How to Submit a PER for Fixed Amount Grants
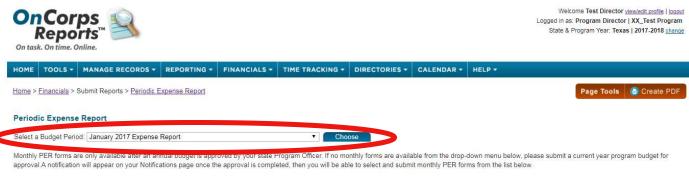
1. Log in to tx.oncorpsreports.com

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

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

-For those programs that submit monthly PERs, choose July 2019 for the PER ending 7/31/19, August 2019 for the PER ending 08/31/19.

-For those programs that submit two PERs per month, choose September 2019 Part 1 for the PER ending 9/15/19 and September 2019 Part 2 for the PER ending 9/30/19.

-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 the amount of your request in the Member Support Costs line in the CNCS share green "current expenditures" column. Do not enter any information into the Grantee Cash or Grant In-Kind columns.

Program Name: *xx-Test Fixed Program*
Legal Applicant: *xx-Test Fixed Program*
Program Type: *Fixed Amount Grant (0% match)*
Program Year: *2019-2020*
Budget Period: *September 2019 Expense Report*
Yellow Background = Over Budget by less than 10%

Prime Grant Number: *11FXHTX001*
Fund Code: *38*
Program Code: *002*
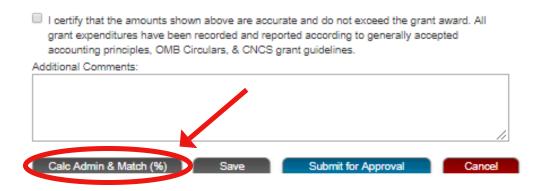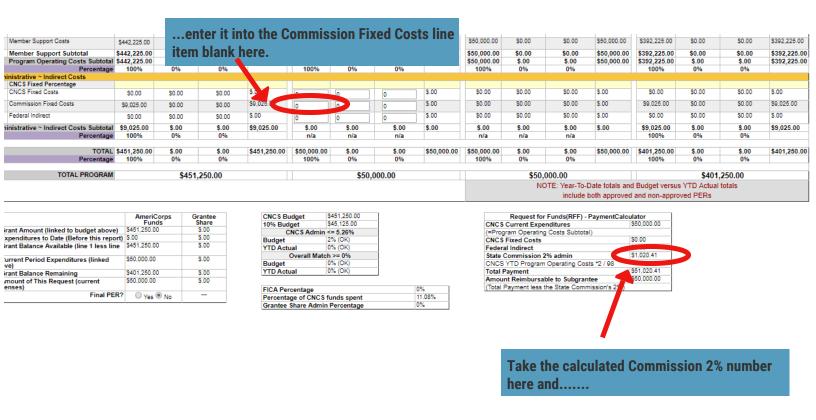Zero Corporation Fixed: Yes
Per #: Leave the PER # Blank
Red Background = Over Budget by 10% or more

Budget Item		Budget Total				Current Expenditures				Year-To-Date				Budget versus YTD Actual			
		CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total
Program Operating Costs																	
A	Personnel Exp	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
B	Fringe Benefits	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
C.1	Staff Travel	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
C.2	Member Travel	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
C.3	Travel Subtotal	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
D	Equipment	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
E	Supplies	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
F	Consultants	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
G	Training																
G.1	Staff Training	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
G.2	Member Training	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
G.3	Training Subtotal	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
H	Evaluation	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
I	Other Op	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
K	Living Allowance																
K.1	Full Time	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
K.2	Half Time	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
K.3	Reduced Half Time	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
K.4	Quarter Time	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
K.5	Minimum Time	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
K.6	Three Quarter Time	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
K.7	Living Allowance Subtotal	$0.00	$0.00	$0.00	$.00	.00	.00	.00	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
L	Member Support																
L.1	FICA	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
L.2	Workers Comp	$0.00	$0.00	$0.00	$.00	0			$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
L.3	Health Care	$0.00	$0.00	$0.00	$.00	0		0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
L.4	Member Support Costs	$442,225.00	$0.00	$0.00	$442.	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$442,225.00	$0.00	$0.00	$442,225.00
L.5	Member Support Subtotal	$442,225.00	$0.00	$0.00	$442.	$0.00		$0.00	$.00	$0.00	$0.00	$0.00	$.00	$442,225.00	$0.00	$0.00	$442,225.00
	Program Operating Costs Subtotal	$442,225.00	$.00	$.00	$442,225.00	$.00	$.00	$.00	$.00	$.00	$.00	$.00	$.00	$442,225.00	$.00	$.00	$442,225.00

5. For Section III, Administrative-Indirect Costs, **do not enter an amount in the blank for the commission fixed costs (this will be done later).**

Administrative ~ Indirect Costs										
A	CNCS Fixed Percentage									
A.1	CNCS Fixed Costs	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	
A.2	Commission Fixed Costs	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	
B	Federal Indirect	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	
	Administrative ~ Indirect Costs Subtotal	$.00	$.00	$.00	$.00		$.00	$.00	$.00	$.00
	Percentage	n/a	n/a	n/a			n/a	n/a	n/a	
	TOTAL	$134,300.00	$.00	$	$134,300.00	$10,000.00	$.00	$.00	$10,000.00	
	Percentage	100%	0%	0%		100%	0%	0%		
	TOTAL PROGRAM		$134,300.00				$10,000.00			

Leave Commission Fixed Costs blank for now

	AmeriCorps Funds	Grantee Share
1. Grant Amount (linked to budget above)	$134,300.00	$.00
2. Expenditures to Date (Before this report)	$.00	$.00
3. Grant Balance Available (line 1 less line 2)	$134,300.00	$.00
4. Current Period Expenditures (linked above)	$10,000.00	$.00
5. Grant Balance Remaining	$124,300.00	$.00
6. Amount of This Request (current expenses)	$10,000.00	$.00
Final PER?	○ Yes ● No	---

CNCS Budget	$134,300.00
10% Budget	$13,430.00
CNCS Admin <= 5.26%	
Budget	0% (OK)
YTD Actual	0% (OK)
Overall Match >= 0%	
Budget	0% (OK)
YTD Actual	0% (OK)

FICA Percentage	0%
Percentage of CNCS funds spent	7.45%
Grantee Share Admin Percentage	0%

☐ 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.
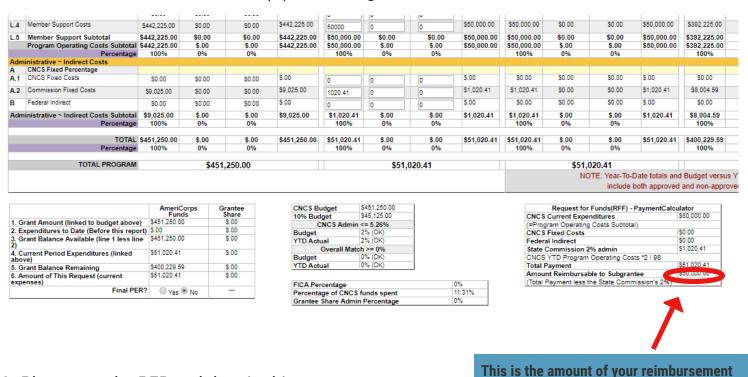
Additional Comments:

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

☐ 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 |

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.

Member Support Costs	$442,225.00							$50,000.00	$0.00	$0.00	$50,000.00	$392,225.00	$0.00	$0.00	$392,225.00
Member Support Subtotal	$442,225.00							$50,000.00	$0.00	$0.00	$50,000.00	$392,225.00	$0.00	$0.00	$392,225.00
Program Operating Costs Subtotal	$442,225.00							$50,000.00	$.00	$.00	$50,000.00	$392,225.00	$.00	$.00	$392,225.00
Percentage	100%	0%	0%		100%	0%	0%		100%	0%	0%		100%	0%	0%	
inistrative ~ Indirect Costs																
CNCS Fixed Percentage																
CNCS Fixed Costs	$0.00	$0.00	$0.00	$.0		0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
Commission Fixed Costs	$9,025.00	$0.00	$0.00	$9,025.	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$9,025.00	$0.00	$0.00	$9,025.00
Federal Indirect	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00	$0.00	$0.00	$.00
inistrative ~ Indirect Costs Subtotal	$9,025.00	$.00	$.00	$9,025.00	$.00	$.00	$.00	$.00	$.00	$.00	$.00	$.00	$9,025.00	$.00	$.00	$9,025.00
Percentage	100%	0%	0%		n/a	n/a	n/a		n/a	n/a	n/a		100%	0%	0%	
TOTAL	$451,250.00	$.00	$.00	$451,250.00	$50,000.00	$.00	$.00	$50,000.00	$50,000.00	$.00	$.00	$50,000.00	$401,250.00	$.00	$.00	$401,250.00
Percentage	100%	0%	0%		100%	0%	0%		100%	0%	0%		100%	0%	0%	
TOTAL PROGRAM			$451,250.00			$50,000.00				$50,000.00				$401,250.00		

NOTE: Year-To-Date totals and Budget versus YTD Actual totals include both approved and non-approved PERs

	AmeriCorps Funds	Grantee Share
irant Amount (linked to budget above)	$451,250.00	$.00
xpenditures to Date (Before this report)	$.00	$.00
irant Balance Available (line 1 less line	$451,250.00	$.00
urrent Period Expenditures (linked ve)	$50,000.00	$.00
irant Balance Remaining	$401,250.00	$.00
mount of This Request (current enses)	$50,000.00	$.00
Final PER?	○ Yes ◉ No	---

CNCS Budget	$451,250.00
10% Budget	$45,125.00
CNCS Admin <= 5.26%	
Budget	2% (OK)
YTD Actual	0% (OK)
Overall Match >= 0%	
Budget	0% (OK)
YTD Actual	0% (OK)

FICA Percentage	0%
Percentage of CNCS funds spent	11.08%
Grantee Share Admin Percentage	0%

Request for Funds(RFF) - PaymentCalculator	
CNCS Current Expenditures	$50,000.00
(=Program Operating Costs Subtotal)	
CNCS Fixed Costs	$0.00
Federal Indirect	
State Commission 2% admin	$1,020.41
CNCS YTD Program Operating Costs *2 / 98	
Total Payment	$51,020.41
Amount Reimbursable to Subgrantee	$50,000.00
(Total Payment less the State Commission's 2%)	

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.

		$0.00	$0.00	$0.00	0		0	0					
L.4	Member Support Costs	$442,225.00	$0.00	$0.00	$442,225.00	50000	0	0	$50,000.00	$50,000.00	$0.00	$0.00	$50,000.00	$392,225.00
L.5	Member Support Subtotal	$442,225.00	$0.00	$0.00	$442,225.00	$50,000.00	$0.00	$0.00	$50,000.00	$50,000.00	$0.00	$0.00	$50,000.00	$392,225.00
	Program Operating Costs Subtotal	$442,225.00	$.00	$.00	$442,225.00	$50,000.00	$.00	$.00	$50,000.00	$50,000.00	$.00	$.00	$50,000.00	$392,225.00
	Percentage	100%	0%	0%		100%	0%	0%		100%	0%	0%		100%
Administrative ~ Indirect Costs														
A	CNCS Fixed Percentage													
A.1	CNCS Fixed Costs	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00
A.2	Commission Fixed Costs	$9,025.00	$0.00	$0.00	$9,025.00	1020.41	0	0	$1,020.41	$1,020.41	$0.00	$0.00	$1,020.41	$8,004.59
B	Federal Indirect	$0.00	$0.00	$0.00	$.00	0	0	0	$.00	$0.00	$0.00	$0.00	$.00	$0.00
	Administrative ~ Indirect Costs Subtotal	$9,025.00	$.00	$.00	$9,025.00	$1,020.41	$.00	$.00	$1,020.41	$1,020.41	$.00	$.00	$1,020.41	$8,004.59
	Percentage	100%	0%	0%		100%	0%	0%		100%	0%	0%		100%
	TOTAL	$451,250.00	$.00	$.00	$451,250.00	$51,020.41	$.00	$.00	$51,020.41	$51,020.41	$.00	$.00	$51,020.41	$400,229.59
	Percentage	100%	0%	0%		100%	0%	0%		100%	0%	0%		100%
	TOTAL PROGRAM		$451,250.00				$51,020.41				$51,020.41			

NOTE: Year-To-Date totals and Budget versus Y
include both approved and non-approve

	AmeriCorps Funds	Grantee Share
1. Grant Amount (linked to budget above)	$451,250.00	$.00
2. Expenditures to Date (Before this report)	$.00	$.00
3. Grant Balance Available (line 1 less line 2)	$451,250.00	$.00
4. Current Period Expenditures (linked above)	$51,020.41	$.00
5. Grant Balance Remaining	$400,229.59	$.00
6. Amount of This Request (current expenses)	$51,020.41	$.00
Final PER?	☐ Yes ◉ No	---

CNCS Budget	$451,250.00
10% Budget	$45,125.00
CNCS Admin <= 5.26%	
Budget	2% (OK)
YTD Actual	2% (OK)
Overall Match >= 0%	
Budget	0% (OK)
YTD Actual	0% (OK)

FICA Percentage	0%
Percentage of CNCS funds spent	11.31%
Grantee Share Admin Percentage	0%

Request for Funds(RFF) - PaymentCalculator	
CNCS Current Expenditures	$50,000.00
(=Program Operating Costs Subtotal)	
CNCS Fixed Costs	$0.00
Federal Indirect	$0.00
State Commission 2% admin	$1,020.41
CNCS YTD Program Operating Costs *2 / 98	
Total Payment	$51,020.41
Amount Reimbursable to Subgrantee	$50,000.00
(Total Payment less the State Commission's 2%)	

This is the amount of your reimbursement

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

☐ 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]

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/4684773