
3. By **Friday, July 12, 2024** - provide grantee organization's **Direct Deposit Information** to your 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:

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.



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

Grant-Funded Services Directory



TEXAS VETERANS COMMISSION

Texas Veterans Commission Grants Portal

Login Now:

Sign in

[Reset or create password](#)

Are you a Veteran looking for services?

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Create an account now



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



Training Aids & User Guides

FVA Instructional & Training Aids

- Located (posted) on FVA Grants website
<https://tvc.texas.gov/grants/grantees/>
- Several videos in production now to help grantees with technical steps throughout the grant period
- Example Video Topics include:
 - How to Conduct Required Revisions
 - How to Generate a NOGA
 - Monthly Payment Reimbursement Requests (PRRs)





Tour of Texas

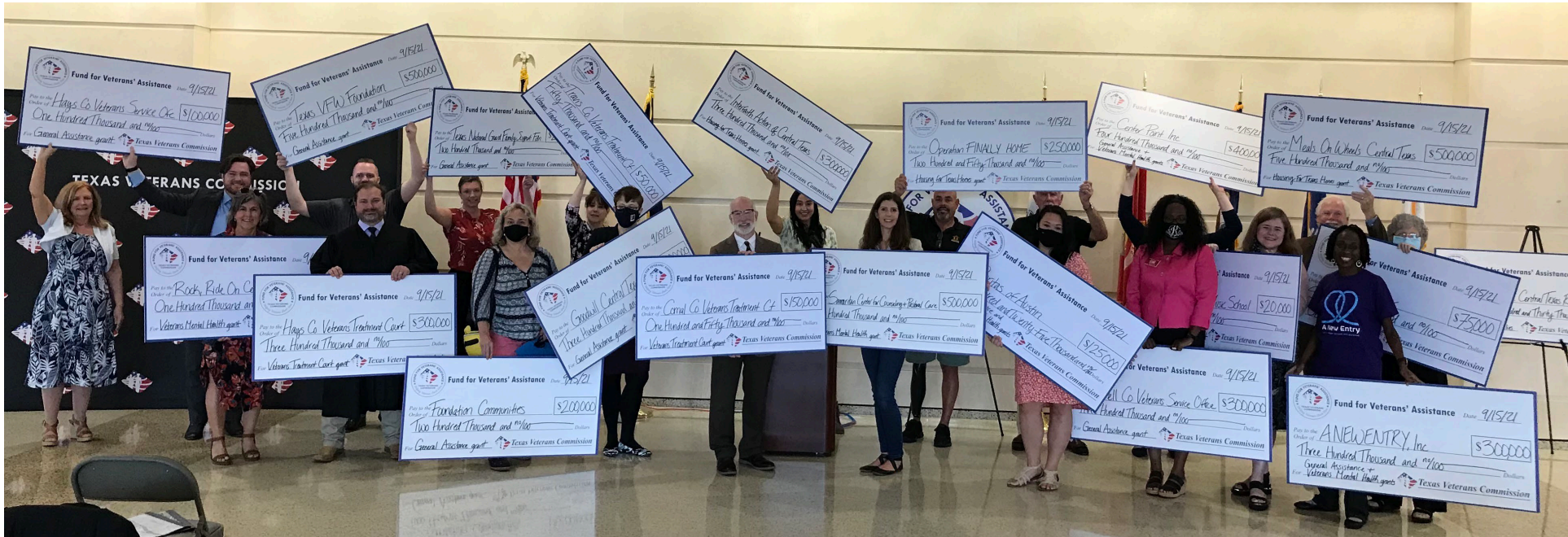
Big Check Presentation

Tour of Texas – Big Check Presentations

- TVC Leadership will travel the state in August-September to present grantees with big checks in regional media events
- More information will be announced Summer 2024
- Grantee Planning:
 - Will you participate in these local events?
 - Who will accept the check?
 - What is your plan for alerting the local community & media that your organization received a TVC grant for 2024-2025?



Tour of Texas – Big Check Presentations





Training Webinars

Upcoming Training

Training Webinars

- Grant Operations –Tuesday, June 11
- HTX Grant Operations – Thursday, June 13
- Compliance Visits – Tuesday, June 18
- Recognize TVC – Thursday, June 20
- Payment Reimbursement Request (PRR) – Tuesday, June 25
- Amendments – September-October

- Email to register will be sent to contacts listed in Fluxx.





2023-2024 Grantees

Closeout



Grant Ends – Sunday, June 30, 2024

- Grant Operations Cease
- Grant Funds Do Not Carry Over/Forward
 - Renewed Grants
- Clients from Previous Grant (2023-2024)
 - May be served during 2024-2025
 - Verify Eligibility
 - Update Client File
 - Count as 1 unduplicated



Grant Ends – Sunday, June 30, 2024

- 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





Wrap-Up Key Takeaways



Organization Preparation

Download Grant Award Checklist

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 Required Revisions:

- 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
- Be prepared to adjust / modify project budget



Organization Preparation

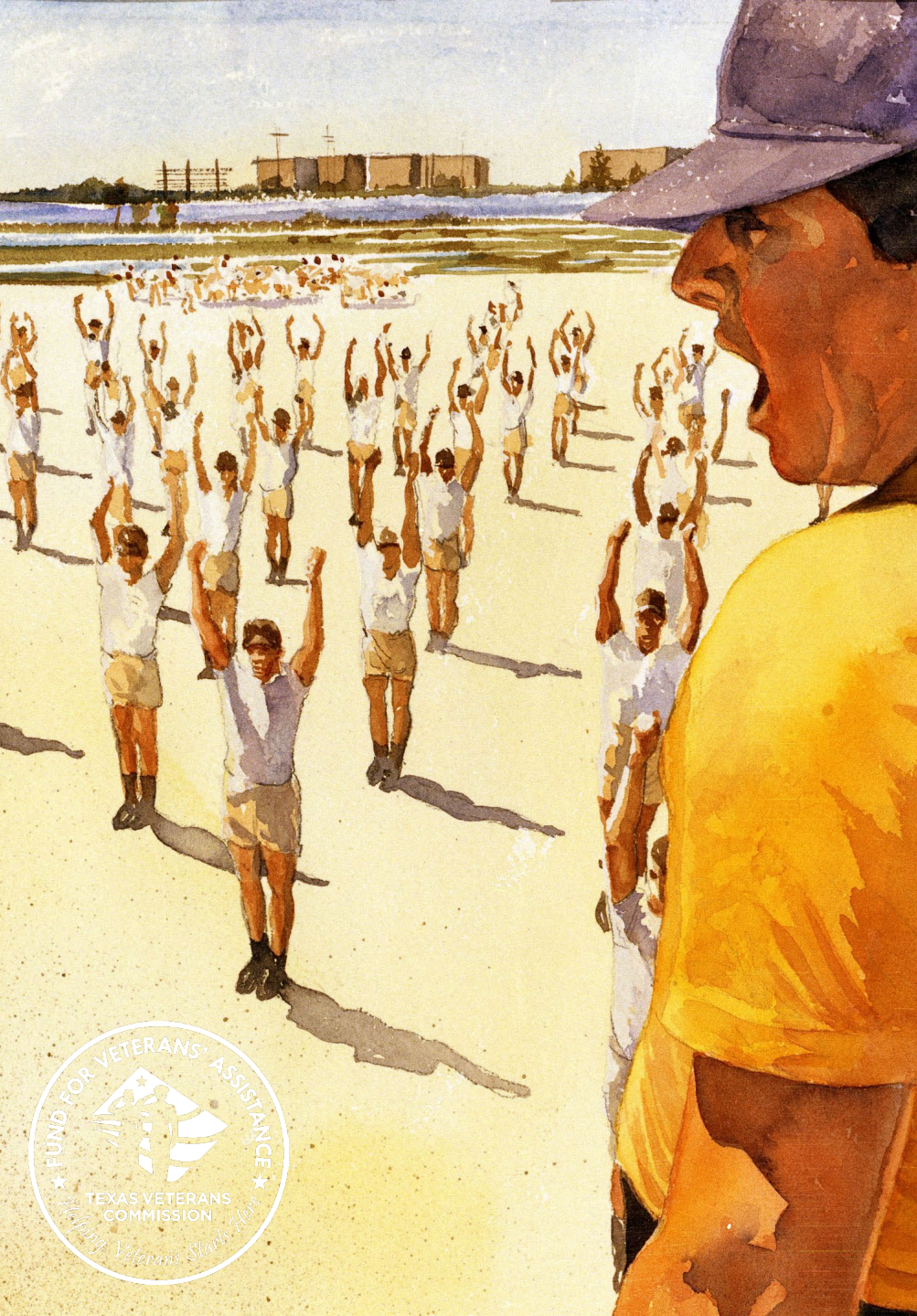
Grant project begins on July 1st

Organizations must have processes and procedures in place to conduct grant project.

Services may be provided even if required revisions are still underway, and without a completed NOGA.

Grantees cannot submit requests for reimbursement until a NOGA has been issued.





Questions

Submit your questions in the chatbox



File View Help

Audio

Sound Check

Computer audio
Phone call

MUTED

Microphone (HD Webcam C510)

Speakers (High Definition Aud...)

Questions

[Enter a question for staff]

Send

Multi sessions different registrants
Webinar ID: 980-960-603

GoToWebinar



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