TVC Grant Award Checklist
Getting Started

Step 1. Verify Organization and 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.

Step 2. Review TVC Governing Documents

1. Become familiar with the three 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)

Step 3. Prepare for Required Revision

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
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 located in the "For 2024-2025 Grantees", https://tvc.texas.gov/grants/grantees

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. Getting 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