

# TVC Grant Award Checklist

## Getting Started

### Step 1. Prepare for Negotiations

1. Review two policy documents for the grant period:
  - a. Request for Applications (RFA); and
  - b. FVA Program Requirements & Terms and Conditions
2. Review your Project Narrative and re-acquaint your staff with awarded project. What are the services funded by your organization in the scope of your grant project?
3. Review Texas counties in your project scope – did anything change since submitting your application?
4. Who will you serve?
  - a. Veterans – Character of Service (Discharge Status)?
  - b. Veterans, Dependents, Surviving Spouses?
  - c. What documents will you use for eligibility?
  - d. What documents did you select in the application?  
**Note: you must maintain a copy of client eligibility documents for 3 years after the end of the grant period**
  - e. How many beneficiaries will you serve and/or how many home modifications will you complete?
  - f. How will you count a beneficiary as “served”?  
**Note: FVA provides specific guidelines on how to count beneficiaries served in the “Program Requirements & Terms and Conditions” document. The beneficiary can only be counted if they receive the services for which grant funding is awarded. Example: a grantee providing financial assistance services can only count a client as served if financial assistance services is provided. Referring that client to another organization or assisting that client with obtaining eligibility documentation does not count because “referrals” and “document support” are not financial assistance services.**
5. Review the Budget
  - a. Is the award amount different from the requested amount?
  - b. Do you need to make changes to the budget to match the awarded amount?
  - c. Do you have to hire positions for the grant project?
  - d. Start the hiring process – but positions cannot be charged to the grant before July 1<sup>st</sup>.
  - e. Do you have to adjust the Salaries or Fringe Benefits budget due to increases?
  - f. What other budget category will be reduced to accommodate increases to Salaries and Fringe Benefits?
  - g. Have budgeted employees changed? Names can be changed during negotiations.
  - h. What budgeted items are not allowable that need to be removed or edited?
  - i. What budgeted items do you wish to adjust since the application submission?
  - j. What Client Services will you provide and for which you will request reimbursement?
  - k. Does your organization have a maximum funding amount per client? Does it align with the maximum amounts listed in the RFA?
  - l. If the Commission awarded your grant at a lower amount, do you need to reduce the maximum funding amount per client?
  - m. Have you budgeted for Indirect Cost? (Indirect is limited to a max of 10% of client services)

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6. Contractors: Will bids be received for contracted construction associated with home modification projects? Are your procurement processes (micro purchase, small purchase, large purchase) allowed by state and federal guidelines? Will you contract other client services, and if so, do you have procurement and monitoring policies that govern those contracts?

### Step 2. Negotiations

1. Today, Grantees can view their applications (project narratives and budget/budget narratives) **now** -- and should begin identifying their needed or wanted changes.
2. In the next few weeks, grantees will be contacted by TVC staff (not your grant officer) to start application edits.
3. Grantees cannot make edits to their applications (project narratives and budget/budget narratives) without access given by TVC staff.
4. Your assigned Grant Officer has no role in negotiations.

### Step 3. Verify Grantee Information

***FVA will publish the TVC Grantee information to the TVC website to enable our Grant Services Search Tool on July 1, 2022***

1. This step must be completed before grants will be activated.
2. FVA will provide a link to the 2022-2023 Grantee Contact Sheet by May 20, 2022. The contact sheet includes all the current and relevant information about each grantee that will be published in our **new grant services search tool** on July 1, 2022.
3. Grant organizations are asked to:
  - a. Review all information to verify accuracy.
  - b. Via Google Form, provide missing or updates to information by June 15, 2022.
    - Grant Organization's PRIMARY point of contact info (this person is fully dedicated to the grant project throughout the grant period).
    - Grant Organization's SECONDARY point of contact info
    - Grant Organization's website address
    - Client Intake phone number (how does a veteran call for help?)
    - Client Intake email address (how does a veteran initiate request for services?)
    - Client referrals for additional/other services offered during intake?
    - Client types served – veterans, dependents, surviving spouses?
    - Customer satisfaction surveys (experience feedback) accepted from clients?

### Step 4. Application/Grant Approval

1. When both the grantee organization and FVA's negotiation representative have agreed on negotiated changes to the grant budget and budget narratives, the application with saved changes (referred to as Addenda to the Application) will be converted to a grant award.
2. TVC's Executive Director is the signature authority for TVC and will approve the grant award.

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3. The grant award will be sent to the grantee in GovGrants and must be accepted before grant-funded services can be reimbursed.
4. Your grant officer will activate the grant and send your organization's point of contact a notice that the Notice of Grant Award (NOGA) can be generated (and printed).
5. Grantees will print their NOGAs for wet-ink signature by the grantee's signature authority. A scanned copy of the NOGA must be uploaded in GovGrants by the grantee before the grant contract is considered "fully executed".

### Step 5 - TVC Recognition

***Grantee must go "live" with TVC Recognition on July 1, 2022***

1. Does grantee website include recognition of the TVC grant-funded services?
2. Is the TVC recognition included on the grantee's website, and other printed marketing and outreach documents or brochures ?
3. Printed marketing and outreach documents or brochures budgeted in other direct costs?
  - a. Do the printed marketing/outreach documents or brochures support TVC grant-funded services?
  - b. Do the printed marketing/outreach documents or brochures include all three elements required (the TVC logo, link, and acknowledgment verbiage)? Are they visually grouped together?  
***The required recognition verbiage is: "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 [www.TVC.Texas.gov](http://www.TVC.Texas.gov)"***
  - c. Do the printed marketing/outreach documents or brochures describe other services offered by your organization that are not TVC grant-funded? If so, the materials are not reimbursable. ***TVC reimburses marketing/outreach materials that promote and advertise the TVC grant-funded project only.***
4. On the organization's website and-or marketing/outreach documents or brochures, would a reasonable person be able to identify what TVC grant-funded services are available, who are eligible clients, and how clients may apply for help?
5. Interviews and Press Releases
  - a. Did (or will) your staff or volunteers mention TVC in your interview/press release about grant-funded services?  
***Note: TVC does not expect to be included in the published text every story. FVA Communications Coordinator will provide a program overview (one-pager) of the TVC grant program. This program overview should be presented to local news outlet that provides coverage for your grant-funded project and services. FVA provides this program overview to ensure that media are aware of both your organization's specific story and can place the story in a broader context of the TVC's grant programs.***
  - b. Interview: Did (or will) you provide the TVC recognition (logo, link, and verbiage) about grant-funded services to the reporter or publication, along with any other media?
  - c. Press Release: Did (or will) you include the TVC recognition with your standard organization's message and branding?

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- d. Did (or will) you provide the reporter or publication both your organization logo, and the FVA logo to recognize the grant?

### Step 6. Getting to know your Grant Officer

1. Grant officers will contact their grantee organizations not later than Friday, June 24, 2022.
2. Who will be your organization's PRIMARY POC for the assigned grant officer each month?
3. By **Friday, July 15, 2022** - provide grantee organization's **Direct Deposit Information** to the grant officer (this applies to new grantees AND renewed grantees!). The three (3) forms necessary for direct deposit are:
  - a. AP-152 Application for Texas Identification Number
  - b. 74-176 Vendor Direct Deposit / Advance Payment Notification Authorization
  - c. W-9 Request for Taxpayer Identification Number and Certification
4. By Friday, July 29, 2022 – work with grant officer in confirming your organization's Payment Reimbursement Request (PRR) form to be used monthly for processing reimbursements.

### Step 7. Communications

1. FVA uses the iContact mass communications tool. For some, these emails go to spam. Check your email setting to ensure delivery or contact your IT Dept for assistance.
2. Organizations should add any staff member's email address to FVA's iContact distribution list to receive routine email announcements.
3. Grantee organizations should provide their PRIMARY and SECONDARY points of contacts by June 15, 2022, via the Google Form mentioned in Step 3 above.
4. Additional points of contacts can be added by notifying FVA's Communication Coordinator at [Grants@tvc.texas.gov](mailto:Grants@tvc.texas.gov).
5. Get to know TVC's and FVA's websites and references:
  - a. Do my staff members know about the Grantee section of TVC's website?  
*<https://www.tvc.texas.gov/grants/2022-2023grantees/>*
  - b. Do my staff members know about the **Grant-Services Search Tool** on the TVC Website to assist with referrals to other grantees for additional services?  
*<https://www.tvc.texas.gov/directory/directory-category/grants/>*
  - c. Do my staff members know about other TVC Departments (Claims, Education, Employment, Entrepreneur, Health Care Advocacy, Women Veterans) advocate for and provide services to veterans? *<https://www.tvc.texas.gov/>*

### Step 8. Tour of Texas – Big Check Presentations

1. Will your organization participate in big check presentation ceremonies?
2. Who will accept the check?
3. What is your plan for alerting the local community & media that your organization received a TVC grant for 2022-2023?