How to Submit a PER for Cost Reimbursement 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”

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) and Grantee Cash column (Grantee Share). Do not enter information into the column labeled “Grantee In-Kind”. Enter expenses by line item.

5. For Section III, Administrative-Indirect Costs, enter your CNCS fixed cost or Federal Indirect line items only. **Do not enter an amount in the blank for the commission fixed costs (this will be done later).**

**IMPORTANT:** You should have either a CNCS Fixed Cost OR a Federal Indirect Cost Rate, NOT both.
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. This will also calculate the state commission 2% (in the Request for Funds-Payment Calculator in the bottom right hand corner). Please take this number and enter it into the line item above for Commission Fixed Costs (the one that was left blank in Step 5).

**...enter it into the Commission Fixed Costs line item blank here.**

Take the calculated Commission 2% number here and......

**IMPORTANT:** These numbers must be identical on your submitted PER
8. Click the "Calc Admin & Match (%)" button again and review.

9. Please put the PER end date in this comments section.

Please note that the PER will calculate your match percentages to allow you to monitor throughout the grant year. It will also cumulatively track FICA percentages, asset utilization (percentage of CNCS funds spent) and grantee share percentages. The PER also alerts you to budget variances in the budget to actuals columns on the right hand side.

10. When you are ready, click the 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 the notifications section of your OnCorps 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