

Corporation for
NATIONAL &
COMMUNITY
SERVICE 



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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 www.pay.gov (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.*

home my account help logout

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eGRANTS

eGRANTS MESSAGES
Welcome

VIEW MY GRANTS/APPLICATIONS

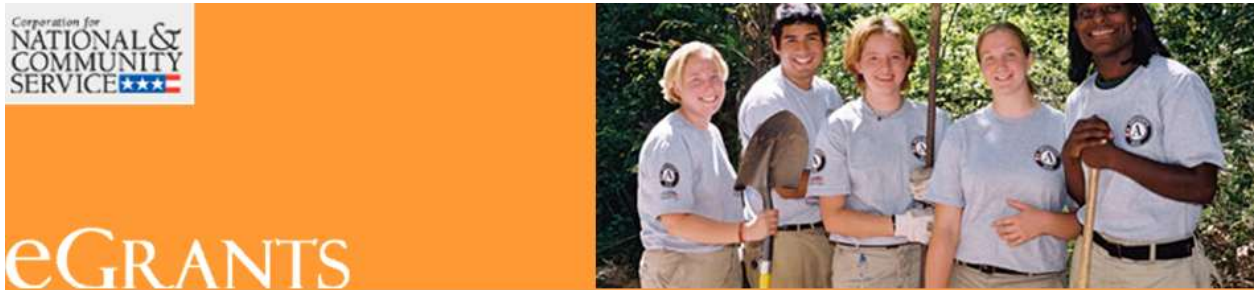
- View All
- 15 Awarded
- 3 Concept Papers
- 1 Grantee edit of application or report

VIEW MY AMERICORPS PORTAL

- Portal Home

Creating an Application	Managing My Account	Reporting to CNCS
<ul style="list-style-type: none">NewContinuation/RenewalAmendmentConcept Paper	<p>Click on the links below to access common account functions.</p> <ul style="list-style-type: none">My Account	<ul style="list-style-type: none">Financial ReportProgress ReportProgress Report Supplement

- 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 APPLICATIONS - filtered by Awarded status. Welcome

Grant #08VSANYI - VISTA State

Amend. #	App. ID	App. Type	Creation Date	Status	
1	11VS1335	Amendment	11/10/2011	Awarded	<div style="display: flex; justify-content: flex-end; align-items: center;"> view amend <div style="display: flex; align-items: center;"> <input type="text" value="Select a Report"/> ▼ <input type="button" value="GO"/> </div> </div>
0	11VS1312	Continuation	08/03/2011	Awarded	<div style="display: flex; justify-content: flex-end; align-items: center;"> view <div style="display: flex; align-items: center;"> <input type="text" value="Select a Report"/> ▼ <input type="button" value="GO"/> </div> </div>
3	10VS1306	Amendment	06/30/2011	Awarded	<div style="display: flex; justify-content: flex-end; align-items: center;"> view <div style="display: flex; align-items: center;"> <input type="text" value="Select a Report"/> ▼ <input type="button" value="GO"/> </div> </div>
2	10VS1290	Amendment	04/25/2011	Awarded	<div style="display: flex; justify-content: flex-end; align-items: center;"> view <div style="display: flex; align-items: center;"> <input type="text" value="Select a Report"/> ▼ <input type="button" value="GO"/> </div> </div>
1	10VS1244	Amendment	12/09/2010	Awarded	<div style="display: flex; justify-content: flex-end; align-items: center;"> view <div style="display: flex; align-items: center;"> <input type="text" value="Select a Report"/> ▼ <input type="button" value="GO"/> </div> </div>
0	10VS1204	Continuation	07/23/2010	Awarded	<div style="display: flex; justify-content: flex-end; align-items: center;"> view <div style="display: flex; align-items: center;"> <input type="text" value="Select a Report"/> ▼ <input type="button" value="GO"/> </div> </div>
2	09VS1197	Amendment	06/21/2010	Awarded	<div style="display: flex; justify-content: flex-end; align-items: center;"> view <div style="display: flex; align-items: center;"> <input type="text" value="Select a Report"/> ▼ <input type="button" value="GO"/> </div> </div>

- 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

- Applicant Info
- Application Info
- Narratives
- Project Plan
- Documents
- Budget Section 1
- Budget Section 2

Review

Authorize and Submit

Project Application Info

Project Application ID: [redacted]
Grant #: [redacted]

NOFA: AmeriCorps VISTA State FY 2011

Type: Amendment
Status: Awarded
Submitted: 02/23/2012 15:31, EST

Agreement Info

Agreement#: 11-046-A4-[redacted]

View Invoices

Legal Applicant Info

[redacted]

View Amendment Project Application

back next

NOFA Information

- **NOFA:** AmeriCorps VISTA State FY 2011
- **Project Application ID #:** [redacted]
- **Grant ID #:** [redacted]
- **Due Date:** 08/31/2011
- **Summary:** The FY 2011 VISTA NOFA is for projects with start dates of 10/1/2010 - 9/30/2011. Please contact your Corporation State Office for confirmation if uncertain which NOFA to apply against.

View/Print your application

Please click on any of the following links to view/print a report.

- **Application for Federal Assistance:** [view/print report](#)
- **Budget:** [view/print report](#)
- **Budget Narrative:** [view/print report](#)
- **Program Summary Chart:** [view/print report](#)

Applicant Info: [view](#)

- **Applicant/User:** Dr. Mathew Johnson
- **Authorized Representative:** Johnson, Mathew
- **Applying Type:** Amendment
- **Applying:** Directly to CNCS

Application Info: [view](#)

affected by the project:

New York State Capital District Region; Northern Albany, Arbor Hill, Watervliet; Albany County Census tracks 2, 8, 25, 132, 133

- **Project Start and End Dates:** 09/11/2011 ~ 09/08/2012
- **Subject to Review by State Executive Order 12372 Process:** No
- **Delinquent on any federal debt?** No

Narratives: [view](#)

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

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List of Invoices for Agreement # 11-046-A4

[Terms and 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
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-12-06-50	\$18,105.12	\$6,583.68	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	\$14,904.72	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		View Details

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



List of Invoices for Agreement # 11-046-A4		Terms and 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	
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-12-06-50	\$18,105.12	\$6,583.68	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	\$14,904.72	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		View Details	

- 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).

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List of Invoices for Agreement # 11-046-A4 Terms and Conditions Welcome

Invoice Number	Amount Due	Past Due	
AT-12-10-53	\$28,649.76	\$20,968.1	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-12-06-50	\$18,105.12	\$6,583.68	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	\$14,904.72	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		View Details

https://ategrants.cns.gov/?sid=LZv0Qc3cPw7pQH7nQvgytrYYQmQhVJfjns...

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eGRANTS

close

Payments Received against Invoice # AT-12-07-51

Date Received	Payment Amount	Comments
06/20/2012	\$20,079.2	SCH#001179PC, CK#288451, 06/08/2012

Prior Period Adjustments of Invoice # AT-12-07-51

Original Invoice Number	Adjustment Amount	Invoice Date

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.

Organization Name
Point of Contact
Street Address
City, ST Zip plus 4

Invoice Date: 07/31/2012
Invoice Number: PC-12-10-
Invoice Period: 06/17/2012 - 07/14/2012
Agreement Number: 11-046-
Agreement Period: 09/11/2011-09/22/2012

SUMMARY

Prior Balance	\$5,479.32
Payments Received	\$0.00
Current Charges	\$1,826.44
Prior Period Adjustments	\$0.00
Balance Due	\$7,305.76

Total Cost Invoiced To Date: \$20,090.84 vs. Total Agreement Amount: \$23,388.00

DETAILS

Payments Received: \$0.00

Project Number	Name	Days	Subsistence*
07VS			
Current Charges:			
		28	1,005.20
		28	821.24
	Sub Total	56	1,826.44
Prior Period Adjustments			
			00

Prior Agreements

Agreement Number	Agreement Type	Amount Due	Paid Amount	Balance
09-046	Amendment	\$6,572.93	\$6,036.94	\$535.99
09-046	Renewal	\$4,203.29	\$4,344.34	-\$141.05
Total balance due from prior agreements		\$394.94		

*Subsistence is equal to the number of days times a daily rate.
Please 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 Reimbursement")
or send check to
Corporation for National & Community Service
AFMS/AR/Cost Share
1201 New York Avenue, N.W.
Washington DC 20525

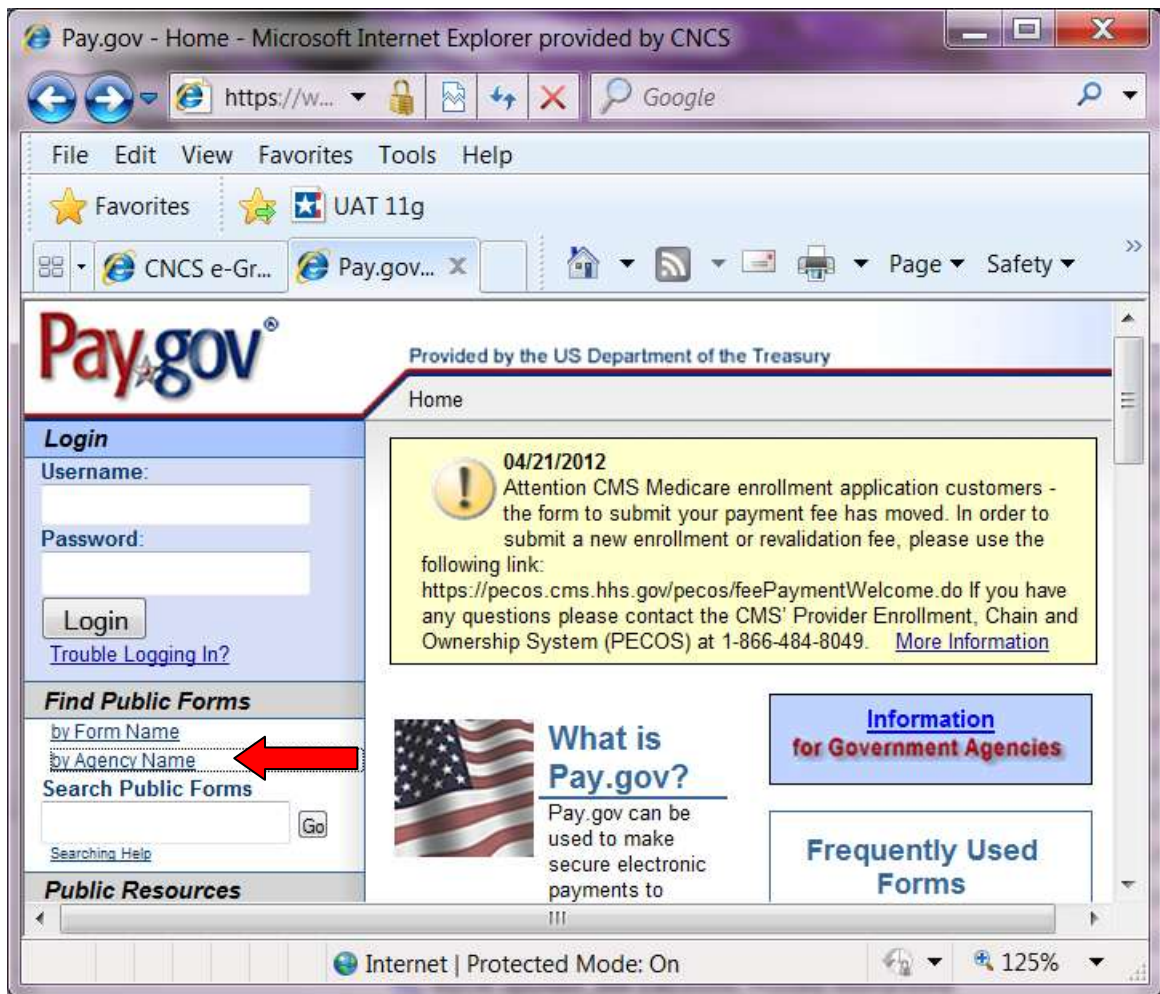
Agreement Number: 11-046-
Invoice Number: PC-12-10-
Balance Due: \$7,305.76
Due Date: 09/04/2012

8.50 x 11.00 in

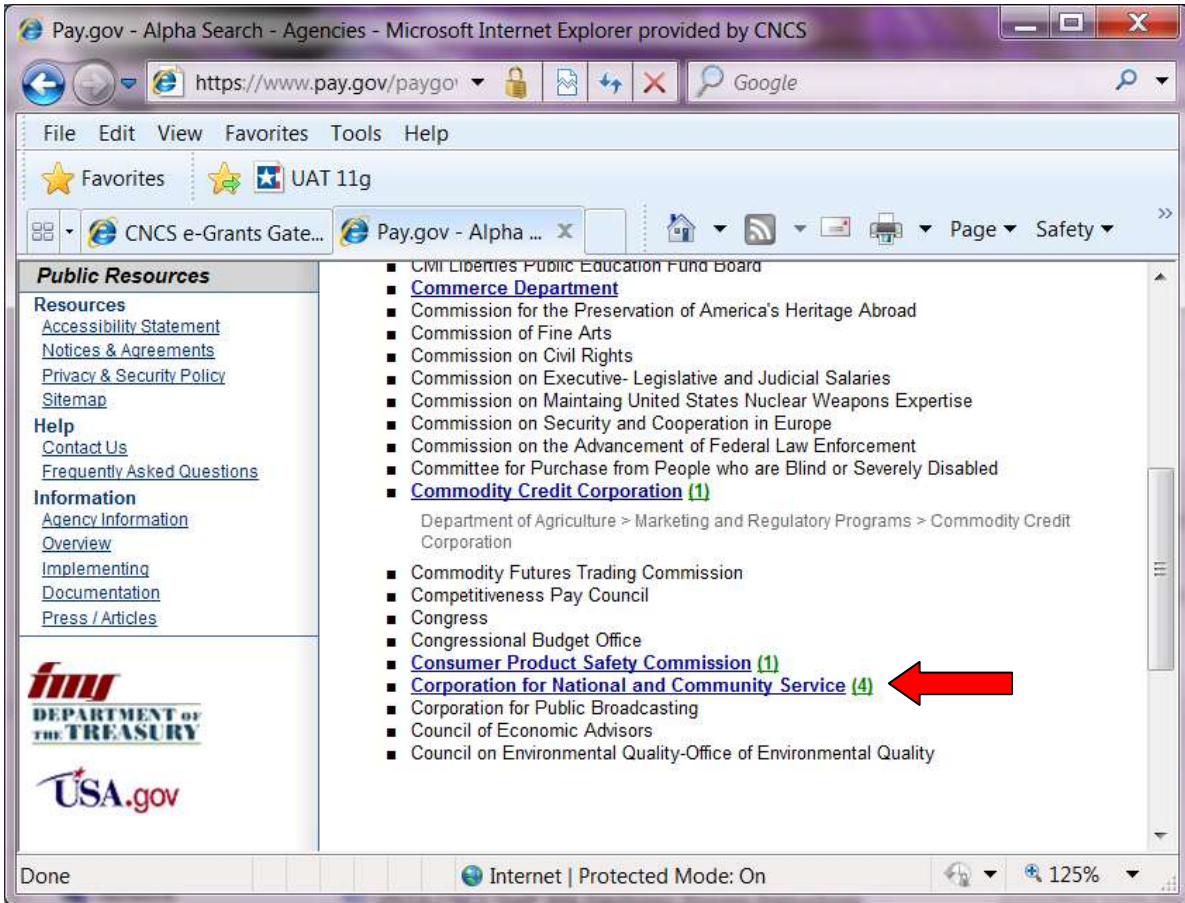
2.3 Submitting a Cost Share Payment to CNCS

Payments are made to CNCS via [Pay.gov](https://www.pay.gov), 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.'

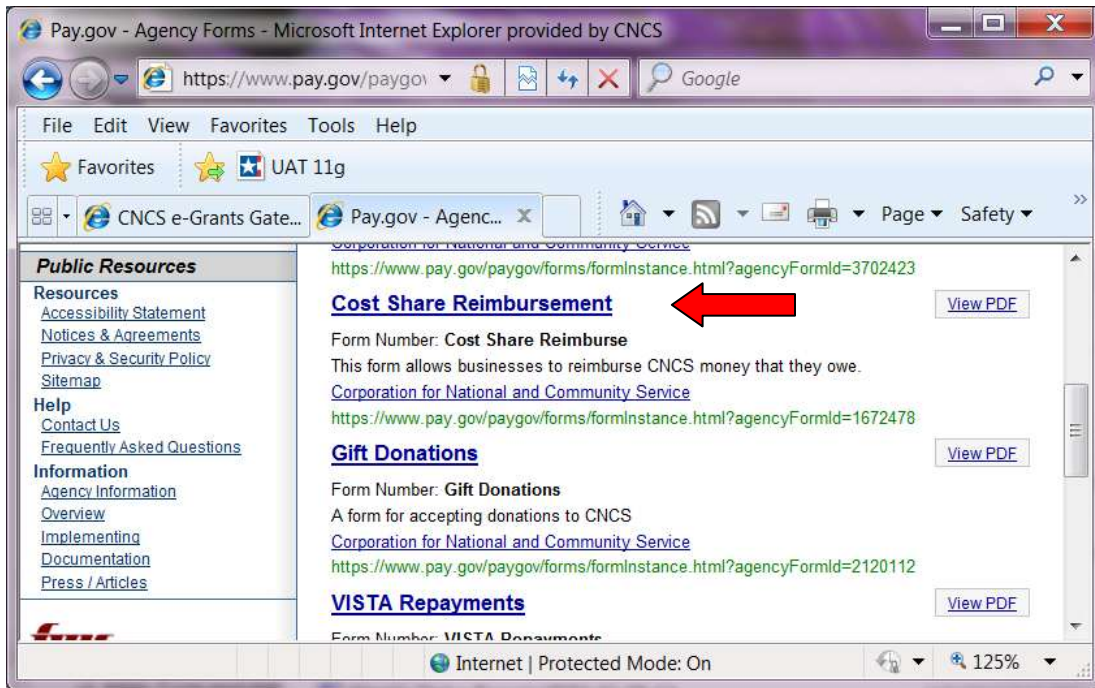
1. Go to <https://www.pay.gov> and if you are not already a registered user, select Find Public Forms by Agency Name. Select 'C.'



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



3. Select Cost Share Reimbursement.



4. Complete the form and Submit Data.

The screenshot shows a Microsoft Internet Explorer browser window with the title "Pay.gov - Form Instance - Microsoft Internet Explorer provided by CNCS". The address bar shows "https://www.p...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar shows "UAT 11g". The address bar also shows "CNCS e-Grant..." and "Pay.gov - F...". The main content area displays the following form:

**Corporation for National and Community Service
Cost Share**

* Organization Name: ENTER YOUR ORGANIZATION'S NAME HERE (NOT YOUR PROJECT NAME)

* SSN/TIN: TIN * Agreement Number: EXAMPLE: 12-046-P12345

* Invoice Date: 10/01/2012 * Invoice Number: EXAMPLE: PC-12-10-67890

PERMANENT ADDRESS:

* Street: _____ * City: _____

* State: _____ * Zip Code: _____

Telephone: _____ Extension: _____

E-mail Address: _____

* Payment Amount ACH Credit Card

Internet | Protected Mode: On

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 vistacostshare@cns.gov. 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.
3. 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 <https://questions.nationalservice.gov/app/ask/> 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