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# 2017-2018 Grantee Amendment Training





# WHAT IS AN AMENDMENT?

- **Any**
- Change
- Addition
- Deletion
- to any part of Appendix I – The Application
- **Exception**
  - **Current**
  - Employee / Contractor/ Principal Participant





# AMENDMENT POLICY

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- Three (3) changes of any kind per grant period
- Last day to submit
  - 30 days prior to end of grant
  - June 1, 2018
- Increase or Decrease in Funds
  - 60 days prior to end of grant





# TYPES OF AMENDMENTS

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- Time
- Budget
- Scope





# TIME AMENDMENT

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- Up to 6 months of additional time
- Cannot have two concurrent grants





# BUDGET AMENDMENT

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- Change to the approved budget
  - Additional funding
  - Reducing funding
  - Transfer funds between categories
  - Adding new line items
  
- Addition of funds
  - Not to exceed 25% of original grant





# BUDGET AMENDMENT

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- Grant \$100,000 or less ; 5% cumulative
- Grant \$100,001 or greater; 10% cumulative
- May be considered a budget notification
- Count as an Amendment
- Shorter approval time





# SCOPE AMENDMENT

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- Change in services
- Change in beneficiaries served
- Change in geographic area







# APPEALS

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- Decisions are final
- Non-appealable





# AMENDMENT REQUEST FORM

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- Form must be completed and submitted
  - Five pages
  - Use only necessary pages
- Time and Scope
  - Require a revised Appendix I
- Budget
  - May require a revised Appendix I
- Email to





## TVC-FVA Fund for Veterans' Assistance Grant Amendment Form



Grantees can request an amendment to their current Grant Agreement any time during the grant period. A request for significant changes may result in denial of the amendment and/or a recommendation for the Grantee to submit a new application. Approval of more than one concurrent Grant Agreement or overlapping grant periods is prohibited. A Grantee may request no more than three (3) amendments during a grant period.

<b>Grantee Name:</b>				
<b>Grant Number:</b>				
<b>Grant Period:</b>	From:		To:	
<b>Grant Amount: \$</b>				

FVA Staff Only - Grant Officer				
<b>Amendment #</b>		<b>Expenditure %</b>		<b>Total Expenditure \$</b>
<b>Performance %</b>		<b>Projected #</b>		<b>Total Served #</b>

### AMENDMENT CATEGORY (Check all that apply)

Each amendment request is unique and considered on a case-by-case basis. A Grantee may request an amendment in one or more of the following categories:

- Time**  
A Grantee may request additional time added to their grant period of up to six months. Amendments approved for additional time will be added to the end of the Grantee's current grant period.  
Required Documents: Revised Application/Appendix I in Word with Track Changes.
- Budget**  
A Grantee may request changes to their approved budget including additional funding, reduced funding or other changes to the approved budget. A request for additional funding may not exceed 25 percent of the grant amount originally awarded.  
Required Documents: Revised Application/Appendix I in Word with Track Changes.
- Scope**  
Grantees may request changes in their scope including, but not limited to, changes in services provided or geographic service area.  
Required Documents: Revised Application/Appendix I in Word with Track Changes.

### Requesting Authority:

Authorized Name:  Date:

By typing name in above field I agree this serves as my signature.

Title:

### APPROVING AUTHORITY

The Commission shall have authority to approve or deny all amendment requests involving the total grant amount. The Executive Director shall have authority to approve or deny all other amendment requests. Decisions made by the approving authority are final.





## TVC-FVA Fund for Veterans' Assistance Grant Amendment Form



*Time Requested Extension Period (Complete only if Time Amendment Category Requested)*

Current grant end date	<input type="text"/>
Requested number of additional months	<input type="text"/>
Requested grant end date	<input type="text"/>

*Time Summary (Complete only if Time Amendment Category Requested)*

Description of Time Extension Including:

- 1) Detailed explanation to support and justify needs of the change requested.
- 2) How goals and objectives will be impacted by the requested change.

Please ensure that the request is reasonable, and conforms to the provisions set forth in the grant contract.

4000 Character Limit – Additional Page Optional



3/1/2018



# TVC-FVA Fund for Veterans' Assistance Grant Amendment Form



*Budget Summary (Complete only if Budget Amendment Category Requested)*

Budget Category	Original Budget	Adjustment	Revised Budget
Salaries and Wages	\$	\$	\$
Fringe Benefits	\$	\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Client Services	\$	\$	\$
Constructions			
Other	\$	\$	\$
Program Costs	\$	\$	\$
Indirect Costs	\$	\$	\$
<b>Total Project Cost</b>	\$	\$	\$

*Budget Summary Narrative (Complete only if Budget Amendment Category Requested)*

Description of Budget Revision Including:

- 1) Detailed explanation to support and justify needs of the change requested.
- 2) How goals and objectives will be impacted by the requested change.

Please make sure the description provides enough detail to completely support any changes in projected cost and scope by budget category.

3000 Character Limit – Additional Page Optional





## TVC-FVA Fund for Veterans' Assistance Grant Amendment Form



### Scope Summary *(Complete only if Scope Amendment Category Requested)*

Description of Budget Revision Including:

- 1) Detailed explanation to support and justify needs of the change requested.
- 2) How goals and objectives will be impacted by the requested change.

Please ensure that the request is reasonable, and conforms to the provisions set forth in the grant contract.

Copy and Paste the current narrative from Appendix I – The Application that is being amended below.

2500 Character Limit – Additional Page Optional

Insert the revision to Appendix I – The Application that is being requested below.

2500 Character Limit – Additional Page Optional





# TVC-FVA Fund for Veterans' Assistance Grant Amendment Form



## Additional Information Section:

6000 Character Limit – Additional Information Section



3/1/2018

This form must be submitted to the central grants email; [grants@tvc.texas.gov](mailto:grants@tvc.texas.gov)  
DECISIONS MADE BY THE APPROVING AUTHORITY ARE FINAL AND NOT APPEALABLE.



# AMENDMENT PROCESS

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- GO / LGO / LCO review
- Manager review
- Legal / Finance review
- FVA Director review
- Executive Management review
  - Executive approval / denial
- New NOGA sent to grantee
- Grantee signs new NOGA
- Executive Director signs new NOGA
- Amendment is executed







# AMENDMENT PROCESS

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- Approval Goal
  - 30 days from start of Manager review
- TVC staff may return with questions





# QUESTIONS TO ANSWER FOR TVC STAFF

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- How will the change affect the current program?
  - Scope
  - Budget
- Why is the change needed?





# TEXAS VETERANS COMMISSION

CLAIMS

EDUCATION

EMPLOYMENT

ENTREPRENEURS

GRANTS & FUNDING

HEALTH CARE ADVOCACY

MENTAL HEALTH

WOMEN VETERANS

CLAIMS

EDUCATION

EMPLOYMENT

ENTREPRENEURS

GRANTS & FUNDING

**GRANT & APPLICATION TRAINING RESOURCES**





## POLICY

- [Grant Amendment Policy](#)
- [Office of Management & Budget's Code of Federal Regulations "Super Circular"](#)
- [Expenditure Supporting Documents Policy](#)

## FORMS

- [Grant Amendment Form](#)
- [Media Release Form](#)

## LOGO / SAMPLES

- [FVA Logo w/web](#)





# REMINDER

## Monthly PER

- Uniform Grant Management Standards (UGMS)
  - Financial Reporting
    - Accurate
    - Current
    - Complete
- FVA Grant Reporting Policy
  - Timely and Accurately
  - Cost older than 90 day of payment
    - Written explanation
  - Cost maybe questioned or disallowed





# CONTACT INFORMATION

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FVA Main Line  
(512) 463-1157

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

Erv Leos  
Lead Grant Officer  
(512) 463-9829

Main Email  
[Ervey.leos@tvc.texas.gov](mailto:Ervey.leos@tvc.texas.gov)

Forms & Webinar  
<https://www.tvc.texas.gov/grants-funding/grantee-resources/>



# QUESTIONS

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