



FVA Grant Amendment Training

This webinar will be recorded. Everyone that signed up to attend will receive a notification when the recording is ready for viewing. Webinar recording and accompanying slides will also be available on our website.

<https://tvc.texas.gov/2023-2024grantees>



Training Agenda

- ❑ **Amendment Overview**
- ❑ **Amendment Categories**
- ❑ **How to Submit an Amendment Request**
- ❑ **What to Expect After Amendment Submission**
- ❑ **Amendment Submission Deadline**



What is an Amendment?

- **A change, addition or deletion** to the executed grant contract – as delineated on the approved grant application.
- Submission of an **amendment request** is required by FVA to propose changes to your grant project affecting the scope, budget or grant period.



Amendment Overview

- **3 amendment requests** per grant period
 - Amendment final determination is either
 - a) **Approved** or
 - b) **Disapproved**
- TVC's Executive Director **decision is final and non-appealable**
- Budget adjustments require an amendment



Notification vs Amendment

- Changes to principal participants, grant staff (listed in Salaries & Fringe), or contracted staff
***do not require an amendment**

**unless the allocation % or total allocated Salary/Fringe amount will change*

- **Grantees are required to notify their GO** of any staff changes within 14 days from the date the staff change took effect

Source: 23-24 RFA, p. 19





Amendment Categories: **Budget, Scope, and** **Grant Period (Extension)** **Amendments**

Grant Amendment Categories



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



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



Grant Period (Extension) Amendments extend the grant period up to 6 months
****Not to extend beyond December 31, 2024***





Budget Amendment

Change approved budget, including:

- Transferring funds between budget categories
- Adding new budget sub-categories





Scope Amendment

Change approved project scope, including:

- Geographic Service Area
- Add Beneficiary Type*
- Add Beneficiary Totals Projected
- Discharge Status (Characterization of Service) Served
- Restrictions on eligibility unique to organization





Grant Period (Extension) Amendment

Extend approved grant term

- Up to 6 months of additional time
 - **Not eligible for "Renewal" consideration**
 - **Application for "New" grant becomes ineligible**
- Cannot have two concurrent grants in the same grant program





How to Submit an Amendment Request in TVC Grants Portal

Before initiating an amendment request, make sure to contact your GO.



Amendment Request Submissions



Submitted in TVC Grants Portal + Workbook

- Budget amendments may require additional Excel workbook to detail line-item changes requested
- GO will provide a working copy
- Attach workbook to amendment request



Submitted entirely in TVC Grants Portal



1) Log in to TVC Grants Portal

<https://tvc.fluxx.io/>

Texas Veterans Commission Grants Portal

Login Now:

[Forgot 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.

FLUXX

[Privacy Policy](#) [Accessibility](#)



10/2/2023

Welcome to the Grantee Portal!

From this screen, you can . . .

- Submit an application for funding
- Track the status of your pending application
- Access key documents and information about 2023-24 funding opportunities (coming soon)

How To Use The Portal

The icons on the left-hand side are called "cards". When you click on the link beneath each card, you can access the following:

- No Autosave Option
 - When done editing, always "Save" your request using the button at the top of each card before returning to the main screen. Saving often ensures you can return to continue editing. Only click the "Submit" button when the page is complete. Once you submit, you will no longer be able to edit.
- Requests
 - Requests to Edit*

Once you have been invited to submit an application, the application is available via this link. You can find the application here, available for editing.
 - Submitted*

Once you have submitted your application, the application appears in the Submitted Requests link. Find a read-only version of your submitted application(s) here

How To Apply For A 2023-24 TVC Grant (Coming Soon)
Apply for Funding

STEP 1: ORGANIZATIONS REVIEW THE FUNDING OPPORTUNITY

- Organization Eligibility To Apply
- Governing Documents for the Funding Opportunity
 - Request For Applications "the 2023-24 RFA"
 - Program Requirements and Terms & Conditions
 - Reimbursement Documentation Requirements
- Resources for TVC Grant Applicants
 - 9/27 Request For Applications Webinar
 - 10/5 TVC Grant Application Webinar
 - 2020 Veterans Needs Assessment

2) Find Grantee Dashboard

Before submitting an amendment, first confirm:

- a) No reports are due, and
- b) All previously submitted PRRs are in **Approved for Payment** or **Paid PRR** status

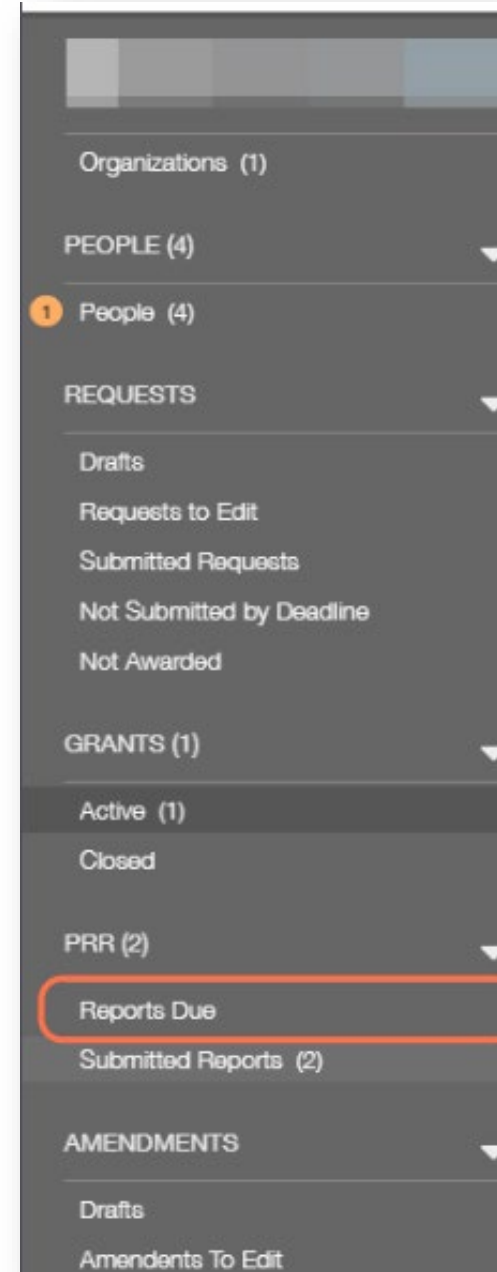


a) **Reports Due** queue must be cleared before submitting an amendment

If you would like to submit your amendment before submitting pending **Report Due**, contact your GO.



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b) If most recent Submitted Report is still in **Under Review** status, you will not be able to submit your amendment request



10/2/2023

August PRR
Grant ID: G-2022-09028
Period Ending On: August 31, 2023 | Type: PRR
Report ID: 802324725
Status: Under Review

Request Amendment

Grant ID: G-2022-09028
Status: New
Amendment ID: 39376512
Created: Liquid error: nil is not a symbol nor a string

⚠ A PRR is in progress - this must be resolved before an amendment can be submitted.

▶ Comments

What is being amended?

Time
Scope
Budget

>

<

Save

If an amendment record is created accidentally, it can be deleted. Scroll to the end of the form and click on **Delete**

▼ Supporting Documents

Documents	
	+

Buttons: Delete, Cancel, Save, Save and Close



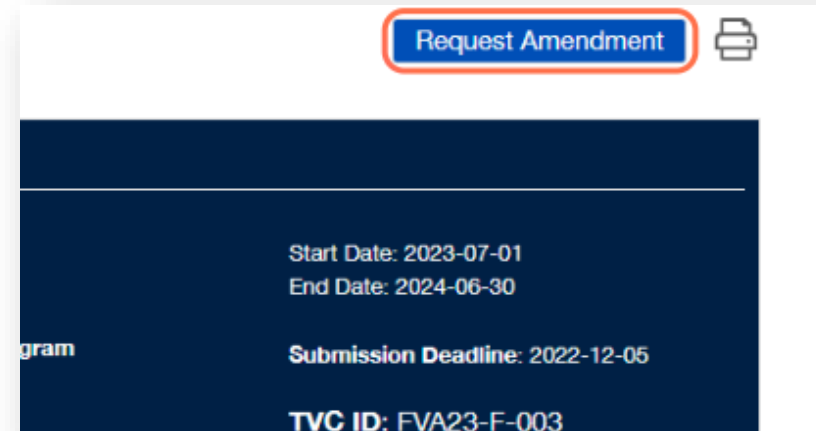
3) Click Active and select grant to begin your amendment request



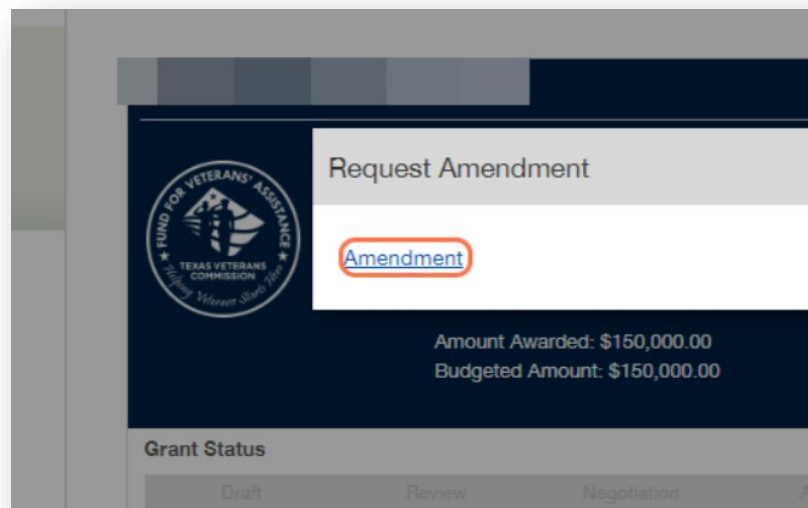
10/2/2023

The screenshot shows a web application interface. On the left is a dark sidebar with a menu. The main content area is divided into a search bar at the top, a list of grants, and a detailed view of a selected grant. The sidebar menu includes sections for INFORMATION, ORGANIZATIONS (1), PEOPLE (4), REQUESTS, GRANTS (1), and PRR (2). The 'GRANTS (1)' section is expanded, showing 'Active (1)' and 'Closed'. The 'Active (1)' item is highlighted with an orange box. The search bar at the top shows a search result for ID: G-2022-09028, General Assistance Program, Financial Assistance, with an Amount Awarded of \$150,000.00. The detailed view on the right shows the grant's status as 'Granted' and includes fields for ID, VCISO, Start Date, End Date, Submission Deadline, TVC ID, Amount Awarded, Budgeted Amount, and Award Type. There are also sections for Negotiations, NOGA Agreement, and NOGA Documents. A confirmation message at the bottom states: "I hereby confirm that I have the authority to enter this organization into a contract with Texas Veteran's Commission. (Delegation of Authority letter has been uploaded as..."

4) Click on Request Amendment



5) Click on Amendment



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Request Amendment

What is being amended?

Time
Scope
Budget

>

<

For what purpose is the amendment being requested?

What impact will the amendment have on the grant project?

Save

6) Select applicable amendment category and click on arrow



You can include more than one proposed change, and/or amendment category on a single amendment request.



Amendment sections will vary depending on amendment type.

Click on amendment form examples below to help you complete sections applicable to your amendment request:

Budget Amendment Example

Scope Amendment Example

Grant Period (Extension Amendment Example



Remember to periodically **Save the amendment record as you proceed to complete all applicable sections of amendment request.**

▼ Supporting Documents

Documents	+
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Delete Cancel **Save** Save and Close



Request Amendment

For what purpose is the amendment being requested?

Prepare to provide purpose, impact and justification for ALL requested changes. Reviewers should be able to easily identify the purpose of all requested changes.

What impact will the amendment have on the grant project?

Reviewers are looking for a clear, complete, and succinct summary of all changes requested. Remember to describe what aspects of the grant project will be impacted by each of the requested changes.

What is the justification for the amendment?

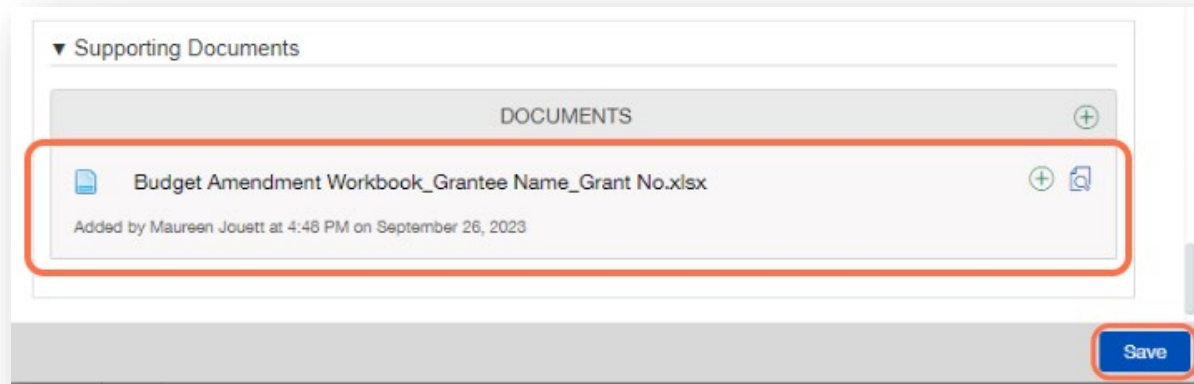
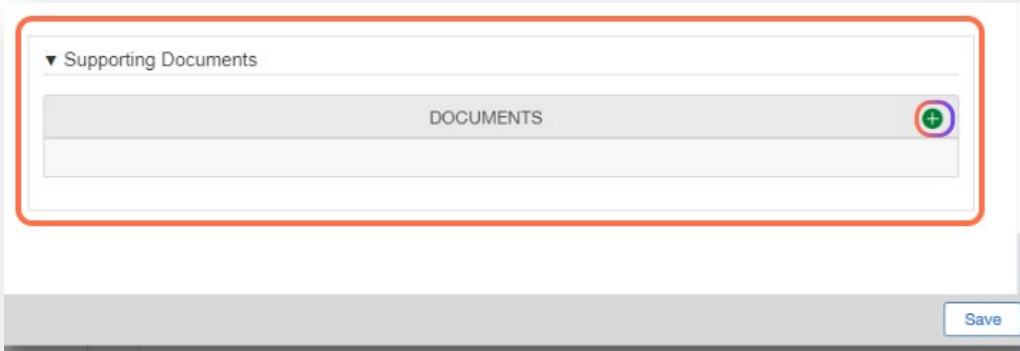
Remember that all reviewers should be able to easily identify the purpose, what aspects of the grant project will be impacted and how the justification supports the changes requested. Make sure to provide justification for each of the requested changes.

Save

7) Describe purpose, impact and justification for all requested changes.

Purpose, impact, and justification responses are required for all amendment types.





8) Attach Budget Amendment Workbook (if applicable) and hit Save



9) Click on Drafts to find amendment record; click on Edit to review and make changes

10) Click on Submit to finalize amendment request submission



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- People (4)
- REQUESTS
 - Drafts
 - Requests to Edit
 - Submitted Requests
 - Not Submitted by Deadline
 - Not Awarded
- GRANTS (1)
 - Active (1)
 - Closed
- PRR (2)
 - Reports Due
 - Submitted Reports (2)
- AMENDMENTS
 - Drafts (1)**
 - Needs Revision
 - Submitted
 - Approved
 - Disapproved

Grant ID: G-2022-09028
Status: New
Amendment ID: 39376514
Created: Liquid error: nil is not a symbol nor a string

Status: **New**

► Comments

What is being amended? Scope, Budget

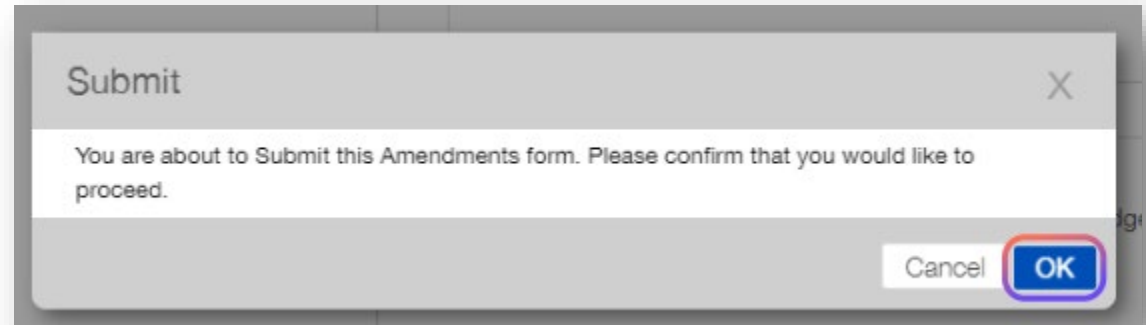
▼ Scope

Current Response on Request:

Geographic Service Area(s): Bell, Bosque, Coryell, Falls, Grimes, Hamilton, Lampasas, Limestone, McLennan, Milam, Mills, Robertson, San Saba, Williamson

Update **Submit**

11) Click on OK to confirm submission



Congratulations!
You just submitted your amendment request!



Amendment Form Examples



10/2/2023

Budget Amendment Form

► Comments



1

What is being amended?

Time
Scope



Budget

▼ Budget

Which Budget categories are being amended?

Travel
Supplies
Direct Client Services
Other Direct Cost



Salary & Fringe
Indirect Cost

2

Salary & Fringe Group

Name	Job Title	Annual Salary	% Time to TVC Grant	Total Grant Funded Salary
				\$22,375.60
Total Fringe: \$2,633.44		Total Grant Funded Fringe: \$1,711.74		
Social Security: \$2,134.29 Medicare: \$499.15 FICA: \$2,633.44	Health: Dental: Vision:	Life: Disability: Worker's Comp:	Unemployment: Retirement:	Parking: Phone:
Total Salary + Fringe: \$24,087.34		Fringe % of Salary: 7.65%		
		\$67,820.00		\$27,128.00
Total Fringe: \$5,188.23		Total Grant Funded Fringe: \$2,075.29		
Social Security: \$4,204.84 Medicare: \$983.39 FICA: \$5,188.23	Health: Dental: Vision:	Life: Disability: Worker's Comp:	Unemployment: Retirement:	Parking: Phone:
Total Salary + Fringe: \$29,203.29		Fringe % of Salary: 7.65%		
Total Salary				\$53,290.63

Changes to Salary & Fringe Group:

3

IDC Group

Category	Amount Requested
Administrative and Facilities Costs	\$12,003.37
Total	\$12,003.37

Changes to IDC Group:

4

If the area to change is not identified in the Budget section above, input the changes in this narrative box.

5

For what purpose is the amendment being requested?

What impact will the amendment have on the grant project?

What is the Justification for the amendment?

▼ Supporting Documents

6

Documents



Scope Amendment Form

Comments

1

What is being amended?

Time
Budget

>
<

Scope

Scope

2



Current Response on Request:

Geographic Service Area(s): Bell, Bosque, Coryell, Falls, Grimes, Hamilton, Lampasas, Limestone, McLennan, Milam, Mills, Robertson, San Saba, Williamson

Geographic Service Area(s):

Anderson
Andrews
Angelina
Aransas
Archer

>
<

Current Response on Request:

Who will the organization provide direct services to under the proposed project? Check boxes below.

- Veterans
- Dependents
- Surviving Spouses

Number of Veterans	168
Number of Dependents	266
Number of Surviving Spouses	6
Total Number of Clients to be Served:	440

Who will the organization provide direct services to under the proposed project? Check boxes below.

- Veterans
- Dependents
- Surviving Spouses

Number of Veterans: 168

Number of Dependents: 266

Number of Surviving Spouses: 6

Total Number of Clients to be Served: 440

Current Response on Request:

Number of Home Modification, Home Repair, and Weatherization Projects to be completed. *

Number of Home Modification, Home Repair, and Weatherization Projects to be completed.

Current Response on Request:

Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services.

Financial assistance to support VDS including: Housing (includes rent, mortgage, deposit and late fees not to exceed 6 months arrears or \$6000 per Veteran household); utilities (include bills for electric, gas, water, deposit, late fees, reconnect fees not to exceed 6 months per Veteran household); transportation (includes car payments, late fees, car repairs, purchase of bicycle, cost not to exceed 3 month period or repairs not to exceed \$3000 per Veteran household or 25% of vehicle value).

Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services.

Current Response on Request

What types of eligible beneficiaries from the United States military components will your organization serve with TVC grant funding? (select all that apply)

Veteran

What types of eligible beneficiaries from the United States military components will your organization serve with TVC grant funding? (select all that apply)

Active Duty
National Guard
Reserves
Veteran

>
<

Current Response on Request

Choose the veteran discharge status(es) (Characterization of Service) that your organization will serve with TVC grant funding? (select all that apply)

Honorable, General Under Honorable Conditions

Choose the veteran discharge status(es) (Characterization of Service) that your organization will serve with TVC grant funding? (select all that apply)

Honorable
General Under Honorable Conditions
Other Than Honorable Conditions
Uncharacterized

>
<

Current Response on Request

Describe any other restrictions on eligibility, if applicable (example: income level, VA disability rating, etc).

None

Describe any other restrictions on eligibility, if applicable (example: income level, VA disability rating, etc).

Current Response on Request

Does your organization have a maximum allowable amount per client?

false

Does your organization have a maximum allowable amount per client?

If the area to change is not identified in the Scope section above, input the changes in this narrative box.

3

For what purpose is the amendment being requested?

What impact will the amendment have on the grant project?

What is the justification for the amendment?

Supporting Documents

Documents



Delete

Cancel

Save

Save and Close

Grant Period (Extension) Amendment Form

▶ Comments



What is being amended?

Scope
Budget

>

<

1

Time

▼ Time

Old Start Date

7/1/2023

Old End Date

6/30/2024

New Start Date

7/1/2023

New End Date

6/30/2024

2

If the area to change is not identified in the Time section above, input the changes in this narrative box.

3

For what purpose is the amendment being requested?

What impact will the amendment have on the grant project?

What is the justification for the amendment?

▼ Supporting Documents

Documents



Budget Amendments

▼ Budget

Which Budget categories are being amended?

Travel
Supplies
Other Direct Cost
Indirect Cost

>

Salary & Fringe
Direct Client Services

<

Salary & Fringe Group

Name	Job Title	Annual Salary	% Time to TVC Grant	Total Grant Funded
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Save

If requesting a Budget amendment, only select budget categories applicable to amendment request



Budget Amendments

Describe changes pertaining to each applicable budget category directly impacted by amendment

Request Amendment

Total Salary + Fringe:		Fringe % of Salary: 7.65%		
	ED-Trng&ResMgr/Coord	\$67,820.00	40%	\$27,128.00
Total Fringe: \$5,188.23		Total Grant Funded Fringe: \$2,075.29		
Social Security: \$4,204.84 Medicare: \$983.39 FICA: \$5,188.23	Health: Dental: Vision:	Life: Disability: Worker's Comp:	Unemployment: Retirement:	Parking: Phone:
Total Salary + Fringe: \$29,203.29		Fringe % of Salary: 7.65%		
Total Salary				\$53,290.63

Changes to Salary & Fringe Group:

Describe changes to Salaries & Fringe. In our example, we are moving excess funds in Salaries & Fringe to Client Services.

Save



Budget Amendments

Make sure that the proposed change, and amounts described coincide with proposed changes as described on Budget Amendment Workbook

Request Amendment

Direct Client Services Group

Category	Unit Cost	Quantity	Amount Requested
Mortgage	\$303.00	17	\$5,151.00
Transportation Beneficiary Vehicle	\$700.00	6	\$4,200.00
Utilities	\$111.00	265	\$29,415.00
Rent	\$303.00	150	\$45,450.00
Total			\$84,216.00

Changes to Direct Client Services Group:

In our example we are adding funds to Client Services from Salaries & Fringe.]

Save



Scope Amendments

If not requesting changes to a particular section of a **Scope Amendment**, leave it blank

Request Amendment

Current Response on Request:

Geographic Service Area(s): Bell, Bosque, Coryell, Falls, Grimes, Hamilton, Lampasas, Limestone, McLennan, Milam, Mills, Robertson, San Saba, Williamson

Geographic Service Area(s):

Anderson
Andrews
Angellina
Aransas
Archer

Current Response on Request:

Who will the organization provide direct services to under the proposed project? Check boxes below.

- Veterans
- Dependents
- Surviving Spouses

Number of Veterans	168
Number of Dependents	266
Number of Surviving Spouses	6
Total Number of Clients to be Served:	440

Save



Scope Amendments

Request Amendment

Geographic Service Area(s): Bell, Bosque, Coryell, Falls, Grimes, Hamilton, Lampasas, Limestone, McLennan, Milam, Mills, Robertson, San Saba, Williamson

Geographic Service Area(s):

Coakum	>	Limestone
Young		McLennan
Zapata		Milam
Zavala		Mills
Guadalupe	<	Robertson
Williamson		San Saba

Current Response on Request:

Who will the organization provide direct services to under the proposed project? Check boxes below.

- Veterans
- Dependents
- Surviving Spouses

Number of Veterans	168
Number of Dependents	266
Number of Surviving Spouses	6
Total Number of Clients to be Served:	440

Save

If requesting to expand on current counties served, for example, make sure to include all existing counties served + additional counties proposed. System will override previous list with new selections



* Reducing number of originally approved counties served is not advised.

Scope Amendments

If requesting to reduce discharge statuses served, for example, only include proposed discharge statuses. System will override previous list with new selections

The screenshot shows a 'Request Amendment' form with the following sections:

- Current Response on Request:** A text field containing the question: "Choose the veteran discharge status(es) (Characterization of Service) that your organization will serve with TVC grant funding? (select all that apply)". An orange arrow points to this field.
- Selected Discharge Statuses:** A list of options: "Bad Conduct, Dismissed, General Under Honorable Conditions, Honorable, Other Than Honorable Conditions, Uncharacterized". This list is enclosed in an orange box.
- Discharge Status Selection:** A list of options: "Uncharacterized", "Dishonorable", "Bad Conduct", "Dismissed", "N/A. This grant project will only serve eligible". A right arrow button (>) is next to this list.
- Proposed Discharge Statuses:** A list of options: "Honorable", "General Under Honorable Conditions". This list is enclosed in an orange box, and an orange arrow points to it.
- Current Response on Request (Bottom):** A text field containing the question: "Describe any other restrictions on eligibility, if applicable (example: income level, VA disability rating, etc)". The current response is "None".
- Describe any other restrictions on eligibility, if applicable (example: income level, VA disability rating, etc):** A text field at the bottom of the form.
- Save Button:** A blue button labeled "Save" at the bottom right of the form.



Scope Amendments

Request Amendment

Current Response on Request:

Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services.

Financial assistance to support VDS including: Housing (includes rent, mortgage, deposit and late fees not to exceed 6 months arrears or \$6000 per Veteran household); utilities (include bills for electric, gas, water, deposit, late fees, reconnect fees not to exceed 6 months per Veteran household); transportation (includes car payments, late fees, car repairs, purchase of bicycle, cost not to exceed 3 month period or repairs not to exceed \$3000 per Veteran household or 25% of vehicle value).

Describe the services that your project will provide with this funding, and the specific veteran beneficiaries who will receive the services.

Current Response on Request

What types of eligible beneficiaries from the United States military components will your organization serve with TVC grant funding? (select all that apply)

Veteran

Save

If requesting to make changes to any of the available text box fields, first copy and paste **Current Response on Request**, and then add to or modify accordingly.



Grant Period (Extension) Amendments

New End Date cannot exceed 6 months from old end date.

▼ Time

Old End Date
6/30/2024

New Start Date
7/1/2023

New End Date
6/30/2024

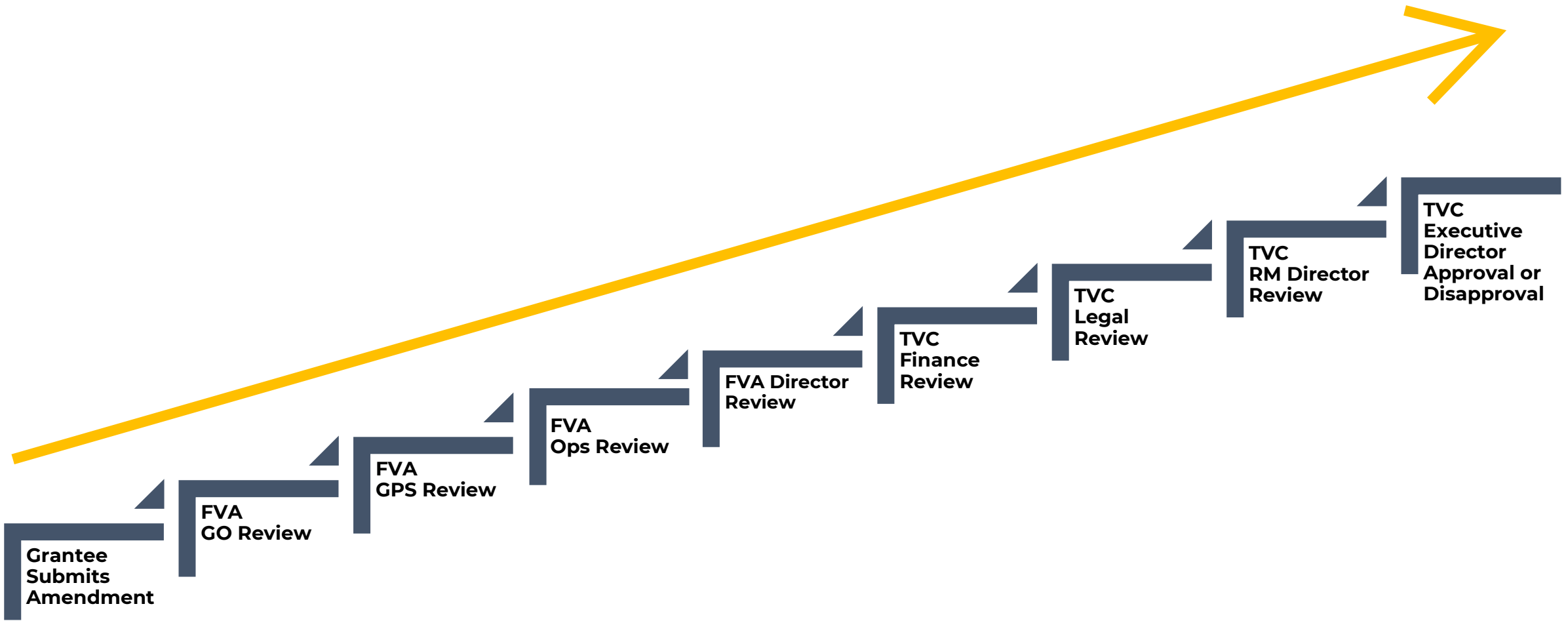
If the area to change is not identified in the Time section above, input the changes in this narrative box.





What to Expect After Amendment Submission





Submission to Final Determination

Final Determination

- Amendment request will result in one of two possible outcomes
 - **Approved**
 - **Disapproved**
- Amendments are effective upon date of TVC's Executive Director's decision
- **Decision is final & non-appealable**
- No cost or service may be retroactive



Amendment Best Practices

- Make sure to reach out to your GO if you need to submit an amendment
- Provide a clear and succinct description of all changes requested





**LAST DAY TO SUBMIT
AMENDMENT REQUEST**

SUNDAY, MARCH 31, 2024

@ 11:59 PM



10/2/2023



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Please contact your GO if you wish to submit an amendment request, or if you have program-specific amendment questions unique to your organization.