**AmeriCorps sub-grantee reimbursement process**

**Overview**

This procedure documents the process of how AmeriCorps sub-grantees request and receive payment for their grant expenses.

**How a Sub-Grantee Requests Reimbursement**

**PART I:** Creating the Reimbursement Request

1. Sub-Grantee shall use the final approved budget by OneStar to manage its expenditures related to this grant.
2. The Sub-Grantee will not make any budgetary changes without prior written approval by OneStar in accordance with the Budget Variance Policy.
3. The Sub-Grantee will use the OneStar Periodic Reimbursement Request (PER) form to prepare its request.
4. The Sub-Grantee will record its current period expenditures on the PER form.
   1. The Sub-Grantee will list all applicable current period CNCS share expenditures
   2. The Sub-Grantee will list all applicable current period Grantee share expenditures
5. After completion of all required fields on the PER form, the appropriate designated authority will sign and date the PER form.

**PART II:**Submitting the Reimbursement Request

1. The PER form may be submitted to OneStar electronically or hard copy. OneStar allows electronic copies based on Section 1703 and Section 1705 of the Government Paperwork Elimination Act. OneStar’s systems meet the minimum standards for electronic copies and any electronic submission of the PER form by the grantee must meet the criteria outlined below.
   1. **Electronic Copies (preferred method):** An original signed PER form may be scanned and submitted to OneStar. The scan must be useable and readable in its entirety by OneStar. The file should be emailed to the sub-grantee’s assigned Grants Officer (Fiscal)
   2. **Hard Copies:** An original signed PER form may be submitted to OneStar via regular mail. The document should be mailed to the sub-grantee’s assigned Grants Officer (Fiscal). If an unsigned email copy is sent in prior to receipt of the PER, the PER will not be processed until the signed copy is received at OneStar.

**Processing the PER**

**PART I:** Analysis and Review

***Note on FINAL PERs***

The Grants Officers (Fiscal) will determine if the submitted PER is the final PER. If it is the final PER, then final PER monitoring is required before the PER may be paid. The Grants Officers (Fiscal) will complete Final PER monitoring and resolution prior to submitting the request for payment and will skip the other steps listed below in this section.

***Regular PERs (non-Final PERs)***

1. The Grants Officers (Fiscal) will conduct a brief review of reasonableness, compliance checks, and overage checks in accordance with OneStar policies. If corrections are required to the PER, the Grants Officers (Fiscal) will contact the Sub-Grantee to make the required corrections. If the PER is approved by the Grants Officers (Fiscal), then the PER is submitted to the Associate Director, AmeriCorps\*Texas for final review.
2. The Associate Director, AmeriCorps\*Texas will conduct a final review of all PERs for mathematical accuracy and coding. Once approved, the AD will submit the PER to Accounting for payment.
3. Accounting will review the PER to ensure proper approval and coding with fund and program number, then process it for payment via an ACH transfer from OneStar’s National Service Commission Operating bank account.

**PART II:** Payment to Sub-Grantee

* The Accountant should only receive approved PERs ready for payment.
* Sub-grantees will receive payment within 45 days of OneStar’s receipt of a compliant PER.