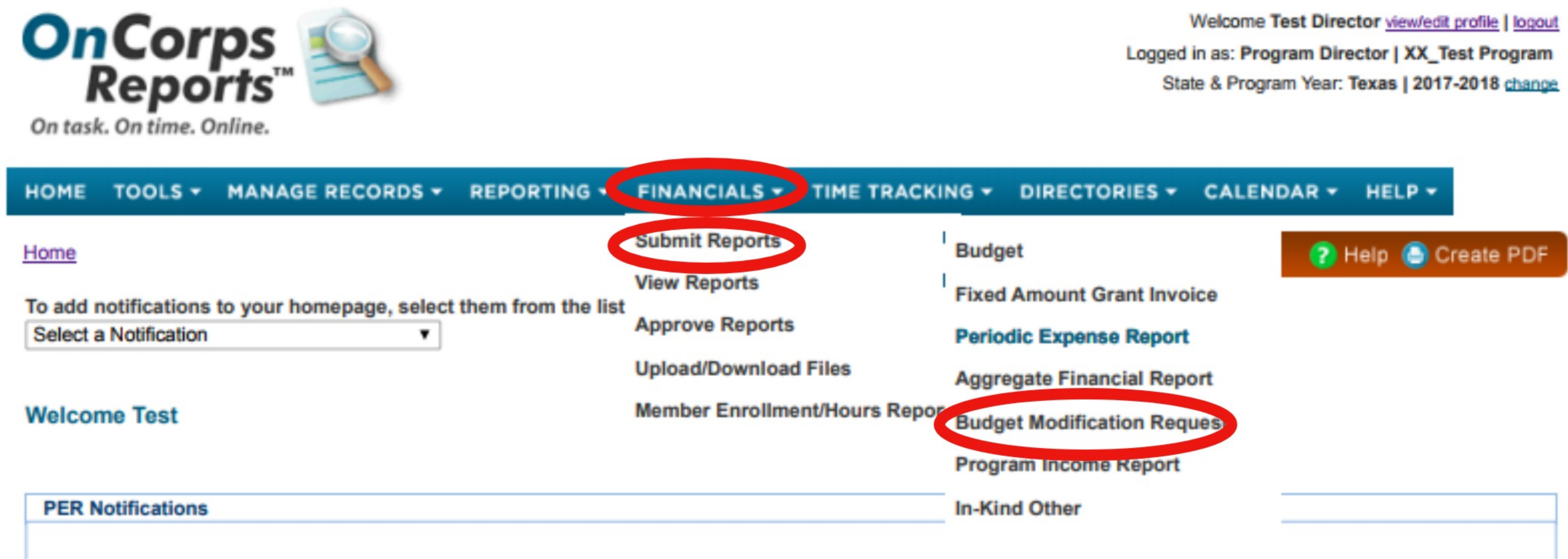


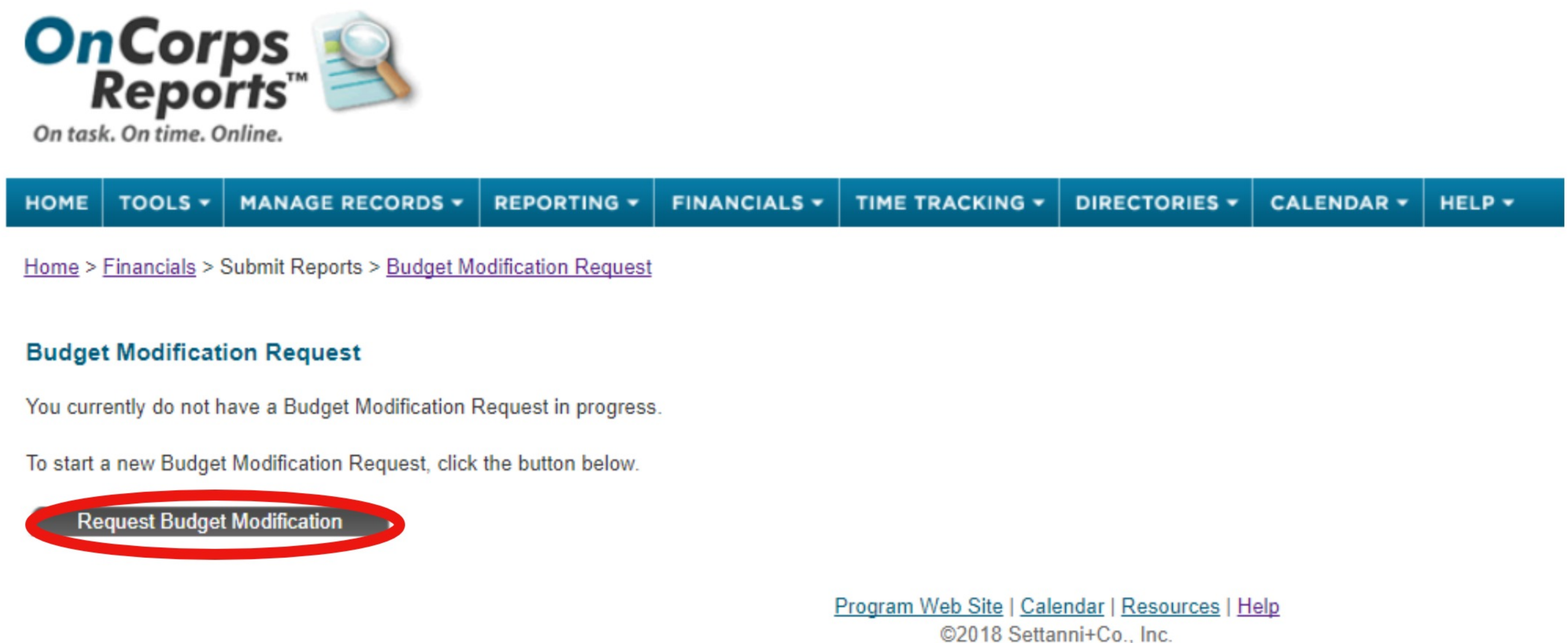
How to De-obligate: Mid-Year AFR



1. Log in to tx.oncorpsreports.com
2. From your dashboard, choose the Financials Tab, then the option "Submit Reports", then "Budget Modification Request"



3. Click the "Request Budget Modification" button.



IMPORTANT: If you have saved or submitted a request before, your button will say "Submit or Update a Budget Modification Request."

4. This year, you must de-obligate by line item. Please make the necessary changes to the CNCS share budget for each line item as applicable and complete the "Details" section below the line item. As in years past, you will only be de-obligating CNCS Share funds. Do not de-obligate in the Grantee Cash or Grantee In-Kind Columns.



HOME	TOOLS ▾	MANAGE RECORDS ▾	REPORTING ▾	FINANCIALS ▾	TIME TRACKING ▾	DIRECTORIES ▾	CALENDAR ▾	HELP ▾
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[Home](#) > [Financials](#) > [Submit Reports](#) > [Budget Modification Request](#) > Budget Modification Request Form

Current Budget

Budget Item	Original Budget				Modified Budget				Amount of Change		
	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind
Program Operating Costs											
A Personnel Exp	\$249,650.00	\$249,650.00	\$0.00	\$499,300.00	249650	249650	0	\$499,300.00	---	---	---
Details:											
B Fringe Benefits	\$47,433.00	\$47,433.00	\$0.00	\$94,866.00	47433	47433	0	\$94,866.00	---	---	---
Details:											
C.1 Staff Travel	\$4,900.00	\$4,900.00	\$0.00	\$9,800.00	4900	4900	0	\$9,800.00	---	---	---
Details:											
C.2 Member Travel	\$4,800.00	\$37,000.00	\$0.00	\$41,800.00	4800	37000	0	\$41,800.00	---	---	---
Details:											
C.3 Travel Subtotal	\$9,700.00	\$41,900.00	\$0.00	\$51,600.00	\$9,700.00	\$41,900.00	\$0.00	\$51,600.00	---	---	---
Details:											
D Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	---	---	---
Details:											
E Supplies	\$2,900.00	\$20,300.00	\$0.00	\$23,200.00	2900	20300	0	\$23,200.00	---	---	---
Details:											

5. For Fixed Amount grants, please de-obligate in the Member Support line only. Your de-obligation will be effectively a lump sum de-obligation.

L Member Support									---	---	---
Details:											
L.1 FICA	\$0.00	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	---	---	---
Details:											
L.2 Workers Comp	\$0.00	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	---	---	---
Details:											
L.3 Health Care	\$0.00	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00	---	---	---
Details:											
L.4 Member Support Costs	\$453,250.00	\$0.00	\$0.00	\$453,250.00	453250	0	0	\$453,250.00	---	---	---
Details:											
L.5 Member Support Subtotal	\$453,250.00	\$0.00	\$0.00	\$453,250.00	\$453,250.00	\$0.00	\$0.00	\$453,250.00	---	---	---
Details:											
Program Operating Costs Subtotal	\$453,250.00	\$0.00	\$0.00	\$453,250.00	\$453,250.00	\$0.00	\$0.00	\$453,250.00	\$0.00	\$0.00	\$0.00
Percentage	100%	0%	0%		100%	0%	0%		n/a	n/a	n/a
Administrative - Indirect Costs											

Cost-reimbursement Grants: If you de-obligate in any line items, you must also de-obligate administrative costs.

6. When you have made all your modifications and entered details for each, click on the "Calculate Change Amount" button at the bottom. This will populate the Amount of Change and Percentage Change columns on the right hand side. Review and then click "Submit for Approval".

Administrative ~ Indirect Costs																
A	CNCS Fixed Percentage															
Details:																
A.1	CNCS Fixed Costs	\$42,084.00	\$248,824.00	\$0.00	\$290,908.00	42084	248824	0	\$290,908.00							
Details:																
A.2	Commission Fixed Costs	\$28,056.00	\$0.00	\$0.00	\$28,056.00	28056	0	0	\$28,056.00							
Details:																
B	Federal Indirect	\$0.00	\$0.00	\$0.00	\$0.00	0	0	0	\$0.00							
Details:																
Administrative ~ Indirect Costs Subtotal		\$70,140.00	\$248,824.00	\$0.00	\$318,964.00	\$70,140.00	\$248,824.00	\$0.00	\$318,964.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Percentage		21.99%	78.01%	0%		21.99%	78.01%	0%		n/a	n/a	n/a				
TOTAL		\$1,403,600.00	\$1,403,600.00	\$0.00	\$2,807,200.00	\$1,343,600.00	\$1,403,600.00	\$0.00	\$2,747,200.00	(\$60,000.00)	\$0.00	\$0.00	(\$60,000.00)			\$0.00
Percentage		50%	50%	0%		48.91%	51.09%	0%		100%	0%	0%				
TOTAL PROGRAM		\$2,807,200.00				\$2,747,200.00				(\$60,000.00)						
										NOTE: Year-To-Date totals and Budget versus YTD Actual totals include both approved and non-approved PERs						

Staff Comments:

Calculate Change Amount

Save

Submit for Approval

Discard Request

Cancel

IMPORTANT:

The person submitting the Budget Modification Request 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>

Once approved, this will change the budget totals on your PERs. Since you don't de-obligate grantee shares, your budgeted grantee match percentages and grantee share remaining balance sections will be off. However your YTD match percentages should still track correctly.