



2024-2025 Grants: Operations

Grant Starts July 1st

Know Your Grant



This Webinar Will Cover

- TVC Governing Documents
- Know Your Grant
- Beneficiaries
- Unique Circumstances
- Payment Reimbursement Request (PRR)
- PRR due dates
- Maintaining Your Grant
- Amendments
- Grant Funded Service Directory
- Training Aids
- Keys to Success
- Questions



TVC Governing Documents

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

1. Become familiar with the three policy documents for the grant period:
 - Request for Applications (RFA)
 - FVA Program Requirements (PR) - Annexes
 - Reimbursement Documentation Requirements (RDR)
- **Most questions concerning grant operations are located in these documents**
2. Become familiar with 2 CFR 200 and TxGMS



Know Your Grant

Know & follow the details of your approved grant:

- What is included in your Budget & Narrative?
- Who will you serve?
- What Counties will you serve?
- How much will you spend per client (maximum)?
- Know your agencies policies and procedures





Beneficiaries

Who is Served

Unduplicated

Recertify Beneficiaries

Beneficiary Eligibility Documentation Requirements

Definition

- The Grantee must ensure that beneficiaries served using FVA grant funds are eligible to receive services prior to providing services.
- Eligibility documentation must be maintained by the Grantee in the beneficiaries' records.

Location

- [2024-2025 \(RFA\) Request for Applications](#)
- Section 3.6 – page 7



Beneficiaries (Clients) Served

Beneficiaries/clients are considered served if:

The client receives the grant-funded service(s) that are listed in the approved grant program

AND

Proper eligibility documentation is obtained.



Beneficiaries (Clients) Served

Beneficiaries/clients are not served when:

Client did not receive services that are listed in the approved grant program.

OR

Client service performed without full documentation of client eligibility.



Unduplicated Clients Reported

Beneficiaries/clients are considered served(counted) on the initial/first service provided.

If same client returns for services at a later date, they may be provided services within the RFA and grant award guidelines, but they will not count as an unduplicated client.



Recertify Beneficiaries – New Grant Year

Verify Beneficiaries are still eligible to receive services

Document Beneficiaries have been Recertified for services

No new file required*





Unique Circumstances

Contact Your Grant Officer



Prior Approval Required for Unique Circumstances – BEFORE Service is Provided or Funds are Expended

- **Contact your Grant Officer**

- Prior Approval Template

- ❖ 5 W's
- ❖ Total Cost

- Grantee answers questions in the template and submits via email from the Program Coordinator





Payment Reimbursement Request (PRR)

- For reporting Beneficiaries Served (Performance) and
- Expenses (Claims)

TVC Electronic Grant Management System (EGMS)

<https://tvc.fluxx.io>

Beneficiary Data to be entered for each client:

- 1. Correct spelling first and last name(s) or client ID numbers**
- 2. County of residence**
- 3. ZIP code**



Monthly – Payment Reimbursement Request (PRR)

Data moves forward “No sending back for edits”
Approved
Not Approved

- Grant Officers will review submitted data and supporting documents
- Grant Officers will Approve or Not Approve cost (or Reduced)
- Supervisor will verify cost as Approved or Not Approved
- Finance will pay the Approved cost
- Grantees may be able to resubmit Not Approved cost the following month



PRR Due Dates

- PRR will be **available** in TVC Grant Portal
 - 1st of Reporting Month
 - 1 July
- Able to enter data daily
 - Work will be saved with Save button
- PRRs are **Due**
 - 15th of the following Month
 - July PRR due 15 August
- Able to submit early
 - All data has been entered and supporting documents have been uploaded





Quarterly Outcomes

Veterans Mental Health, Clinical Counseling

&

Veterans Treatment Court

Quarterly Outcome Measures

- Only VMH Clinical Counseling & VTC grantees
- Report on the TVC Fiscal Year
- Numerical Answer
- VMH Report – 3 Questions
- VTC Report – 2 Questions
- Reports on Webpage

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



Quarterly Outcome Measures



Outcome Measures

Veterans Mental Health Clinical Counseling & Veterans Treatment Court

Veterans Mental Health (VMH) Clinical Counseling & Veterans Treatment Court (VTC) grantees shall report specific goals/outcomes measured each quarter during the fiscal year using the report provided by TVC.

Failure of Grantee to comply with any of the reporting requirements may result in the suspension of reimbursement payments, deobligation of grant funds, and/or termination of the grant.

Reports are due 7 days after the end of the fiscal quarter.

Quarter	Months	Due Date
1	Sep - Nov	December 7
2	Dec -Feb	March 7
3	Mar - May	June 7
4	June - Aug	September 7

- Report Clinical Counseling Services Outcomes
- Report Veteran Treatment Court Outcomes





Maintaining Your Grant

Staffing and Organizational Changes
Grant Amendments



Inform FVA of Organizational Changes

- You must notify your Grant Officer when any of these change:
 - Mailing Address
 - Phone Number (intake or staff contact numbers)
 - Website Address
 - Budgeted Employees
 - Principal Participants
 - **IRS Nonprofit Status**
 - **Organization Name**
 - **Organization Structure (Purchased by other organization)**



Grant Amendments

- Grantees are allowed **3 amendments** per grant period
- **March 31, 2025** is the last day to submit amendments:
- **3 types** of amendments: Budget, Scope, and Time



Types of Grant Amendments

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

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

Time Amendments extend the grant period up to 6 months. May not extend beyond December 31, 2025





Grant-Funded Service Directory

Locate Other Needed Services

Grant-Funded Services Directory

<https://tvc.texas.gov/fund>

I am a:

- Veteran
- Dependent
- Surviving Spouse

I am looking for:

- Clinical Counseling
- Employment Support
- Financial Assistance
- Home Modification
- Homeless Veterans Support
- Peer Support Services
- Pro Bono Legal Services
- Small Business Support
- Supportive Services
- Transportation Programs & Svcs
- Veteran Treatment Court

I live in this county:

- Bandera County
- Bastrop County
- Baylor County
- Bee County
- Bell County

SEARCH

GRANT-FUNDED SERVICES DIRECTORY

Map Satellite

Map data ©2023 Google, INEGI



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?

[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](#)



Training Aids & User Guides

FVA Instructional & Training Aids

- Located (posted) on FVA Grants website
<https://tvc.texas.gov/grants/grantees/>
- Several videos will be available soon to assist grantees with technical steps throughout the grant period
- Example Video Topics include:
 - Notice of Grant Award (NOGA) Training Guide
 - Grant Revisions Training Guide
 - Staying in Compliance
 - Monthly Payment Reimbursement Requests (PRRs)
 - Best practices for uploading supporting documentation



FVA Instructional & Training Aids

Grantee Resources

1. Grant Management Documents
2. [Submitting Reports](#)
3. How to Recognize Your Grant
4. Big Check Presentations
5. Join/Update Grantee Mailing List
6. View Past Grants Awarded



Grant Management Documents

For 2024-2025 Grantees

Governance Documents

— FVA Governance Documents

— Other Governance Documents

— Housing for Texas Heroes

— User Guides

- [Get Started Checklist](#)
- [Grants Portal User Guide](#)
- [Grant Negotiations Training Guide, PDF](#)
- [Notice of Grant Award \(NOGA\) Training Guide, PDF](#)
- [Notice of Grant Award \(NOGA\) Training Guide, Video](#)
- [Fluxx Grantee Guide - Amendments](#)
- [Fluxx Grantee Guide - Payment Reimbursement Requests \(PRR\) v1.3](#)





Keys to Success

Grant Officers' Recommendations for
"Best Practices"

Grant Officers' Recommendations

Keys to Success

1. Download, read, and understand the 3 documents
 - Request for Application (RFA)
 - Appropriate chapter
 - Program Requirements(PR)
 - Appropriate Appendices
 - Reimbursement Documentation Requirements (RDR)
2. Grant Program Employees read the approved grant application and budget
 - Who is being served
 - What services are being provided
3. Gather the correct Veteran eligibility documents *before* providing services
4. Feel free to reach out to your GO and ASK QUESTIONS if you don't understand something in these docs
5. Grantees should have a single point of contact (POC) for Grant Officer
 - POC manages the grant
 - POC coordinates with other departments within the organization
 - POC acquires the appropriate supporting documentation

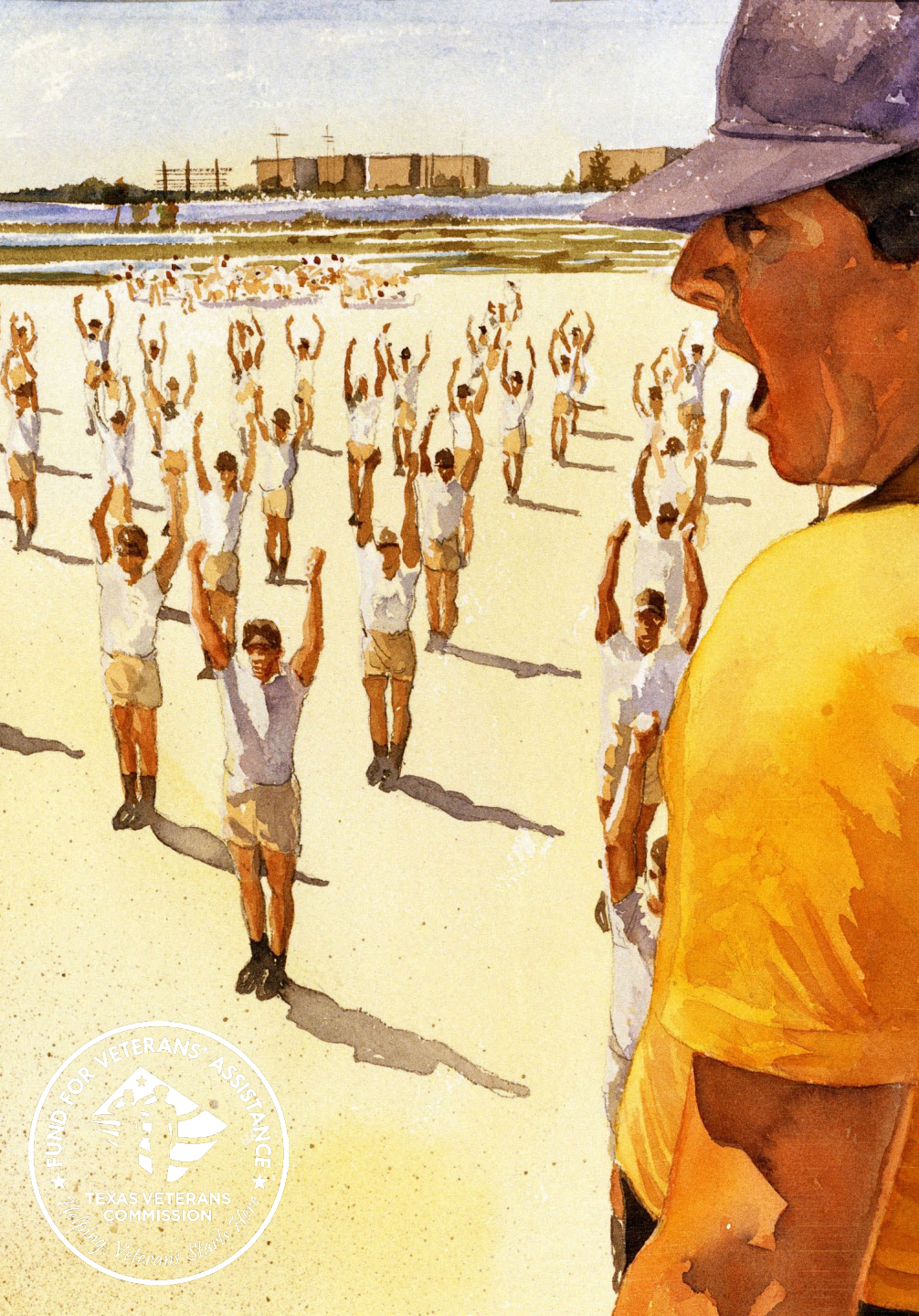


Grant Officers' Recommendations

Keys to Success (Continued)

6. Never submit Personally Identifiable Information (PII) with supporting documents*
 - PII should always be maintained in secure file or secure servers within the organization
7. Only submit supporting documents listed in the RDR
8. Ensure that supporting documents are accurate, complete, and readable
9. Recommended the PRR be updated daily or weekly
 - This prevents an overload of work at the end of the month
10. Submitted reports in a timely manner
 - Due on the 15th of the following month
 - Submit early if all data is entered and documents are uploaded





Questions

- **Submit your questions in the Q & A section**
- **Please add your email with each question submitted**



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