

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 make every effort to 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 03/31/2016

Temporary, effective through

Part 3: Investigating technical issues.

Contact the National Service Hotline (NSH) at 1-800-942-2677 or <https://questions.nationalservice.gov> for technical assistance before requesting an exception based on a technical issue. *It will be necessary to provide the ticket number assigned to your issue by the NSH, if you are requesting an exception based on a technical issue in Part 4 below.*

Part 4: Why are you requesting an exception to the cost share No Check policy? Check all that apply.

- A. **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.*
- B. **Technical issue** preventing successful electronic payment using the Pay Now functionality in eGrants.

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

What ticket number was assigned to your issue when you contacted the National Service Hotline for technical assistance?

C. **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 5: 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: _____