## How to Submit a PER for Fixed Amount Grants



1. Log in to tx.oncorpsreports.com

2. From your dashboard, choose the Financials Tab, then the option "Submit Reports", then "Periodic Expense Report"

OnCorps Reports™ On task. On time. Online.		Welcome Test Director <u>view/edit profile   logo</u> Logged in as: Program Director   XX_Test Program State & Program Year: Texas   2017-2018 <u>chang</u>
HOME TOOLS V MANAGE RECORDS V REPORTING	EINANCIALS TIME TRACKI Submit Reports	NG V DIRECTORIES V CALENDAR V HELP V Budget Plice Create PDF Fixed Amount Grant Invoice Periodic Expense Report Aggregate Financial Report
Velcome Test PER Notifications	Member Enrollment/Hours Repor	

3. Select a budget period from the drop down menu.



-For those programs that submit monthly PERs, choose July 2017 for the PER ending 7/31/17, August 2017 for the PER ending 08/31/17.

-For those programs that submit two PERs per month, choose September 2017 Part 1 for the PER ending 9/15/17 and September 2017 Part 2 for the PER ending 9/30/17. -For those programs that submit quarter PERs, choose the quarter end date from the drop down menu that corresponds with your PER end date. 4. Enter your expenses in the section with a green label titled "Current Expenditures". Please use only the CNCS column (CNCS Share). Do not enter information into the columns labeled "Grantee Cash" or "Grantee In-Kind".

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5. Enter expenses for Fixed Amount Grant into the "Member Support Costs" line item only, as you did in the previous OneStar PER process.

	TOTAL PROGRAM		\$453,	250.00			\$.0	0
	Percentage	100%	0%	0%		n/a	n/a	n/a
		\$453,250.00	\$.00	\$.00	\$453,250.00	\$.00	\$.00	\$.00
	Percentage	n/a	n/a	n/a		n/a	n/a	n/a
Adm	inistrative ~ Indirect Costs Subtotal		\$.00	\$.00	\$.00	\$.00	\$.00	\$.00
B	Federal Indirect	\$0.00	<mark>\$0.00</mark>	\$0.00	\$.00	0	0	0
A.2	Commission Fixed Costs	\$0.00	S0.00	\$0.00	\$.00	٥	0	0
A.1	CNCS Fixed Costs	\$0.00	<mark>\$0.00</mark>	<b>\$0.00</b>	\$.00	0	0	0
A	CNCS Fixed Percentage							
Adm	inistrative ~ Indirect Costs		1					
	Percentage		0%	0%	9400,200.00	n/a	n/a	n/a
L.5	Member Support Subtotal Program Operating Costs Subtotal	\$453,250.00 \$453,250.00	\$0.00 \$.00	\$0.00 \$.00	\$453,250.00 \$453,250.00	\$.00	\$0.00 \$.00	\$0.00
						44025	<u>80.00</u>	0
L.4	Member Support Costs	\$453,250.00	\$0.00	\$0.00	\$453,250 20			
L.3	Health Care	\$0.00	S0.00	\$0.00	\$.00	0		0
L.2	Workers Comp	\$0.00	\$0.00	\$0.00	\$.00	0		0
L.1	FICA	\$0.00	\$0.00	\$0.00	\$.00	0	0	0
L	Member Support							

6. When you have entered all of your program expenses, click the "Calc Admin & Match (%)" button at the bottom. This will total all of your line items and calculate percentages.



## 7. Review

	TOTAL PROGRAM	N	\$453.	2 50.00			\$44	025.00	
	Percentage	100%	0%	0%		100%	0%6	0%	
		\$453,250.00	\$.00	\$.00	\$453,250.00	\$44,025.00	\$.00	\$.00	\$44,025.00
	Percentage	n/a	n/a	n/a		n/a	n/a	n/a	
Adn	ninistrative ~ Indirect Costs Subtotal		\$.00	\$.00	\$.00	\$.00	\$.00	\$.00	\$.00
B	Federal Indirect	\$0.00	\$0.00	\$0.00	\$.00	0	0	0	\$.00
A.2	Commission Fixed Costs	\$0.00	\$0.00	\$0.00	\$.00	٥	٥	D	\$.00
A.1	CNCS Fixed Costs	\$0.00	\$0.00	\$0.00	\$.00	0	0	0	\$.00
A.	CNCS Fixed Percentage								and Section 1
Adm	inistrative ~ Indirect Costs								
	Percentage	100%	0%	0%		100%	0%6	0%	
	Program Operating Costs Subtotal		\$.00	\$.00	\$453,250.00	\$44,025.00	\$.00	\$.00	\$44,025.00
L.5	Member Support Subtotal	\$453,250.00	\$0.00	\$0.00	\$453,250.00	\$44,025.00	\$0.00	\$0.00	\$44,025.00
L-4	Member Support Costs	\$453,250.00	\$0.00	\$0.00	\$453,250.00	44025	0	0	\$44,025.00
L_3	Health Care	\$0.00	\$0.00	\$0.00	\$.00	0	0	D	\$.00
L.2	Workers Comp	\$0.00	\$0.00	\$0.00	\$.00	٥	0	0	\$.00

	AmeriCorps Funds	Grantee Share
1. Grant Amount (linked to budget above)	\$453,250.00	\$.00
2. Expenditures to Date (Before this report)	\$.00	\$.00
3. Grant Balance Available (line 1 less line 2)	\$453,250.00	\$.00
<ol> <li>Current Period Expenditures (linked above)</li> </ol>	\$44,025.00	\$.00
5. Grant Balance Remaining	\$409.225.00	\$.00
6. Amount of This Request (current expenses)	\$44,025.00	\$.00
Final PER2	Ves No	

CNCS Budget	\$453,250.00
10% Budget	\$45,325.00
CNCS Adm	in <= 5.26%
Budget	0% (OK)
YTD Actual	0% (OK)
Overall M	atch >= 0%
Budget	0% (OK)
YTD Actual	0% (OK)
Cost P	er MSY
Budget (25)	\$18,130.00
YTD Actual ()	
The Cost/MS	Y can only be
calculated after t	he last day of th

Please note: The PER will alert you to budget variances in the budget to actuals columns on the right hand side of the workbook

This is the	e amount o	of your	reimbursement
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I certify that the amounts shown above are accurate and do not exceed the grant award. All grant expenditures have been recorded and reported according to generally accepted accounting principles, OMB Circulars, & CNCS grant guidelines.

Additional Comments:

Calc Admin & Match (%) Save

Submit for Approval

Cancel



9. When you are ready, click the certification disclaimer at the bottom and then click the "Submit for Approval" button. You can also "Save" if you need more time. OneStar staff will review and approve your PER or send it back to you for changes. Please monitor your notifications on your dashboard to check for status changes.

IMPORTANT: The staff member that submits this PER via OnCorps must be on file with OneStar as a fiscal contact or legal authorized signatory for your program. If you need to update your program's authorized representatives, please fill out the Authorized Representative Form (ARF) here: http://www.tfaforms.com/159770