



FUND FOR VETERANS' ASSISTANCE  
TEXAS VETERANS COMMISSION  
Helping Veterans Start Again

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2018-2019  
Grantee Amendment Training



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WHAT IS AN AMENDMENT?

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

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AMENDMENT POLICY

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- Three (3) changes of any kind per grant period
- Last day to submit
  - \_\_\_ days prior to end of grant
  - \_\_\_\_\_, 2019

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### TYPES OF AMENDMENTS

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- Time
- Budget
- Scope

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### TIME AMENDMENT

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

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### BUDGET AMENDMENT

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- Change to the approved budget
  - Transfer funds between categories
  - Adding new line items

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## SCOPE AMENDMENT

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

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## AMENDMENT REQUEST

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- Time and Scope
  - In GovGrants
- Budget
  - May require a revised Appendix I – Budget
  - GO will provide copy
  - Attach to GovGrants Amendment request

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### 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 disallowance and/or a recommendation for the Grantee to submit a new application. Assurances of more than one concurrent Grant Agreement or overlapping grant periods is prohibited. A Grantee may request no more than three (3) amendments during 24 months.

Grantee Name: \_\_\_\_\_  
 Grant Numbers: \_\_\_\_\_  
 Grant Period: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Grant Amount: \$ \_\_\_\_\_

FVA Staff Only - Grant Officer			
Amendment #	Expenditure %	Total Expenditure \$	
Performance %	Proposed #	Total Served #	


**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, but not to exceed 24 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 Only 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 areas.  
 Required Documents: Revised Application/Appendix I in Word with Track Changes.

Requesting Authority: \_\_\_\_\_ Date: 05/31/2018  
 Authorized Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 In typing name in above field I agree this server to the signature.

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## APPEALS

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- Decisions are final
- Non-appealable

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## New Resources For Grantees & Applicants

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- Grant Management Resources  
<https://www.tvc.texas.gov/category/grants-funding/grantees/>
- FVA News & Updates  
<https://www.tvc.texas.gov/category/grants-funding/fva-news/>

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TEXAS VETERANS COMMISSION

GRANTS & FUNDING

**FUND FOR VETERANS' ASSISTANCE**

COORDINATING FUNDING TO SUPPORT VETERANS AND THEIR FAMILIES ACROSS TEXAS

**CONTACT FVA**

Charles S. Catene  
Director, Fund for Veterans' Assistance  
T-512-463-1157

**FVA Blog**

News & Updates from the Fund for Veterans' Assistance

**FVA NEWS**  
[CHECK OUT THE LATEST NEWS](#)  
[FOR APPLICANTS](#)  
[FOR GRANTEES](#)

**FOR GRANTEES**  
[SUBMITTING DEADLINES FOR FVA GRANTEE](#)

**FOR APPLICANTS**  
[HOW TO PREPARE FOR THE PRESENTATION](#)  
[HOW TO PREPARE FOR THE LIFE](#)

**FVA ADVISORY COMMITTEE PRESENTATION**  
[REVIEW VIDEOS FOR BEST PRACTICES](#)

**AFTER THE FVA ADVISORY COMMITTEE PRESENTATION**  
[REVIEW VIDEOS FOR BEST PRACTICES](#)

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**CONTACT INFORMATION**

FVA Main Line  
(512) 463-1157

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

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Main Email  
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**QUESTIONS**

Three question mark icons in circular frames.

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