Texas Veterans Commission Grants Portal Negotiation Training Guide

🌐 tvc.fluxx.io

Fund for Veterans' Assistance

🌐 www.tvc.texas.gov

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Purpose

This guide will help TVC Grants Portal applicants access their applications in the Negotiation Card to make edits based on FVA guidance.

- If any part of the submitted application needs to be revised (for example, if the Grantee is awarded an amount other than that requested or the application mischaracterizes or contains unallowable costs), the Awarded Applicant must submit a revised application during post-award negotiations, following the 3rd Quarter Commission Meeting.

- Any element of the awarded application that is outside the scope or allowable expenses for the awarded service category will be removed during negotiations.

- The Agency will provide specific instructions and guidelines during the negotiations period to revise the Grantee's application in TVC's Grants Portal using this Negotiations User Guide.

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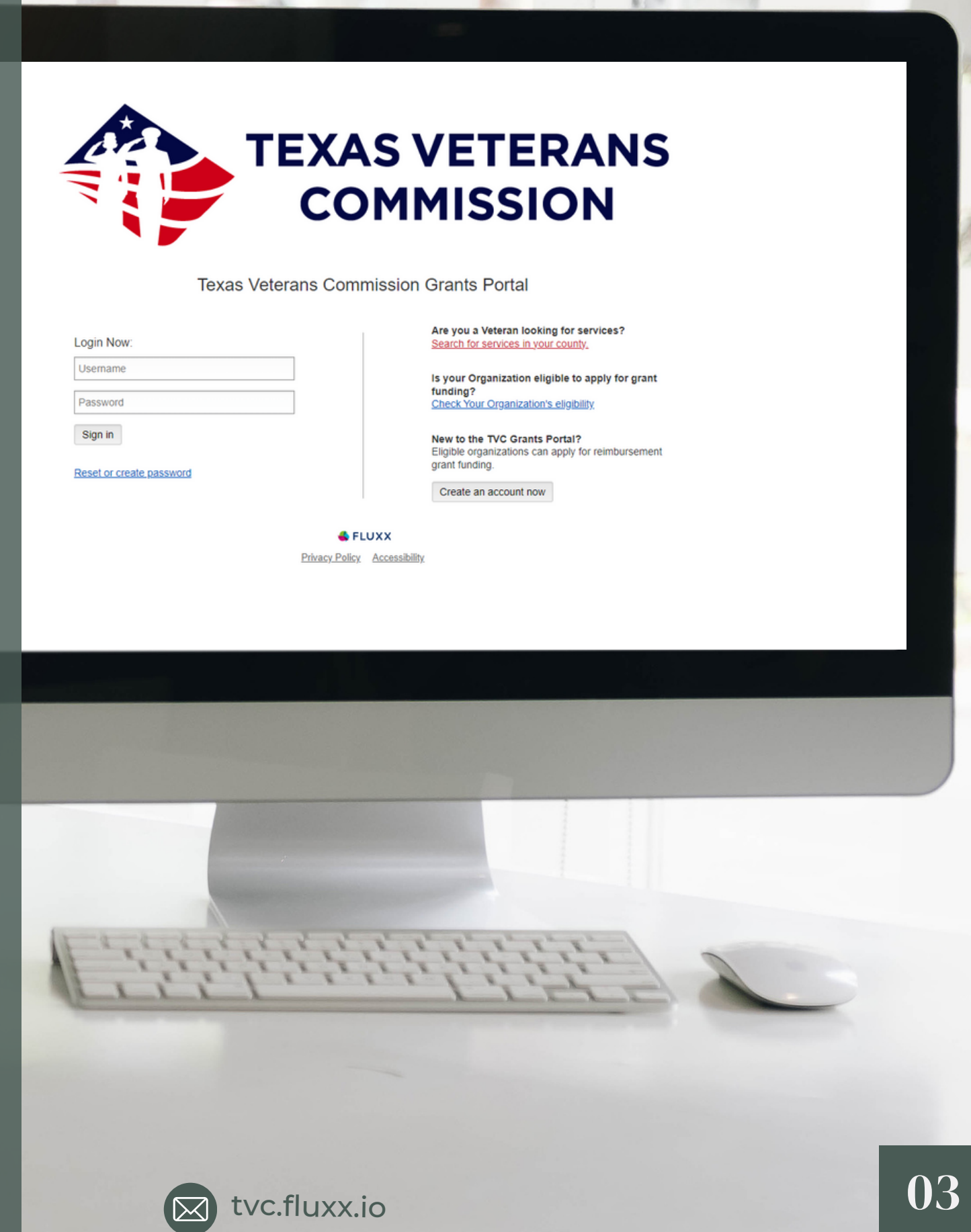
Process

The process for approving grants in the TVC Grants Portal system begins with Negotiations. These are edit requests from FVA staff to grantees asking for necessary application revisions. Here are the steps involved:

1. FVA staff will add comments on the application to inform the Grantee of required changes to the application ensuring the scope of services and allowable expenses are consistent with Federal, State, and TVC governing policy.
2. The Grantee will log into the TVC Grants Portal (fluxx.io).
3. The Grantee will make the noted changes, following the instructions in this guide, and re-submit the application for final review in the TVC Grants Portal.
4. After final review of negotiated changes, the application will be available for the grantee to review and sign the Notice of Grant Award (NOGA).

This guide will focus solely on the Negotiations Process.

Approval Workflow:

YOU ARE HERE

Negotiations - Grantee Action

Notice of Grant Award (NOGA) - Grantee Action

Approvals/Edit Requests - TVC Action

Grant Cycle Begins - Monthly PRRs & PRs

tvc.fluxx.io

Award Email

You should receive an email from grants@tvc.texas.gov congratulating you on your grant award.
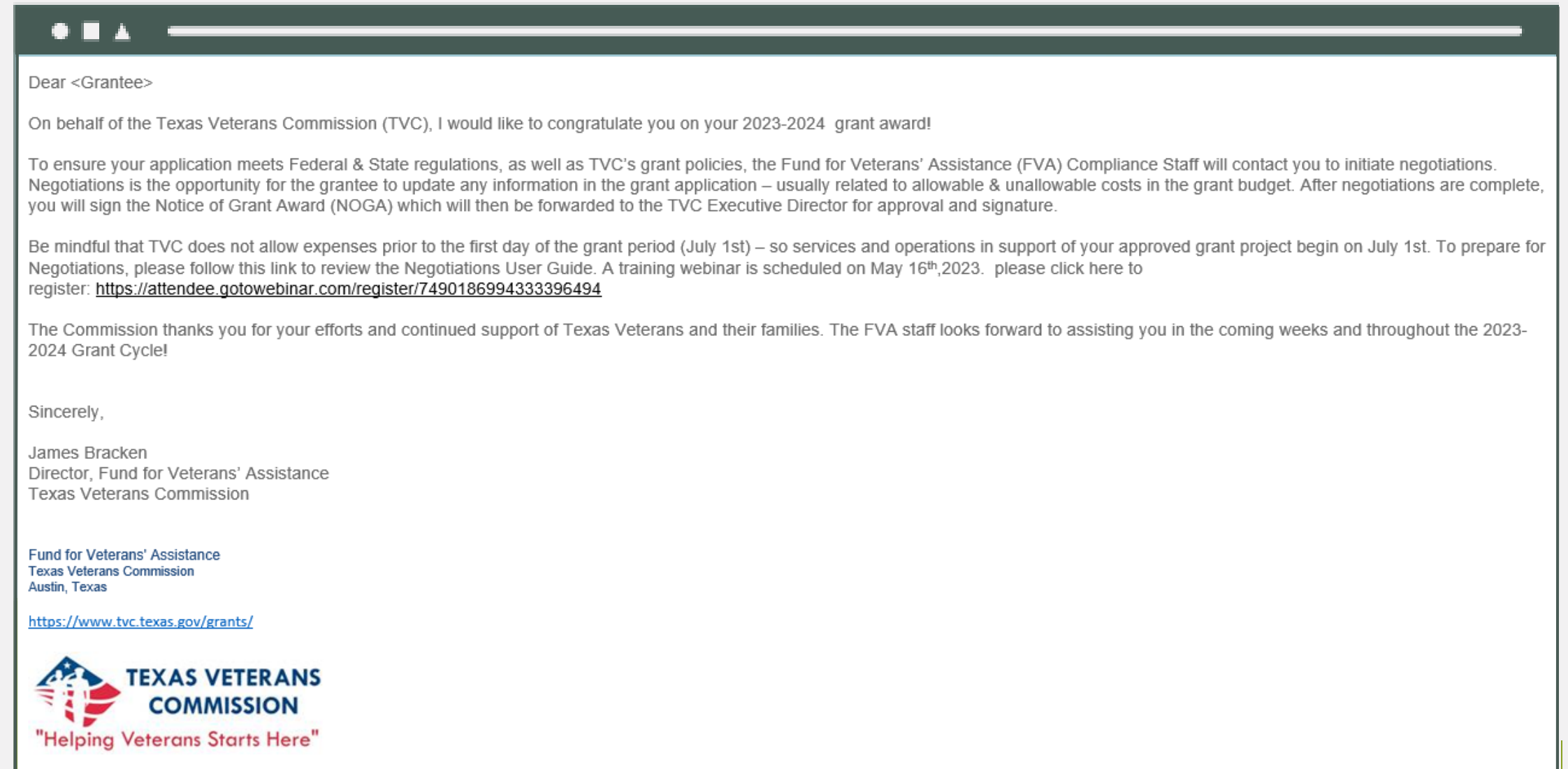
✉ 1. Negotiations Explained

This email will explain the purpose of the negotiation step and outline the other steps in the process. It will also provide important deadline information and links to assist you with the negotiations.

Before making the changes requested during the negotiations in the online system, it's a good idea to have all of the information you need available. If you have to stop, be sure to save your application before you leave the page.

Please note the negotiations may be sent back to you more than once. Please be sure to make ALL changes requested by FVA staff.

Dear <Grantee>

On behalf of the Texas Veterans Commission (TVC), I would like to congratulate you on your 2023-2024 grant award!

To ensure your application meets Federal & State regulations, as well as TVC's grant policies, the Fund for Veterans' Assistance (FVA) Compliance Staff will contact you to initiate negotiations. Negotiations is the opportunity for the grantee to update any information in the grant application – usually related to allowable & unallowable costs in the grant budget. After negotiations are complete, you will sign the Notice of Grant Award (NOGA) which will then be forwarded to the TVC Executive Director for approval and signature.

Be mindful that TVC does not allow expenses prior to the first day of the grant period (July 1st) – so services and operations in support of your approved grant project begin on July 1st. To prepare for Negotiations, please follow this link to review the Negotiations User Guide. A training webinar is scheduled on May 16th,2023. please click here to register: https://attendee.gotowebinar.com/register/7490186994333396494

The Commission thanks you for your efforts and continued support of Texas Veterans and their families. The FVA staff looks forward to assisting you in the coming weeks and throughout the 2023-2024 Grant Cycle!

Sincerely,

James Bracken
Director, Fund for Veterans' Assistance
Texas Veterans Commission

Fund for Veterans' Assistance
Texas Veterans Commission
Austin, Texas

https://www.tvc.texas.gov/grants/

TEXAS VETERANS COMMISSION
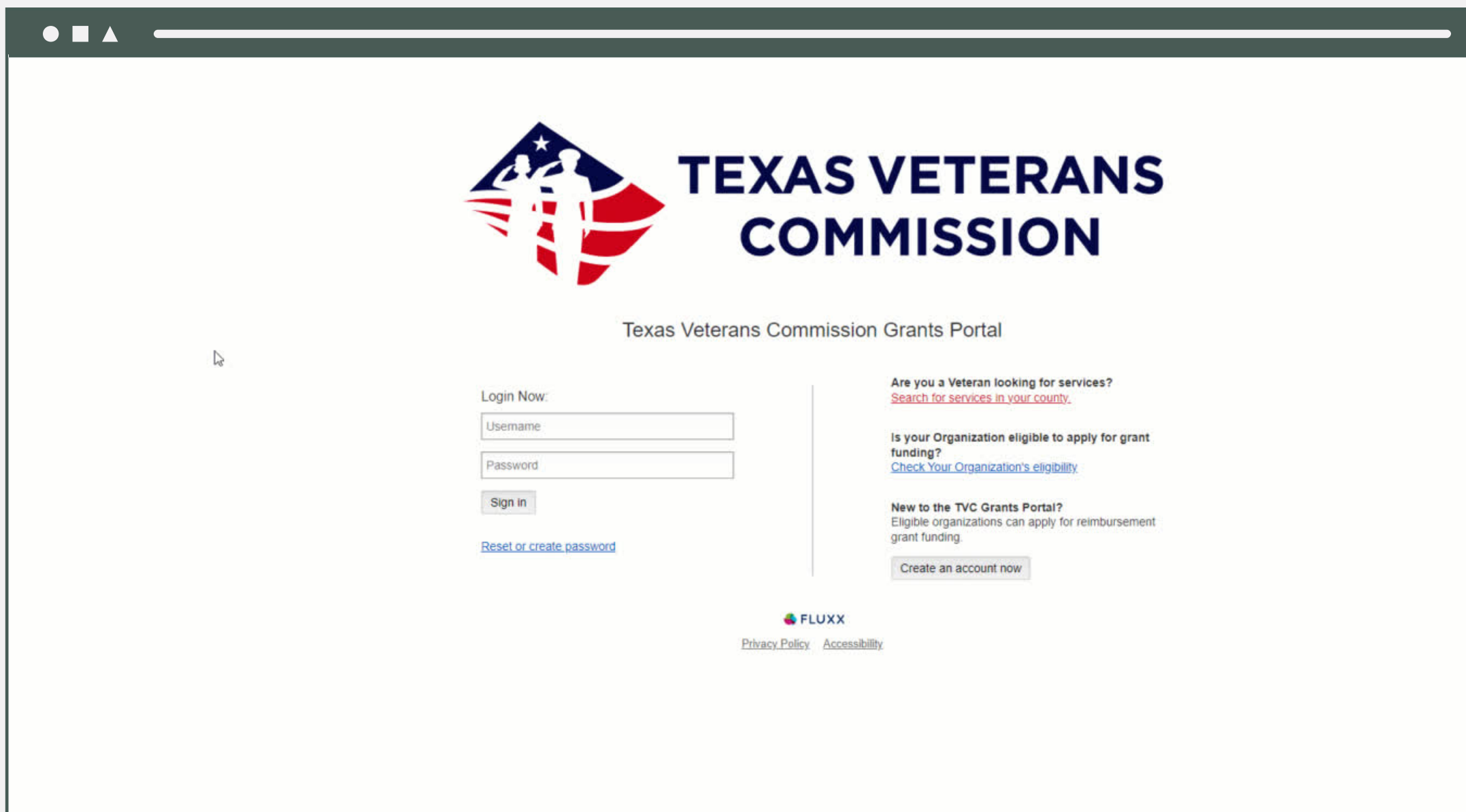"Helping Veterans Starts Here"

Requests to Edit

Follow the steps below to access your account in the grants portal and make necessary edits.

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 **"Requests to Edit"**. The number displayed indicates the number of applications available to edit.

Texas Veterans Commission Grants Portal

Login Now:
Username
Password
Sign in
Reset or create password

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.
Create an account now

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Privacy Policy   Accessibility

2. Select Application

Select the application to edit by clicking on it. If you applied for two programs, both will be displayed.

The Request Workflow Status shows the application is in Negotiations - Sent Back.

3. Review Comments

Under the Negotiations dropdown, the Feedback section will display the comments to the applicant. Review the comments to determine what action needs to be taken.

In this example, the budgeted amount is not equal to the awarded amount, so the budget needs to be adjusted - in this case, reduced from $500,000 to $300,000. You can see the amounts listed in the heading.

4. Edit Application

For your application to move forward in the process, you must make the requested changes. To do so, click on **"Edit"**. This will allow you to make necessary changes to various sections of your application.

In this example, the next step is to click on **"Budget Tables"** in the Table of Contents tab. This will take you to the Budget Tables section of your application, where you can make adjustments as needed.

Be careful not to make non-negotiated changes! These changes are tracked, and any non-negotiated changes will result in the application being put into request to change status again. This could cause delays in the process. MAKE ONLY THE REQUESTED CHANGES!

4.1 Adding details to budgeted expenses

During Negotiations, the Grantee will be required to add details for all Budget Group budgeted expenses to explain the use of requested funds.

The following **Budget Group Expenses** require details:

- Salary
- Fringe
- Supply
- Direct Client Services
- Other Direct Costs
- Indirect Costs

For example, in the Salary details for an Intake Coordinator, you would write something like: "Reviews all eligibility documents, meets with client, and sets appointments."

The Travel Budget Group does not require details since during the initial application process, these details were provided.
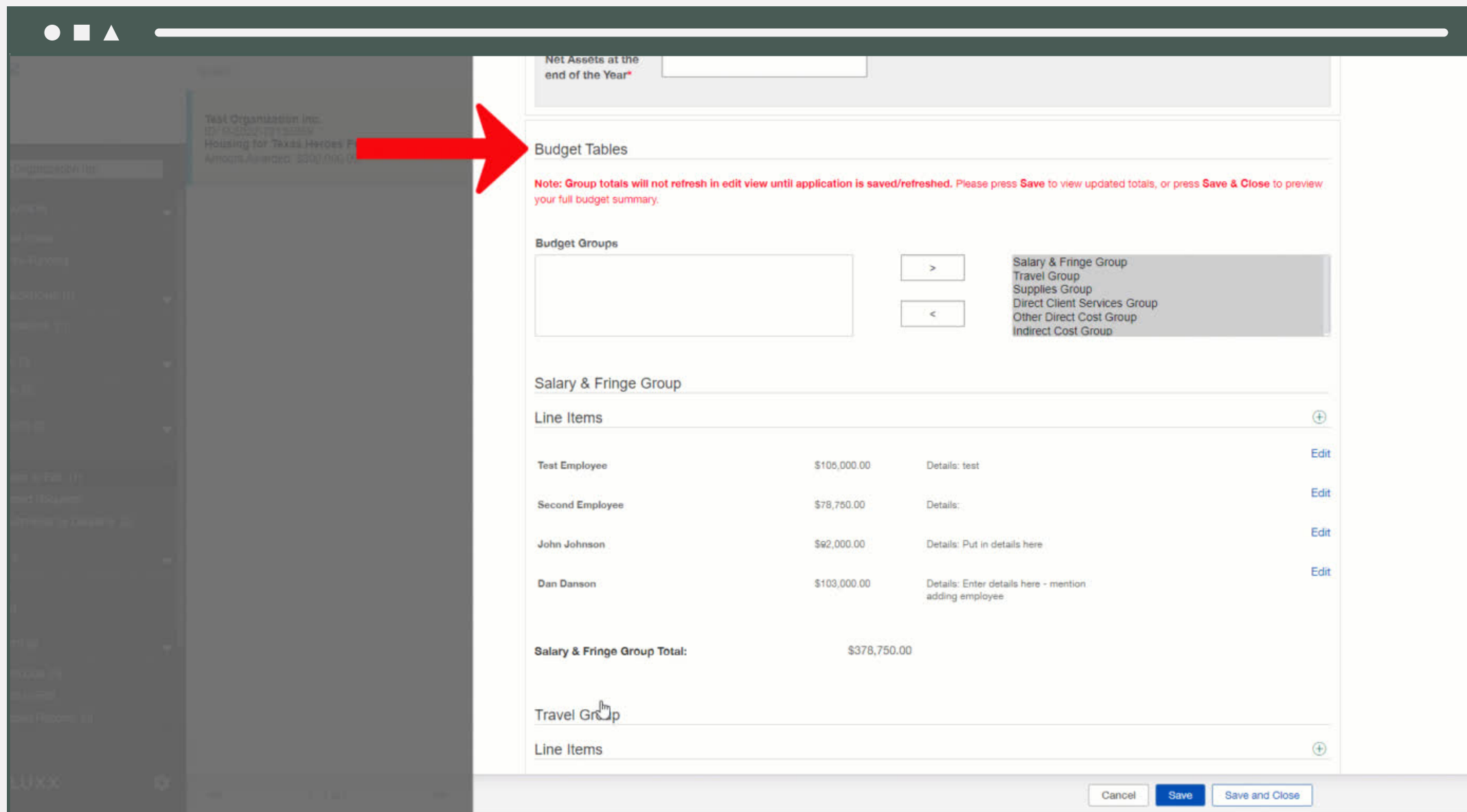
In this example, the Salary/Fringe, Travel, and Other Direct Costs Groups need to be reduced to meet the scope of the project.

Click on the "Edit" buttons to the right of each individual line items to make the changes.

In this case, the salaries are being reduced by changing the percentage of time worked on the TVC Grant. The first employee is being reduced from 100% to 75%, the second is reduced from 100% to 25%, and the other two are reduced from 100% to 50%.

Click on "Save" for each line item.

Remember to click "Save" for that item, but note that the new group total won't be reflected until you refresh the page or click "Save" or "Save and Close" at the bottom of the page.
If you click "Save and Close", you will be taken out of edit mode and will need to click "Edit" again when ready to move on.

To see the new total budget, scroll to the bottom of the page to "Total Budget" or click on the "Top" button to quickly scroll to the header. There you will see if the awarded amount and budgeted amount match.

If they still do not, you will see the same warning indicating the mismatch. You may also see a new warning saying the budget needs to be rounded to the nearest $5,000, so keep that in mind when making your adjustments.

In this example, in the Travel Group section, the number of miles is being reduced and the appropriate notes are being made. In Other Direct Costs Group, printing items are being reduced and adjusted to meet the $5,000 warning. Appropriate notes are made.

Click "Save" to see the new total. The budget now matches the awarded amount and the warnings are gone. Click "Save and Close" to save your work. The revised application is now ready to be sent back to FVA.
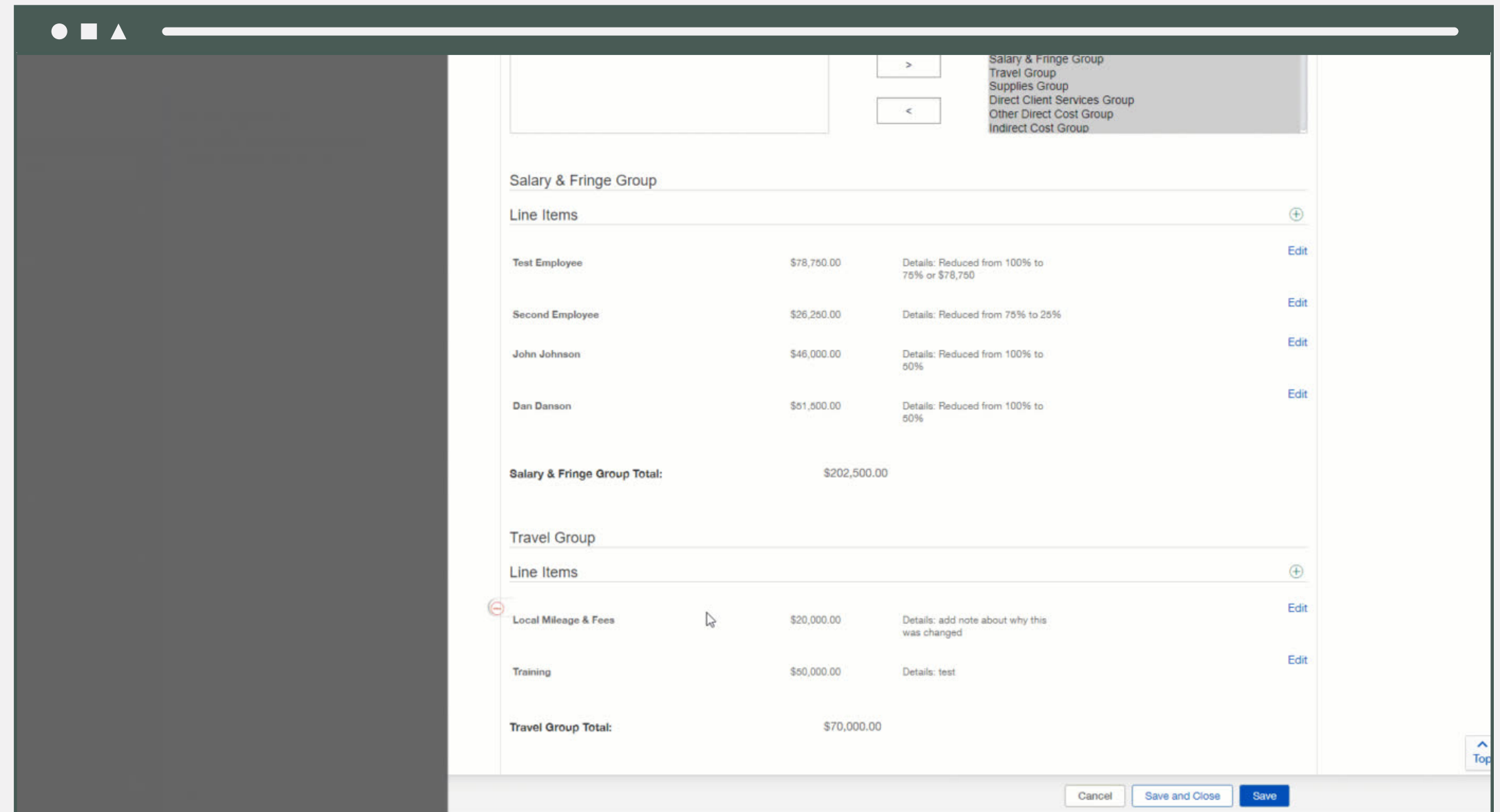
These examples are not all-inclusive. You may need to make changes to different sections that are more appropriate for your situation.

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⚠ 4.3 Comments Warning

You may see a warning that says "Comments must be added to every line of your budget in order to resubmit your application."

This means there is a line item somewhere in your application that does not have comments in it. You must ensure you add those comments while editing your application and before you attempt to submit your revisions.

Click on "Edit" to the right of each line item to make the changes.

Let FVA staff know immediately if there have been any changes to your Organization's contact information. They will make these changes for you.

Submitting Revisions

Once all adjustments have been made, you must submit your revisions to FVA.

1. Submit Revisions

Click "Submit Revisions". Click on "OK" to confirm you are ready to submit the changes.

The message "Grant request was successfully updated" will display. Refresh the page to see that no Requests to Edit show up (or have been reduced if you have two) and Submitted Requests now indicates the change. The Request Status now shows Negotiation Process.

Grantee actions are complete at this point.
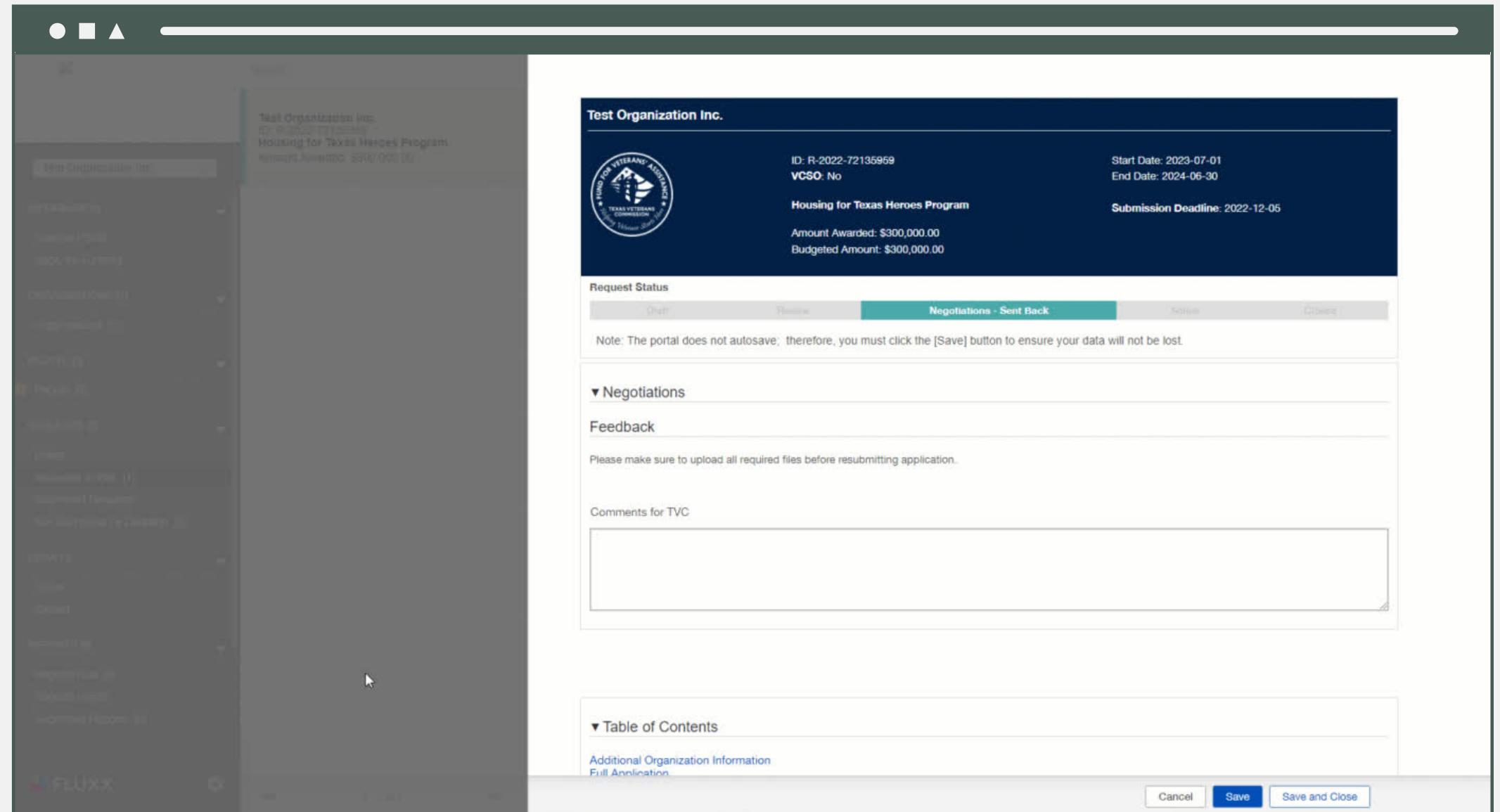
Before you return the negotiated application back to FVA, be sure to add a comment at the top of the application under the FVA Negotiations Comments indicating all negotiated changes have been made.

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