

Cost Share No Paper Check Policy Exception Request

Directions: Please complete, print, **sign** and email (along with any necessary or elective documentation supporting your request) to PaymentExceptionRequest@cns.gov. If you choose to hand-write, rather than type and print your information, please print clearly. CNCS will respond to the email address provided below, as well as to the sponsor authorized representative and the project director, within 10 business days.

Part 1: Sponsor Identification

Cost Share Sponsor Name (this is the legal name of the organization which has entered into a cost share memorandum of agreement with CNCS):

Sponsor EIN #:

Grant #(s):

Sponsor Contact Name:

Contact Phone #:

Contact Email Address:

Part 2: What length of exception are you requesting? Select one of the following:

Annual, effective through 12/31/2015

Temporary, effective through

Part 3: Why are you requesting an exception to the cost share No Check policy? Check all that apply.

- A. **No access to a computer with the requisite processor and memory requirements** and no ability to acquire access to one for the purpose of making an electronic cost share reimbursement payment using the Pay Now functionality in eGrants.

Computer Requirement: eGrants is designed to be used with Intel based x86 processors. Any Intel Pentium or newer x86 based PC computer is capable of successfully running eGrants. Faster Intel x86 processors results in better performance. Minimum memory requirement is 4GB; more than 4GB will improve performance.

Explain/describe. *If the space in this field is inadequate, please continue on a separate document, and attach it to the email submission.*

- B. **No access to a computer with the requisite internet connection** and no ability to acquire access to one for the purpose of making an electronic cost share reimbursement payment using the Pay Now functionality in eGrants.

Internet Connection Requirement: 'Broadband' internet, whether land based or mobile, is recommended for best performance with eGrants. While Internet service of T1 (1.5MB/S) or better is recommended, eGrants will function with slower connection speeds, with a corresponding drop in performance.

Explain/describe. *If the space in this field is inadequate, please continue on a separate document, and attach it to the email submission.*

- C. **No access to a computer with the requisite browser** and no ability to acquire access to one for the purpose of making an electronic cost share reimbursement payment using the Pay Now functionality in eGrants.

Browser Requirement: eGrants is designed and tested to work with Microsoft Internet Explorer v6.0 through v9.0. The web Browser 'popup blocker' MUST be turned off in order for you to edit or view some eGrants pages. It is not necessary to accept cookies or to have a Flash viewer loaded to view eGrants.

Explain/describe. *If the space in this field is inadequate, please continue on a separate document, and attach it to the email submission.*

- D. **Written rule/law/regulation/policy prohibiting** one or more elements of the electronic payment process using the Pay Now functionality in eGrants. Attach a copy of the written rule/law/regulation/policy to the request.
- E. **Other good cause,** not based on convenience or preference.

Explain/describe. *If the space in this field is inadequate, please continue on a separate document, and attach it to the email submission.*

Part 4: What would make it possible or easier for you to make an electronic cost share reimbursement payment?

Explain/describe. *If the space in this field is inadequate, please continue on a separate document, and attach it to the email submission.*

By signing below, I certify that I understand that CNCS requires that cost share reimbursements be made electronically using the eGrants Pay Now functionality because it provides for reduced costs; decreased public vulnerability to fraud; and increased accuracy in the posting of payments. I further certify that, to the best of my knowledge and belief, all information contained in this exception request is true and correct and represents the position of the cost share sponsoring organization regarding its ability to make electronic cost share reimbursement payments using the Pay Now functionality in eGrants.

Signature of Sponsor Representative

Printed Name of Sponsor Representative

Date

CNCS Use Only

Date received: _____ Approved/ Denied: _____ Effective through: _____

By: _____ Emailed response to sponsor/CSO: _____