



**Fund for Veterans' Assistance**  
**2019-2020 Grant Awards**

**Grant Application**  
**& Award Policies**

EFFECTIVE JULY 1, 2019

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# I. Application Phase

## A. Application Timeline

The Fund for Veterans' Assistance (FVA) publishes funding opportunities and awards grants to eligible organizations on a yearly basis. While the exact dates of application submission will vary yearly based on the needs of TVC, FVA will generally adhere to the following schedule. The exact dates for application submission will be listed in the Request For Applications:

<i>Month</i>	<i>FVA Action Description</i>	<i>Applicant Response Suggested</i>
August/September	<b>Requests for Application (RFAs) published</b> regarding funding for GA, HTX, VMH, VTC, and VCSO funding opportunities.	<ul style="list-style-type: none"> <li>• Ensure organization is registered in GovGrants system.</li> <li>• Review available Funding Opportunities.</li> <li>• Create application.</li> </ul>
October/November	<b>Applications due in GovGrants</b> for GA, HTX, VMH, VTC, and VCSO funding opportunities.	<ul style="list-style-type: none"> <li>• Submit application in GovGrants by the due date and time listed in the RFA.</li> </ul>
January/February	<b>FVA Advisory Committee Presentations.</b> Eligible applicants are invited to present before the FVA Advisory Committee.	<ul style="list-style-type: none"> <li>• Applicant may present if they choose to do so.</li> <li>• Attendance is not mandatory.</li> </ul>
March	<b>FVA Advisory Committee Recommendations.</b> FVA Advisory Committee holds a public meeting to discuss eligible applications, in order to formulate award recommendations for Commissioners.	<ul style="list-style-type: none"> <li>• Applicant may attend if they choose to do so.</li> <li>• Attendance is not mandatory.</li> </ul>
May	<b>Grants awarded by Commissioners of TVC.</b> Texas Veterans Commissioners hear the recommendations of the FVA Advisory Committee and discuss the awards in a public meeting. Commissioners have absolute authority to fund awards of their choosing.	<ul style="list-style-type: none"> <li>• Applicant may attend if they choose to do so.</li> <li>• Attendance is not mandatory.</li> <li>• Applicants may email requests for feedback on grant applications to <a href="mailto:grants@tvc.texas.gov">grants@tvc.texas.gov</a>.</li> </ul>
June/July	<b>Grant contracts negotiated by FVA staff.</b> While Commissioners determine the funding level for FVA awards, staff is responsible for negotiating with newly awarded grantees to remove items or services which are not permitted by the grant's terms or governing rules.	<ul style="list-style-type: none"> <li>• Conduct contract negotiations with your Grant Officer</li> </ul>

## **B. GovGrants**

### **1. ONE ACCOUNT**

Texas Veterans' Commission (TVC) and the Fund for Veterans' Assistance (FVA) allow only one login be registered per non-profit organization or city/county government for access into GovGrants.

### **2. REGISTRATION**

FVA only approves GovGrants registrations during the annual open application period.

### **3. PASSWORD POLICY**

Applicant and Grantee organizations are responsible for securing their GovGrants login ID and password against unauthorized access. Applicants and Grantees must restrict access to login credentials. ONLY personnel who are authorized to do so may conduct official grant business.

### **4. CURRENT INFORMATION**

Applicants are responsible for ensuring organization contact information is true, correct, and current in GovGrants in order to facilitate timely FVA communications with authorized applicant representatives.

### **5. APPLICATION DEADLINE**

The submission deadline for an FVA grant application is set by the Request For Applications governing the grant program. Requests For Application are published yearly (see **1.A. Application Timeline** in this document)

### **6. TECHNICAL DIFFICULTIES & APPLICATION DEADLINE**

Staff recommends organizations do not wait until the last minute to submit an application for review due to the possibility of technical difficulties when the GovGrants system is in high demand, immediately before the application submission deadline.

The FVA grant application window will not be changed after initial publication due to applicant technical difficulties submitting data in GovGrants.

## **C. Application Review**

### **1. STAGES OF APPLICATION REVIEW AND APPROVAL**

Complete applications submitted by the application deadline undergo a multi-step review process within FVA before award decisions are made by Commissioners:

1. Eligibility Screening by staff
2. Application Scoring by staff
3. FVA Advisory Committee Review
4. FVA Advisory Committee Recommendation
5. Commissioner Review
6. Commissioner Award Decisions

### **2. REVIEW BY STAFF**

Complete applications received by the application deadline are screened by FVA staff for organization and project eligibility.

Applications deemed eligible in the Eligibility Screening stage are graded based on review criteria developed by TVC.

### **3. REVIEW & RECOMMENDATIONS BY FVA ADVISORY COMMITTEE**

#### **Composition Of Advisory Committee**

The FVA Advisory Committee is a collection of individuals appointed by the Texas Veterans Commission to assist with the grant application review process. Staff provides FVA Advisory Committee members with analysis and support in order that Committee members may evaluate all eligible applications and make recommendations on awards to the Commission.

#### **Presentation Opportunity**

Eligible grant applicants are invited to publicly present their projects before the FVA Advisory Committee.

The FVA Advisory Committee Presentation meeting is the eligible applicant's opportunity to offer additional insight on the project to reviewers; for example, why this grant proposal should be recommended to Commissioners and/or approved for award. Advisory Committee members may direct staff to provide additional guidance to applicants as part of the invitation to participate.

Because eligible applicants are not required to present, costs for presenting grant projects at this public meeting may not be charged to the grant (if awarded by the Commission).

Eligible applicants who are unable to attend the optional presentation, may submit presentation materials in the prescribed format. These applicant must notify FVA staff they wish to have their materials displayed to Committee members in lieu of attendance.

Eligible applicants who decide not to present at the FVA Advisory Committee Presentation meeting will not be penalized for this choice not to participate.

### **Presentation Format & Components**

Presentations before the FVA Advisory Committee are grouped by grant program. Eligible applicants are scheduled for an approximate presentation timeslot by FVA staff. The precise time of your presentation may vary slightly from the time assigned.

Eligible applicants may speak before the Advisory Committee for up to three (3) minutes. Following each presentation, FVA Advisory Committee members may ask questions of the applicant.

- Eligible applicants are allowed to prepare and submit ONLY one (1) PowerPoint summary slide before the Presentation meeting, in order to have it displayed as they speak.
- Eligible Applicants are not allowed to submit any additional files for the presentation outside of the summary slide described here.

### **Recommendations by the FVA Advisory Committee**

Following the FVA Advisory Committee Presentation meeting, committee members evaluate all eligible applications individually in order to make recommendations.

Committee members then gather in a second public meeting to discuss the results of these reviews and make a formal recommendation to Commissioners that is in line with the Commission's approved grant and service priorities.

### **Public Record**

Meetings of the FVA Advisory Committee where grant business is discussed are open to the public. After the FVA Advisory Committee Presentation and Recommendations meetings are concluded, a complete video of the proceedings will be posted online within the Texas Veterans Commission Youtube channel (<https://youtube.com/user/txveteranscommission>).

## **4. REVIEW & AWARD DECISION BY COMMISSIONERS**

### **Composition of the Texas Veterans Commission**

Commissioners of the Texas Veterans Commission are appointed by the Governor of Texas. The Texas Administrative Code authorizes Commissioners to approve or reject eligible grant applications to the Fund for Veterans' Assistance.

### **Review by Commissioners**

Following the FVA Advisory Committee's Recommendations meeting, all eligible applications and staff analysis are submitted to the Commissioners of the Texas Veterans Commission for review and approval or rejection.

### **Award Decisions by Commissioners**

Commissioners discuss the eligible applications and vote on awards in a manner of their choosing.

Eligible applicants will be electronically notified of award decisions by the Commission. GovGrants will send this notice to the Primary Contact email address for the applicant.

## II. Award Phase

### A. Getting Started

#### 1. NEGOTIATIONS

After an application has been given a funding decision by the Commission, FVA will work with the newly awarded Grantee to revise the application, correcting and removing unallowable costs or program/project items.

Unallowed costs and services are removed from the grant proposal because FVA is not authorized to disburse grant funding for unallowed items and/or services

Grantees may add allowable costs that were not included in the original application submission, but these costs must fall within the scope of the awarded project.

If a cost appears indirect or does not clearly and directly support the grant project, FVA staff may additionally negotiate with the newly awarded Grantee to reclassify those costs into the indirect costs budget subcategory.

#### Indirect Costs in 2 CFR 200

FVA is required to follow the federal government's guidance and regulations for grants, including on indirect costs:

***§200.412 Classification of costs.***

*There is no universal rule for classifying certain costs as either direct or indirect (F&A) under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the Federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect (F&A) cost in order to avoid possible double-charging of Federal awards. Guidelines for determining direct and indirect (F&A) costs charged to Federal awards are provided in this subpart.*

#### 2. INITIAL DOCUMENTS REQUIRED

In order for the TVC Finance Department to pay a Grantee, Grantee must provide the Grant Officer with the following documents:

Email to the Grant Officer:

- W9 Form
- Direct Deposit Form or denial of Direct Deposit

Upload to GovGrants

and notify Grant Officer:

- Grantee Fiscal & Accounting Policies & Procedures



## **B. Grant Management**

### **1. REIMBURSEMENT PERIOD**

The reimbursement period identifies the time frame of a cost that a Grantee may claim in a monthly Payment Reimbursement Request (PRR) and Texas Veterans Commission (TVC) Fund for Veterans' Assistance (FVA) will reimburse.

The Request for Applications (RFA) defines reimbursement as follows:

***Reimbursement Grant.** The Grantee is required to finance its operations with its own working capital. Grant payments will be made to reimburse the Grantee for actual expenditures made supported by adequate documentation.*

#### **Monthly Claims**

A Grantee may submit a cost for claims in the monthly PRR for cost that a service has been rendered to an eligible Beneficiary or for a cost that has been rendered in the approved budget.

- For example: salary expenses included in the approved grant budget and disbursed to employees on November 1 may be claimed in the December PRR.

#### **Only Services Already Delivered**

A Grantee may submit a cost for claim when the service or product has been provided to the eligible Beneficiary or agency but not for future services or incoming products.

- For example: expenses for staff to attend a conference included in the approved application may only be claimed after Grantee staff has attended the conference.

#### **Future Services Not Allowed**

Future services are a service that has not been rendered or product delivered to a Beneficiary or agency. Future services are not an allowable cost.

- For example: advance payment of three months' rent to ensure a Beneficiary has stable housing is a future service.

#### **Reimbursement of Future Services**

Reimbursement of future services will be reimbursed after the service has been delivered, the same as FVA reimburses bulk purchases only after items have been disbursed.

The Grantee may claim the cost in the following months PRR (if the grant period is still active) after verifying the service has been delivered. Services to be delivered after the grant period ends will not be reimbursed.

- For example: bus passes included in the approved grant budget, purchased in September, and distributed to Beneficiaries in December may be claimed in the January PRR.

## 2. PROGRAM INCOME

Program Income is income generated by the grant-funded activities:

- For example, a counseling service that charges a sliding scale fee must report charges to beneficiaries as program income.

Program Income must be tracked by the Grantee and reported to FVA on a monthly basis.

Report Program Income in the final tab of the PRR labeled "Program Income."

## 3. GRANTEE STAFF CHANGE

Grantees must submit the resumes of Principal Participants within 14 calendar days from the date of the Grantee personnel change.

In case of a change to the Principal Participants or Signing Authority while the grant is active, Grantee must submit a formal notice (electronic is acceptable) from a Signature Authority who remains on the grant after the requested change is complete. The formal notice must be addressed to the Grant Officer, and verify the personnel change requested.

## 4. BENCHMARKS

The Expenditure and Performance benchmarks are described in the Texas Administrative Code (TAC) §460.2, and based on the percentage of the Grant Period elapsed:

- **Expenditure Benchmark**--The percent of the total grant award that must be expended and reported by designated timeframes within the grant period.
- **Performance Benchmark**--The percent of each minimum required performance measure that must be met and reported by designated timeframes within the grant period.

Grant Period Elapsed	Performance Benchmark	Expenditure Benchmark
25%	15%	15%
50%	40%	40%
75%	70%	70%

FVA's goal is for all Grantees to meet or exceed the following benchmarks by the end of the active Grant Period.

Grant Period Elapsed	Performance Benchmark	Expenditure Benchmark
100%	95%	95%

## 5. FUNDS REMAIN IN TEXAS

Grant funds used for services on beneficiaries are to remain in Texas. A contractor from out of state may perform service, but the service must have been performed in Texas.

- For example, mortgage payments may only be for homes located in Texas.

Grantee Staff may attend out of state training with grant funds.

## 6. AMENDMENTS

The following policy applies to requests to change an approved grant period, budget and/or scope. Section 460.12 of the Texas Administrative Code authorizes a Grantee to request an amendment to its Grant Agreement.

Amendments must be submitted in GovGrants. Refer to the Amendments Guide for further instructions on submitting an amendment.

### Limit On Amendment Submissions

A Grantee may have no more than three (3) amendments during the life of a grant, regardless of the final status of those amendment requests.

Amendment requests must be submitted 75 days prior to the end of the original grant period. Grant amendments that extend the grant period do not change the date of the Amendment deadline.

Grantees may not submit an amendment request until the previous amendment has been approved or rejected by the TVC Executive Director.

### Amendment Approval Authority

- **Commission Approval**  
The Commission has the authority to approve or deny requests to change the awarded grant amount.
- **Executive Director Approval**  
The Executive Director is the authority to approve or deny amendment request that change the grant performance period, scope and budget.

### Appeals

Decisions on amendments are final and non-appealable.

### Effective Date

The amendment effective date will be upon approval by the Executive Director. Any amendments go into effect upon approval date. No cost or service will be reimbursed retroactively.

### Timing Of Amendment Submission

An amendment must be submitted prior to the, or in-between, monthly reimbursement request due date(s).

GovGrants is aware of all pending reimbursements, and will not allow a submission of a budget amendment while a monthly reimbursement request is pending approval. GovGrants will also

**Timing Of Amendment Submission (Cont'd)**

not allow the submission of a monthly reimbursement request when the budget amendment is still pending approval.

**Amendment Categories**

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

- **Time.** Additional time added to the grant period of up to six months. The additional time will be added to the end of the current grant period.
- **Budget.** A change to the approved budget, including transferring funds, or adding new line items to budget categories.
- **Scope.** A change in the scope including, changes in services provided, beneficiaries served or geographic service area.

**Amendment Decision Criteria**

TVC will consider the Grantee's progress towards meeting Expenditure and Performance benchmarks, in order to approve or deny the amendment request.

## C. Cost Policies

### 1. CONTRACTOR CHANGES

There are two types of contracts referenced in FVA grants:

- Contracts between the Grantor (FVA) and the Grantee; and
- Contracts between the Grantee and its contractors.

This section refers only to contracts between the Grantee and its contractors.

When a Grantee organization alters or enters into a contract during the grant period, the new contract must be submitted with the next Payment Reimbursement Request.

### 2. SALARY AND FRINGE BENEFITS ALLOCATION

Grantee is expected to adhere to the time percentage allocated to each employee **in the approved budget**.

TVC may grant a one-time exception for an employee(s) in rare cases of staff shortages, or to cover essential Beneficiary needs, but future increases in employee time charged to the grant project require an approved amendment.

### 3. INDIRECT COSTS

The following policy identifies indirect costs (sometimes referred to as IDC) how and when Grantees can claim the cost. The Grantee must first budget indirect costs when applying for a FVA grant. Allowable indirect costs are limited to 10% of the total direct cost of the grant budget.

The Request for Application (RFA) states the following:

*Allowable Indirect Cost Recovery for FVA grants is limited to 10% of total direct costs for all applicants. Indirect charges are those items that are often considered "overhead," and can be classified as those costs associated with accounting, human resources, and other administrative and facility-related costs.*

A grantee may claim its Indirect cost budget at no more than 10% of the total direct cost claimed in each month's Payment Reimbursement Request (PRR). FVA staff will approve up to 10% of the approved total direct cost for that expenditure report. For example:

- Grantee's total Direct Costs claimed in July are \$10,000. Therefore, a maximum of \$1,000 may be claimed in Indirect Cost on the July PRR.

Unclaimed indirect costs may not be claimed at a later date. FVA staff will not approve unclaimed indirect costs from previous months even if the total indirect cost cumulative is less than 10% of the total direct cost cumulative.

An amendment to add funds to the indirect costs budget category limits this change to 10% of the unexpended balance of the grant on the amendment approval date.

## D. Funder Acknowledgment

FVA requires public acknowledgment of the projects it supports, as outlined in Section X. **Texas Veterans Commission Recognition** of the Program Requirements and Terms & Conditions for all awards.

An acknowledgment must be contained in any materials resulting from or related to the FVA award, such as website pages promoting the project, articles, films or video clips, radio programs or appearances, databases, reports, exhibits, events, flyers, brochures, presentations, public-facing forms, and media appearances.

The prominence of the acknowledgment should be in direct relationship to the level of FVA funding provided for the project. The FVA logo and acknowledgment verbiage should be used to credit FVA support whenever possible.

Acknowledgment of the FVA grant is not complete unless all three elements are presented together.

### 1. ACKNOWLEDGMENT VERBIAGE

Grantees must acknowledge program support from FVA with the following language:

This program is supported by a grant from the Texas Veterans Commission *Fund for Veterans' Assistance*. The *Fund for Veterans' Assistance* provides grants to organizations serving veterans and their families.

Grantees must present the FVA logo, verbiage, and TVC website link together in all public-facing materials resulting from the award, with ONE exception: press releases about grant activities release must include the verbiage listed here, but are not required to include the FVA logo.

### 2. RECOGNITION FORMAT

#### Website Recognition

Grantees must acknowledge FVA award(s) with the FVA logo, FVA program verbiage, and TVC website link on the same website page or post where beneficiaries can learn more information about the veterans program funded by the FVA grant(s).

For example, the following website acknowledgment is an acceptable form of recognition:

*This program is supported by a grant from the Texas Veterans Commission Fund for Veterans' Assistance.  
The Fund for Veterans' Assistance provides grants to organizations serving Texas Veterans and their families.*



#### Printed Materials Recognition

Grantees must acknowledge FVA awards on any printed materials (including forms, flyers, and brochures) paid for with FVA funding. Acknowledgment in a smaller (but still legible) font within the document footer is acceptable, if all required elements are included.

## Event Recognition

Grantees must acknowledge FVA verbally and with signage at events paid for with FVA funding. The FVA logo, acknowledgment verbiage, and TVC website URL must be presented together. Signage may be digital or physical in nature.

### 3. ACKNOWLEDGMENT EXAMPLES



Logo, URL &  
Verbiage  
OK



This program is supported by a grant from the Texas Veterans Commission *Fund for Veterans' Assistance*. The *Fund for Veterans' Assistance* provides grants to organizations serving veterans and their families. For more information, visit <https://TVC.Texas.gov>



Logo, URL &  
Verbiage  
OK



Image links to [TVC.Texas.gov](https://TVC.Texas.gov)

This program is supported by a grant from the Texas Veterans Commission *Fund for Veterans' Assistance*. The *Fund for Veterans' Assistance* provides grants to organizations serving veterans and their families.



Logo only



### 4. DO

- ✓ DO include all three elements (logo, verbiage, and TVC website URL) each time you acknowledge your FVA grant.
- ✓ DO use the **exact** verbiage for acknowledgment included in the Program Requirements and Terms & Conditions.
- ✓ DO hyperlink the FVA logo to the TVC website in all online recognition.

### 5. DO NOT

- ✗ DO NOT represent the FVA logo as the logo of your grant project
- ✗ DO NOT use the FVA logo without the FVA verbiage and TVC website link
- ✗ DO NOT separate the elements of award acknowledgment (logo, verbiage, and link to TVC website URL)

## E. Reporting

The following policy applies to monthly financial, quarterly performance, and closeout reporting requirements for Grantees as indicated by section 460.23 and 460.5 of the Texas Administrative Code.

Grantees must submit a monthly Payment Reimbursement Request (PRR) to be reimbursed for expenditures while performing or providing services as indicated by the grant.

Grantees must submit a quarterly Progress Report (PR), including the County-Level Progress Report (CLPR) to describe progress towards Grantee’s target number of beneficiaries to be served. See

Grantees may submit the Closeout Reimbursement Report (CRR) if grant expenses have not cleared Grantee’s bank on the last date of the grant period.

Grantees must verify and submit the Closeout Report (CR) after all grant activities are complete.

### 6. FINANCIAL MANAGEMENT

Accrued costs must be reported timely and accurately as indicated by Uniform Grant Management Standards (UGMS). Accrued costs must be reported on the next report after payment is tendered to Grantee vendor. Costs older than 90 days are usually not allowed by FVA.

A written justification by the signature authority with an explanation of the delay in reporting is required for costs older than 90 days. FVA will review all documents and determine if the delayed cost is allowable. If FVA decides the delayed cost is not allowed, Grantee must remove the item from the PRR and resubmit.

Recurring delayed reporting of accrued costs may result in corrective action.

### 1. PAYMENT REIMBURSEMENT REQUESTS (PRR)

Monthly reports address expenditures that occurred from the beginning (1st) of the reporting month to the end of the reporting month (31st). The monthly reports are due on the 15th of the month following the end of the reporting month.

For example:

<b>January 1-31, 2020</b> <i>Performance Month</i>	<b>February 1-28, 2020</b> <i>Reimbursement Month</i>
<ul style="list-style-type: none"><li>• Grantee obtains DD-214 from Mr. Yzee and stores in the secured, electronic client file</li><li>• Grantee provides a rental assistance payment on behalf of Xavier Yzee, a veteran beneficiary, on January 3<sup>rd</sup></li><li>• Grantee records amount of rental assistance provided to Mr. Yzee in assistance log</li></ul>	<ul style="list-style-type: none"><li>• Grantee submits PRR for expenses relating to the rental assistance payment on behalf of Mr. Yzee in January</li><li>• The PRR is due February 15th</li></ul>



## 2. UNALLOWABLE EXPENSES ON PRR

If the Grantee submits a Payment Reimbursement Request with an unallowable expense, or documentation that does not meet the SDP’s requirements for supporting documentation, the expense will be annotated as unallowable in the spreadsheet, declined by the Grant Officer, and the entire Payment Reimbursement Request will be sent back to the Grantee for correction.

The Grantee must:

- remove the unallowed expense from the PRR spreadsheet and update GovGrants with the correct expense data; OR
- upload the correct documents to GovGrants and resubmit the PRR within five (5) calendar days from the date the PRR is sent back to the Grantee.

## 3. MONTHLY PRR CERTIFICATION

PRR may be certified by the grant’s Signature Authority, Project Coordinator, or Financial Coordinator. Before submitting the PRR to FVA for monthly reimbursement requests, the PRR must be certified by one of the above personnel.

PRRs should not be physically signed. Only the electronic certification is needed.

## 4. PERFORMANCE REPORTING (PR)

Quarterly performance reports address the number of beneficiaries served by the Grantee. Veterans, dependents, and surviving spouses will be counted separately by county. Grantee must report the number of unduplicated clients served for each type of Beneficiary allowed by the approved grant application:

- **Served** means the beneficiary has been provided any service as stated in the proposed project
- **Unduplicated clients** means the individual has not been previously reported as served during the grant period for any reason.

The progress report is due the 15th of the month, following the end of the reporting quarter.

For example:

<b>July 1-31, 2019</b> <i>Performance Month</i>	<b>August 1-31, 2019</b> <i>Performance Month</i>	<b>September 1-30, 2019</b> <i>Performance Month</i>	<b>October 15, 2019</b> <i>Reporting Month PRR Due</i>
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Grantees must record counts of beneficiaries in the appropriate tab of the County-Level Progress Report (CLPR).

- Only total performance in the reporting period is reported in GovGrants.
- County-level data must be entered in the appropriate tab of the CLPR.
- The CLPR must be uploaded in the Progress Report “Attachments” tab in GovGrants.

## **5. COUNTING PERFORMANCE**

Grantees must not count or report beneficiaries as “served” until:

- Proper Beneficiary eligibility documentation has been secured (and is stored in locked physical or electronic client files).
- Service has been provided to the Beneficiary
- Client has not been counted previously in the active grant period.

Beneficiaries served with funding from multiple grant programs may **ONLY** be counted:

- Once, for the grant, for all services provided under that grant.

Therefore, if a client has been served with funding from General Assistance, and then six months later is served with Housing 4 Texas Heroes funding, the client may be reported once under General Assistance (after the service is provided), and then after the second service is provided, the Beneficiary may be counted once under the grant funding the second service.

## **6. CLOSEOUT REIMBURSEMENT REPORTING**

If a Grantee has expenses that have not yet cleared the bank by the last day of the grant, or expenses that remain open at the time of the last month’s report due date, the Grantee may submit a Closeout Reimbursement Report.

The Closeout Reimbursement Report may include **ONLY** expenses incurred during the last performance period, but whose payments have not cleared the bank by the 15<sup>th</sup> of the last Reporting Month in the life of the grant.

GovGrants does not require the Grantee to submit a Closeout Reimbursement Report, if the Grantee does not wish to claim unclosed expenses at the end of the grant period.

## **7. CLOSEOUT REPORTING**

The Closeout Report is initiated by the Grant Officer 60 days after the last performance day of the grant contract, once the last reimbursement payment has been posted. This report:

- is a checklist used by the Grant Officer to verify all data that is expected has been submitted.
- verifies any compliance issues have been corrected or addressed to FVA’s satisfaction.

The Closeout report is sent to the Grantee for verification. Grantee certifies all grant activities are complete, and submits the report to FVA in GovGrants. After submission to FVA, the Closeout Report will be evaluated for approval by FVA management. Following FVA management approval of the Closeout Report, the Grantee is sent an electronic notice by GovGrants stating that the grant file has been closed.

FVA staff may begin this Closeout Report process early if the grant has been completely fulfilled ahead of schedule.

## **8. LATE REPORTS**

Recurring late monthly or quarterly reports may result in corrective action against the Grantee, as authorized in the Texas Administrative Code.

**Late Reports, Cont'd**

FVA Director will provide formal electronic notice to the Authorized Signature Authority indicating the pattern of recurring late reports received by FVA. The notice will indicate corrective action may be taken as authorized in the Texas Administrative Code.

## **F. Non-Performing Grantees**

### **1. CORRECTIVE ACTION**

FVA may impose corrective action for Grantees who do not meet Commission benchmarks (see **Section II.B.5. Benchmarks** of this document for more information on Benchmarks), as authorized by the Texas Administrative Code.

Grantees not meeting established benchmarks will be subject to corrective action. The first step in corrective action is monthly submission of the CLPR spreadsheet to the Grant Officer via email.

This email is due on the 15<sup>th</sup> of the reporting month.

### **2. ACTION PLAN OUTLINE**

The action plan submitted by a notified non-performing Grantee must include the following;

- Evaluation of strengths and weaknesses for prior outreach and marketing efforts; and
- Actions the Grantee will undertake to improve performance.