



Table of Contents

1 Summary		mmary	2
2	Ins	tructions	2
	2.1	Accessing Cost Share Invoices in eGrants Phase II	2
	2.2	Memo on Invoices – Past Due Payments from Prior Agreements	8
	2.3	Submitting a Cost Share Payment to CNCS	9
	2.4	Getting Assistance and Reporting Issues with Cost Share Invoices	12

1 Summary

As of late September 2012, the process of cost share billing is online, and all cost share invoices for projects in eGrants are available for sponsors to view using their eGrants Phase II account. This includes all previously generated invoices, as well as any new invoices for current/future cost share agreements. Paper copy invoices will no longer be mailed to sponsors, and payments can be made to CNCS by check or by using <u>www.pay.gov</u> (preferred method).

2 Instructions

2.1 Accessing Cost Share Invoices in eGrants Phase II

In order to access the cost share invoices, you must first have the 'Grantee Administrator' role, or you must have access to the grant information (i.e. either the 'Grantee' or 'Grantee without Budget' role) in conjunction with the 'View Cost Share Invoices' role. *If you do not have the proper roles assigned to your account, contact the Grantee Administrator for your organization to have the roles assigned.*

- 1. An email notification will be sent to the Authorized Representative for the VISTA cost share project each month when the new invoice is available.
- 2. To access the invoices for current and previous agreements, login to eGrants Phase II.
- 3. From the eGrants homepage click either the 'View All' or the '[#] Awarded' link in the 'View My Grants/Applications' section to view the list of awarded applications.

*Note: Clicking 'View All' will show all applications, including those that have not been awarded. Cost share invoices can only be accessed through awarded applications.



4. To access the cost share invoices for a current agreement, click on the 'view' link next to the most recently awarded application. To access cost share invoices for past agreements, click on the 'view' link next to any past awarded cost share applications. All cost share applications will allow you to access the invoices for the agreement associated with that application.



EXISTING AP	PLICATIONS - fil	tered by Awarded	status.		Welcome
Grant #08V5	SANYI - VIST	A State			
Amend. #	App. ID	App. Type	Creation Date	Status	
1	11VS1339	Amendment	11/10/2011	Awarded	Select a Report
0	11VS1312	Continuation	08/03/2011	Awarded	Select a Report 🔹 😡
3	10VS1306	Amendment	06/30/2011	Awarded	Select a Report
2	10VS1290	Amendment	04/25/2011	Awarded	Select a Report
1	10VS1244	Amendment	12/09/2010	Awarded	Select a Report
0	10VS1204	Continuation	07/23/2010	Awarded	view Select a Report 💎 😡
2	09VS1197	Amendment	06/21/2010	Awarded	Select a Report 🗸 🕞

5. After clicking the 'view' link, the application will open to the Review page. On the left side navigation bar is a new Agreement Info section. This section lists the agreement number associated with that application and also includes a 'View Invoices' link.

*Note: If the 'View Invoices' link is not available either (1) the application you are viewing is not for a cost share agreement or (2) the proper roles have not been assigned to your account.

Welcome	View Amendment Project Application
View Amendment	🖸 back 🛛 next 🔁
Applicant Info	NOFA Information
Application Info	NOFA: AmeriCorps VISTA State FY 2011
Narratives	Project Application ID #:
Project Plan	Grant ID #: Due Date: 08/31/2011
Documents	 Summary: The FY 2011 VISTA NOFA is for projects with start dates of 10/1/2010 -
Budget Section 1	9/30/2011. Please contact your Corporation State Office for confirmation if uncertain
Budget Section 2	which NOFA to apply against.
🔊 Review	
Authorize and Submit	View/Print your application
	Please click on any of the following links to view/print a report.
Project Application Info Project Application ID: Grant #: NOFA: AmeriCorps VISTA State FY 2011	 Application for Federal Assistance: view/print report Budget: view/print report Budget Narrative: view/print report Program Summary Chart: view/print report
Type: Amondmont	Applicant Info: view
Status: Awarded	Applicant/User: Dr. Mathew Johnson
Submitted: 02/23/2012 15:31,	Authorized Representative: Johnson, Mathew Applying Type: Amendment
251	Applying: Directly to CNCS
Agroomont Info	
Agreement into	Application Info: view
Agreement#: 11-046-A4	affected by the project:
View Invoices	New York State Capital District Region; Northern Albany, Arbor Hill, Watervliet; Albany County
	Census tracks 2, 8, 25, 132, 133
Legal Applicant Info	• Project Start and End Dates: 09/11/2011 ~ 09/08/2012
	Subject to Review by State Executive Order 12372 Process: No
	Delinquent on any rederal debt? No

- 6. Click on the 'View Invoices' link. The new invoice landing page will appear, and on this page:
 - The invoices appear in chronological order starting with the most recent invoice.
 - The 'Amount Due' column lists the total amount due at the time the invoice was generated
 - The 'Past Due' column lists the portion of the total amount due that is considered past due

COMMUNITY SERVICE		Click this the terms condition share pay	link to view and s for cost yments
List of Invoices for Agreement # 11-046-A4	Terms and	d Conditions	Welcome
Invoice Number	Amount Due	Past Due	
AT-12-10-53	\$28,649.76	\$20,968.8	View Details
AT-12-09-51	\$21,068.8	\$13,387.84	View Details
S AT-12-08-51	\$33,467.04	\$25,786.08	View Details
D AT-12-07-51	\$25,786.08	\$18,105.12	View Details
AT-12-06-50	\$18,105.12	\$6,583.68	View Details
O AT-12-05-50	\$35,143.44	\$28,559.76	View Details
AT-12-04-50	\$28,559.76	\$21,732.24	View Details
3 AT-12-03-49	\$21,732.24	\$14,904.72	View Details
O AT-12-02-49	\$18,714.72	\$11,490.96	View Details
AT-12-01-49	\$11,490.96	\$3,810	View Details
AT-11-12-48	\$3,810		View Details

7. Click the invoice number to open/view the cost share invoice (as PDF).

egrants				
List of Invoices for Agreement # 11-046-A4	Terms an	d Conditions	Welcome	
Invoice Number	Amount Due	Past Due		
AT-12-10-53	\$28,649.76	\$20,968.8	View Details	
D AT-12-09-51	\$21,068.8	\$13,387.84	View Details	
AT-12-08-51	\$33,467.04	\$25,786.08	View Details	
D AT-12-07-51	\$25,786.08	\$18,105.12	View Details	
AT-12-06-50	\$18,105.12	\$6,583.68	View Details	
AT-12-05-50	\$35,143.44	\$28,559.76	View Details	
MT-12-04-50	\$28,559.76	\$21,732.24	View Details	
AT-12-03-49	\$21,732.24	<mark>\$</mark> 14,904.72	View Details	
Ø AT-12-02-49	\$18,714.72	\$11,490.96	View Details	
AT-12-01-49	\$11,490.96	\$3,810	View Details	
D AT-11-12-48	\$3,810		View Details	

8. Click the 'View Details' link to view details regarding payments received for that invoice as well as details regarding prior period adjustments applied to the invoice (changes that were made to your cost share members that resulted in a change to the amount due).

eGrants				
List of Invoices for Agreement # 11-046-A4	Terms an	d Conditions	Welcome	
Involce Number	Amount Due	Past Due		
AT-12-10-53	\$28,649.76	\$20,968.	View Details	
AT-12-09-51	\$21,068.8	\$13,387.84	View Details	
AT-12-08-51	\$33,467.04	\$25,786.08	View Details	
AT-12-07-51	\$25,786.08	\$18,105.12	View Details	
AT-12-86-50	\$18,105.12	\$5,583.68	View Details	
AT-12-05-50	\$35,143,44	\$28,559,76	View Details	
AT-12-04-50	\$28,559.76	\$21,732.24	View Details	
AT-12-03-49	\$21,732.24	\$14,004.72	View Details	
AT-12-02-49	\$18,714,72	\$11,490.96	View Details	
AT-12-01-49	\$11,490,96	\$3,810	View Details	
AT-11-12-48	\$3,810		New Details	



2.2 Memo on Invoices – Past Due Payments from Prior Agreements

On the current cost share invoices there is section which lists any outstanding balance due to CNCS from a prior cost share agreement. This memo appears at the bottom of the invoices for the sponsor's current agreement; however the outstanding balance is not added to the total amount due for the current agreement. This memo is meant to inform the sponsor of any outstanding balance that is owed from previous agreements. The sponsor will also continue to receive an invoice for the previous agreements with balances owed until the amount has been paid to CNCS. Question – will payments received be applied to previous invoices due first and then to the current agreement? That would be good to add.

Point of Contact Street Address City, ST ZIP plus 4 SUMMARY Prior Balance Start 9 SUMMARY Prior Balance Start 9 Prior Balance Start 9 Prior Period Adjustments Start 9 Balance Oue Start 9 Det ALS Payments Received Start 9 Balance Oue Start 9 Det ALS Payments Received Start 9 Subsistence Start 9 Subsistence Start 9 Subsistence Start 9 Subsistence Start 9 Subsistence Start 9 Prior Period Adjustments Start 9 Subsistence Start 9 Subsistence Start 9 Subsistence Start 9 Subsistence Start 9 Subsistence Start 9 Prior Period Adjustments Start 9 Subsistence	Organization Name	0			Invoice Date	07/31/2012
Street Address City, ST Zip plus 4 worke Period: 09/11/2012-07/14/2012 Agreement Number: 11-046- Agreement Period: 09/11/2011-09/22/2012 SUMMARY Prior Balance S5479.32 Payments Received S0.00 Current Charges S1.826.44 Prior Period Adjustments S0.000 Balance Oue S7.005.76 Total Cost Invicoid To Date: 520.000.84 vs. Total Agreement Anourt: 523.388.00 DETALS Payments Received: S0.00 Project Number Name Days Subsistence* 07VS Current Charges: 28.000 Project Number Name Days Subsistence* 07VS Sub Total Cost Invicoid To Date: 520.000.84 vs. Total Agreement Anourt: 523.388.00 Project Number Name Days Subsistence* 07VS Current Charges: 28.000 Prior Period Adjustments Sub Total Cost Invicoid To Date: 520.20 Prior Agreements Prior Period Adjustments Sub Total Cost Invicoid To Date: 520.20 Prior Agreements Prior Period Adjustments Sub Total Cost Invicoid To Date: 520.20 Prior Agreements Prior Period Adjustments Prior Period Adjustments Sub Total Cost Invicoid To Date: 520.20 Prior Agreements Minimic Agreement Total Prior Agreements Prior Period Adjustments Prior Period Adjustments Program Office regarding any questions you might hove concerning the members shown for missing), pay rates and of the number of days Date Prior Period Part In Mittorian Program Office regarding any Questions you might hove concerning the members shown for missing), pay rates and of the number of days Date Corporation for National & Community Service 1201 New York Avenue, N.W. Due Date: Disout22	Point of Contact				Invoice Number	PC-12-10
City, ST Zip plus 4 Agreement Namber: 11-046- Agreement Period: 09/11/2011-09/22/2012 SUMMARY Prior Balance \$55,479.32 Payments Received \$50.00 Current Charges \$1,826.44 Prior Period Adjustments \$30.00 Balance Due \$7,305.76 Total Cost hotice To Date: \$20,000.84 vs. Total Agreement Amourt: \$23,388.00 DETAILS Payments Received: \$50.00 Prior Charges: 28 1,005.20 28 202124 Urrent Charges: 28 1,005.20 28 202124 Verent Charges: 28 1,005.20 29 3,025.44 Verent Charges: 28 1,005.20 Verent Charges: 28 1,005	Street Address				Invoice Period	06/17/2012-07/14/2012
Agreement Period: 09/11/2011-09/22/2012 SUMMARY Prior Balance \$5,479,32 Prior Balance \$5,479,32 Prior Balance \$5,479,32 Prior Period Adjustments \$0,00 Current Charges \$1,826,44 Prior Deriod Adjustments \$0,00 Barneo Due \$20,000,24 vs. Total Agreement Amourt: \$23,388.00 Deriod Routiced To Date: \$20,000,24 vs. Total Agreement Amourt: \$23,388.00 \$0,00 Project Number Name Days Sub Total \$28,000 \$21,224 Sub Total \$28,000 \$21,224 Sub Total \$20,000 \$22,200 Project Number Name Days Sub Total \$28,000 \$21,224 Sub Total \$28,000 \$21,224 Sub Total \$28,000 \$21,224 Sub Total \$20,000 \$20,000 Prior Period Adjustments \$20,000 \$20,000 Sub Total \$20,000 \$20,000 \$20,000 Sub Total \$20,000 \$20,000 \$20,000 Sub Total \$20,000 \$20,000 <td< td=""><td>City, ST Zip plus 4</td><td><u> </u></td><td></td><td></td><td>Agreement Number</td><td>11-046-</td></td<>	City, ST Zip plus 4	<u> </u>			Agreement Number	11-046-
SUMMARY Prior Balance States Current Charges State Deate: S20,090.84 vs. Total Agreement Amourt: S23,388.00 Dates Due to bate: S20,090.84 vs. Total Agreement Amourt: S23,388.00 DETAIL Payments Received: State Deate: S20,090.84 vs. Total Agreement Amourt: S23,388.00 Project Number Name Days Subsistence* STUE Current Charges: <u>28</u> 1,005.20 Sub Total Sub Total <u>28</u> 1,005.20 Sub Total <u>28</u> 1,0					Agreement Period	09/11/2011-09/22/2012
Prior Balance \$5,479,32 Payments Received \$0,00 Solar Date: \$1,826,44 Prior Period Adjustments \$0,00 Balance Due \$7,305,76 Total Cost Invoiced To Date: \$20,000,84 vs. Total Agreement Amount: DETAIL Payments Received: \$0,00 Project Number Name Days Subsistence* DTS Current Charges: 28 1,005,20 Sub Total 50 1,826,44 Prior Period Adjustments Sub Total 50,00 Prior Period Adjustments 28 1,005,20 Sub Total 56 1,826,44 Prior Period Adjustments 30,00 0 Sub Total 0 0 Prior Agreements 34,203,29 \$4,343,4 Sub Total 50,505,54 \$553,59 Sub Total 50,505,54 \$53,59 Sub Total 50,505,54 \$53,59 Sub Total Datasce due tom prior agreements \$13,94,34 \$11,105 Prior Subscience due tom prior agreements \$13,94,34 \$11,105 Subscience due to the number of days Bined Tobus rate. State Program Office regarding any questions you might have concerning the members shown for missing), pay rates and/or the number of days biled Plea	SUMMA	RY				
Payments Received \$0.00 Current Charges \$18,26,44 Prior Period Adjustments \$0.00 Data Cost huoiced To Date: \$20,000.84 vs. Total Agreement Amount: \$23,388.00 \$7,305.76 Data Cost huoiced To Date: \$20,000.84 vs. Total Agreement Amount: \$23,388.00 Data Cost huoiced To Date: \$20,000.84 vs. Total Agreement Amount: \$23,388.00 Data Cost huoiced To Date: \$20,000.84 vs. Total Agreement Amount: \$23,388.00 Data Cost huoiced To Date: \$20,000.84 vs. Total Agreement Amount: \$23,388.00 Out of the Total Agreement Manuel Cost Subsistence* Out of the Total Out of the Total Sub Total Out of the Total Agreement Total Agreement total Agreement State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days limit. Agreement State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days limit. Magreement to Integration any questions you might have concerning the members shown (or missing), pay rates and/or the number of days limit. <t< td=""><td></td><td>Prior Balance</td><td></td><td></td><td></td><td>\$5,479.32</td></t<>		Prior Balance				\$5,479.32
Current Charges \$1,826.44 Prior Period Adjustments \$0,00 Balance Due \$7,305.76 Total Cost Involced To Date: \$20,090.84 vs. Total Agreement Amount: \$23.388.00 Prior Accessived: Priopect Number Name Days Subsistence* DTVD Current Charges: Sub Total 28 Diverse 28 Diverse 28 Sub Total 600.200 Prior Period Adjustments $28.572.32$ Sub Total $60.058.4$ Prior Agreements $8.5772.32$ Sub Total $6.572.32$ Sub Total $6.572.32$ Sub Total $6.572.32$ Sub Total $6.572.32$ Statase Remember & 8.572.32 $8.536.84$ Statase Remember & 8.572.32 $8.548.84$ Statase Remember & 8.572.32 $8.548.43$ Corrent Charges: Remember & 8.572.32 Stataser Remember &		Payments Received	5			\$0.00
Prior Period Adjustments \$0.00 Balance Due \$7,305.76 Total Cost hubiced To Date: \$20,000.84 vs. Total Agreement Amount: \$233.88.00 DETAILS Payments Received: \$0.00 Project Number Name Days Subsistence* DTS		Current Charges				\$1,826.44
Balance Due \$7,305.76 Total Cost Involuced To Date: \$20,000.84 vs. Total Agreement Amount: \$233.88.00 DETAILS Payments. Received: \$0.00 Project Number Name Days Subsistence* OTVS 28 1,005.20 Sub Total 28 1,005.20 Sub Total 0 0 Prior Period Adjustments 0 0 DisOs 28.00 Total 1,826.44 Prior Agreements Amount State Agreement Stole DisOs6 Amountment \$273.33 DisOs6 Amountment \$394.96.1 DisOs6 A Amountment State Total DisOs6 A Amountment DisOs6 A Amount Mumter DisOs6 A Amount		Prior Period Adjust	ments			\$0.00
Project Number Name Days Subsistence* OTVS		Balance Due				\$7,305.76
Payments Received: 50.00 Project Number Name Days Subsistence* 07VS	DETAIL	Total Cost Involced To I	Date: \$20,090.84 vs.	Total Agreement	Amount: \$23,388.00	
Project Number Name Days Subsistence* 07VS Current Charges: 28 1,005.20 3ub Total 56 321.24 3ub Total 56 1,826.44 Prior Period Adjustments Prior Agreement Number: Agreement Topic Amourt Due 7 0 0 Prior Agreement Number: Agreement Topic Amourt Due 7 0 0 Prior Agreement Number: Agreement Topic Amourt Due 7 0 0 Prior Agreement Number: Agreement Topic Amourt Due 7 0 0 Prior Agreement Number: Agreement Topic Amourt Due 7 0 00 Distate Ameunt Mumber: Agreement Topic Amourt Due 7 00 Distate Number: Agreement Topic Amourt Due 7 00 Prior Agreement Number: Agreement Topic Amourt Due 7 000 Distate Number: State Notation 0 Distate Number: State Notation 0 Distate Number: State Notation 0 Interview of days timet 3 data your Agreement Number: 11-046- Invoice Number: 11-046- Invoice Number: 11-046- Invoice Number: 11-046- Invoice Number: 20:305 Share Relimbursement() Invoice Number: 20:305 Share Relimbursement() Invoice Number: 20:305 Share Relimbursement() Invoice Number: 20:	DETAILS	Payments Receiv	ed:			\$0.00
DTVS Current Charges: 28 1,005.20 3ub Total 56 Sub Total 56 Drop Period Adjustments 3ub Total 6 00.000 00 Prior Agreement Number: Agreement Number & Sci 572.93 09-046 Amendment 09-046 Renewall Description of the science of the number of days limits a totayname were: total balance due from prior agreement \$394.94 State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed. Prior Agreement Number: 11-046- (chick on Formas-"C">Prior State Relimbursement") Agreement Number: 11-046- Invoice Number: PC-12-10- Balance Due: \$7,305.76 Total balance Due: \$7,305.76 Due Date: 09/04/2012		Project Number	Name	Days	Subsistence*	
Current Charges: 28 1,005.20 Sub Total 56 821.24 Sub Total 56 1,826.44 Prior Period Adjustments 300 Total 0 DS-04 0 00 Prior Agreements Number Agreements Total Amount De Poil Amount Balance DS-046. Renewal DS-046. Renewal 54,203.29 54,344.54 State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed. Privates submit payment to http://www.pay.gov (clock on Forms="C">C"C"Cost Share Reimburssement") or send check to Corporation for National & Community Service AFMS/AR/Cost Share 1201 New York Avenue, NW, Washington DC 20525 Agreement Number: 11-046- Invoice Number: PC-12-10- Balance Due: \$7,305.76 Due Date: 09/04/2012		07VS				
28 1,005,20 3ub Total 56 1,826,44 Prior Period Adjustments Sub Total 0 -00 Prior Agreement Number: Agreement Type Amount Due Data Amount Statesce 09:046 Remeasil Option Agreement Type Amount Due Statesce 09:046 Data Amount Due Statesce 09:046 Data Datasce due from prior agreement \$294,54 State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed. Please submit payment to http://www.pay.gov Agreement Number: 11-046- Invoice Number: PC-12-10- Databance Avenue, NW. Agreement Number: PC-12-10- Balance Due: \$7,305.76 Due Date: 09/04/2012		Current Charges	:			
Image: Sub Total 28 62124 Sub Total 56 1,826.44 Prior Period Adjustments Sub Total 0 00 Prior Agreements Mageement Number Agreement Type Amount Due Paid Amount Statement D9-046 D9-046 Perior agreement S D9-046 D8-046 Perior agreement S D9-046 Total balance due from prior agreements Sido Total D8-046 D8-046 Total balance due from prior agreements Sido Total balance De cortact your State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed. Please submit payment to http://www.pay.gov Agreement Number: 11-046- Invoice Number: PC-12-10- Balance Due: \$7,305.76 Due Date: 09/04/2012				28	1,005.20	
Sub Total 56 1,826.44 Prior Period Adjustments Sub Total 0 OP Prior Agreements Agreement Number Agreement Type Amount Due Paid Amount Balance 09-046 Amendment S D9-046 D9-046 Total balance due from prior agreements Sige colspan="2">Sige colspan="2"Sige colspan="2"Sige colspan="2"Sige colspan="2"Sige colspan="2"Si				28	821.24	
Prior Period Adjustments S00 100x1 0 00 Prior Agreements Agreement Number Agreement Topic Annount Due Paid Amount Balance Dis-046 Amendment Sc572.93 54,006.94 5535.99 Dis-046 Renewal 54,203.29 54,344.34 5141.05 Total balance due from prior agreements 3394.94 Total balance due from prior agreements 3394.94 Intel balance due from prior agreements 3394.94 Intel balance due from prior agreements 3394.94 Intel balance due from prior agreements shown (or missing), pay rates and/or the number of days billed. Please submit payment to http://www.pay.gov (citck on Forms-"C">Cost Share Relimbursement") resent check to Corporation for National & Community Service AFMS/ARCost Share 1201 New York Avenue, NW. Agreement Number: 11-046- Invoice Number: PC-12-10- Balance Due: \$7,305.76 Balance Due: \$7,305.76 Due Date: 09/04/2012			Sub Total	56	1,826.44	
Stat rotari 0 00 Prior Agreements Agreements Turbe Agreements Type Amount Due Paid Amount Balancee 09-046. Manuel Construction States of States of States States of 09-046. Total balance due from prior agreements \$394.94 ustence is equal to the number of days times a comprise. es contact your State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed. Please submit payment to http://www.pay.gov (click on Forms>"C">"Cont Share Reimbursement") or send check to Corporation for Mational & Community Service AFMS/AR/Cost Share AFMS/AR/Cost Share Matington DC 20525 Magreement Number: 11-046. Invoice Number: PC-12-10- Balance Due: \$7,305.76. Balance Due: \$7,305.76.		Prior Period Adju	istments			
Stati total 0 Prior Agreements Agreement Number Agreement Type Amount Due Paid Amount Balance 09-046 Amount Due Paid Amount Balance 09-046 09-046 Amendment \$6,572.93 09-046 Remental 09-047 State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed				_		
Prior Agreements Agreement Type Amount Due Paid Amount Balance 09-046 Amendment \$6,572,93 \$6,006,94 \$535,99 09-046 Renewal \$4,203,29 \$4,344,34 \$141,05 Total balance due from prior agreements \$394,94 Interval Interval Prevenue Prevenue Interval Prevenue Interval Interval Prevenue Interval Prevenue Interval Prevenue Interval Interval Interval Interval Interval Interval Interval Agreement Interval Interval Interval Interval Interval Interval <t< td=""><td></td><td>State State State State</td><td>500 100</td><td>0</td><td>00</td><td>-</td></t<>		State State State State	500 100	0	00	-
Agreement Type Amount Due Pail Amount Type Balance 09-046 Amendment \$6,572.93 \$6,006.94 \$535.99 09-046 Remeal \$4,203.29 \$4,344.34 -\$141.05 Total balance due from prior agreements \$394.94 uistence is equal to the number of doys times a bany name total balance due from prior agreements \$394.94 Uistence is equal to the number of doys times a bany name te contact your State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed. Please submit payment to http://www.pay.gov (click on Forms>*C*>*Cost Share Relimbursement*) Invoice Number: 11-046- or send check to Invoice Number: PC-12-10- Coporation for National & Community Service Balance Due: \$7,305.76 1201 New York Avenue, NW. Due Date: 09/04/2012 Washington DC 20525 Due Date: 09/04/2012	Prior Ag	reements				
D9-046. Renewal 54,203.29 54,344.34 -5141.05 Total balance due from prior agreements \$394.94 sistence is equal to the number of days times a comprise. recontact your State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed. Please submit payment to https://www.pay.gov (click on Forms>*C**Cost Share Relimbursement") Agreement Number: 11-046- (click on Forms>*C**Cost Share Relimbursement") Invoice Number: PC-12-10- Corporation for National & Community Service Balance Due: \$7,305.76 1201 New York Avenue, NW. Due Date: 09/04/2012		Agreement Number 09-046	Amendment Type	Amount Due 3 \$6,572.93	Paid Amount Balance \$6 036 94 \$535 99	
Total balance due from prior agreements \$394.94 estence is equal to the number of days times a converse pe contact your State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed. Please submit payment to http://www.pay.gov Agreement Number: 11-046- (click on Forms>*C**Cost Share Relimbursement*) Invoice Number: PC-12-10- or send check to Invoice Number: PC-12-10- Corporation for National & Community Service Balance Due: \$7,305.76 1201 New York Avenue, N.W. Due Date: 09/04/2012 Washington DC 20525 Due Date: 09/04/2012		09-046-	Renewal	\$4,203.29	\$4,344.34 -\$141.05	
estence is equal to the number of days times a basynae, www. ee contact your State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed. Please submit payment to http://www.pay.gov Agreement Number: 11-046- (click on Forms>"C">"Cooports Share Relimbursement") or send check to Corporation for National & Community Service AFMS/AR/Cost Share 1201 New York Avenue, N.W. Washington DC 20525		To	al balance due from prior a	greements \$394.	94	
ee contact your State Program Office regarding any questions you might have concerning the members shown (or missing), pay rates and/or the number of days billed Please submit payment to http://www.pay.gov Agreement Number: 11-046- (clck on Forms>"C">"Coord Share Relimbursement") or send check to Corporation for National & Community Service AFMS/AR/Cost Share 1201 New York Avenue, N.W. Washington DC 20525	istence is equal to the rum	ber of days times a may not		-	and the second se	
Please submit payment to http://www.pay.gov Agreement Number: 11-046- (clck on Forms>"C">"Cost Share Reimbursement") or send check to Invoice Number: PC-12-10- Corporation for National & Community Service Balance Due: \$7,305.76 1201 New York Avenue, NW. Due Date: 09/04/2012	a contract on a State Dece	cam Office meaning an in	anti-second share and	coming the manihe	a shous to statistical exceptes	and its for a solution of data belled
Please submit payment to http://www.pay.gov Agreement Number: 11-046- (click on Forms>"C">"Cost Share Reimbursement") Invoice Number: PC-12-10- or send check to Invoice Number: PC-12-10- Corporation for National & Community Service Balance Due: \$7,305.76 AFMS/AR/Cost Share Due Date: 09/04/2012 Washington DC 20525 Due Date: 09/04/2012	se contact your status Prog	rain onice regarding any qu	essons you might nave con	centry the memory	is prown for mapping), pay raise a	and of the number of days blied.
Please submit payment to http://www.pay.gov Agreement Number: 11-046- (clck on Forms>"C">"Cost Share Reimbursement") Invoice Number: PC-12-10- or send check to Invoice Number: PC-12-10- Corporation for National & Community Service Balance Due: \$7,305.76- 1201 New York Avenue, N.W. Due Date: 09/04/2012						
(click on Forms>"C">"Cost Share Reimbursement") Invoice Number: PC-12-10- or send check to Balance Due: \$7,305.76 AFMS/AR/Cost Share Balance Due: \$7,305.76 1201 New York Avenue, N.W. Due Date: 09/04/2012 Washington DC 20525 Due Date: 09/04/2012	Please sub	mit payment to http://www	w.pay.gov		Agreement Number	11-046-
Corporation for National & Community Service Balance Due: \$7,305.76 AEMS/AR/Cost Share Due Date: 09/04/2012 Washington DC 20525	(click on Fo	rms>"C">"Cost Share Re	imbursement")		Invoice Number	PC-12-10-
AFMS/AR/Cost Share Balance Due: \$7,305.76 1201 New York Avenue, N.W. Due Date: 09/04/2012 Washington DC 20525	Corporation	n for National & Communi	y Service		Datasas Com	67 205 76
1201 New York Avenue, N.W. Due Date: 09/04/2012 Washington DC 20525	AFMS/ARK	Cost Share	10 A 1970 P 330		balance Due:	31,305.16
	1201 New Y Washington	n DC 20525			Due Date:	09/04/2012

2.3 Submitting a Cost Share Payment to CNCS

Payments are made to CNCS via <u>Pay.gov</u>, the portal where electronic payments can be securely made to Federal Government Agencies. You are not required to register with Pay.gov, but it is recommended as you will be using the site once a month for the duration of your AmeriCorps VISTA project if cost sharing. Registration can be done from the home page in the fourth section by selecting 'Click here to Register.'

1. Go to <u>https://www.pay.gov</u> and if you are not already a registered user, select Find Public Forms by Agency Name. Select 'C.'



2. Select 'Corporation for National and Community Service.'



3. Select Cost Share Reimbursement.

🤕 Pay.gov - Agency Forms - N	ficrosoft Internet Explorer provided by CNCS		x
Coover Content of the second s	1.pay.gov/paygo) 👻 🔒 😽 😽 🗙 💭 Google		+ ۹
File Edit View Favorites	; Tools Help		
🔶 Favorites 🛛 🙀 🛣 U	AT 11g		
🔠 🔹 🏈 CNCS e-Grants Gate	e 彦 Pay.gov - Agenc 🗴 💦 👻 🔝 👻 🖃 👘 👻 Page	▼ Safety ▼	>>
Public Resources	https://www.pay.gov/paygov/forms/forminstance.html?agencyFormId=3702423		*
Resources Accessibility Statement Notices & Agreements Privacy & Security Policy Sitemap Help Contact Us Frequently Asked Questions Information	Cost Share Reimbursement Form Number: Cost Share Reimburse This form allows businesses to reimburse CNCS money that they owe. Corporation for National and Community Service https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=1672478 Gift Donations	View PDF	III
Agency Information Overview Implementing Documentation Press / Articles	Form Number: Gift Donations A form for accepting donations to CNCS Corporation for National and Community Service https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=2120112 VISTA Repayments	View PDF	
	Sam Number VISTA Ponsyments	125%	•

4. Complete the form and Submit Data.

🔕 Pay.gov - Form Instance - M	Microsoft Internet Explorer provided by CNCS	x
3	N.p 🝷 🔒 🔄 😽 🗙 👂 Google	ρ –
File Edit View Favorite	s Tools Help	
🔶 Favorites 🛛 🙀 🔣 U	JAT 11g	
🔠 🔹 🏈 CNCS e-Grant 🥻	🖻 Pay.gov - F 🗙 🚺 👻 🔝 👻 🖃 🖶 👻 Page 🕶 Safety 🕶	>>
	Corporation for National and Community Service Cost Share	
* Organization Name:	ENTER YOUR ORGANIZATION'S NAME HERE (NOT YOUR PROJECT NAME)	2
* SSN/TIN: <u>TIN</u>	* Agreement Number: EXAMPLE: 12-046-P12345	2
* Invoice Date: 10/01/2	* Invoice Number: EXAMPLE: PC-12-10-67890	2
PERMANENT ADDRESS	8	H
* Street:	* City:	
* State:	* Zip Code:	
Telephone:	Extension:	
E-mail Address:	<u></u> ,	
* Payment	Amount 💿 ACH 💮 Credit Card	
	Submit Data	
	PDF Preview	-
•	III	Þ
	😜 Internet Protected Mode: On 🛛 🖓 👻 🍕 100%	•

5. Complete the next screen which will ask for your organization's payment information and Submit your payment.

2.4 Getting Assistance and Reporting Issues with Cost Share Invoices

Where you will go to get assistance depends on the question(s) you have or the issue you are having with a particular system.

- 1. If you have a question regarding the AmeriCorps VISTA members listed on your invoice or their dates of service, please contact your Corporation State Office.
- 2. If you have a question regarding the financial information, such as Prior Balance or the amounts you have paid but are not displayed, please contact the VISTA Cost Share Help Desk at <u>vistacostshare@cns.gov</u>. This inbox is maintained by CNCS's Accounting office. Please bear in mind that if you make a payment by check there will be a delay as mail sent to CNCS is irradiated for security reasons and this can add 1-2 weeks mailing time. In a few instances, checks may also arrive in a condition where they cannot be deposited due to the irradiation and your organization will be asked to send another check.
- If your question relates to not being able to view or print an invoice, screens not displaying correctly or any other technical problem related to navigation in eGrants, please contact the National Service Hotline at <u>https://questions.nationalservice.gov/app/ask/</u> or 1-800-942-2677. Please be ready to provide your project number and application ID number.
- 4. For Pay.gov customer or agency questions, concerns, or technical issues, or for more information about Pay.gov collections, forms, or billing services, please contact:

Pay.gov Customer Support: 800-624-1373 (tollfree, Option #2) 216-579-2112 (Option #2) pay.gov.clev@clev.frb.org Hours (ET): 7:00 AM - 7:00 PM Monday - Friday