



EPA Grants Financial Management Webinar

May 10, 2022

Housekeeping

Meeting Audio

- ✓ Attendees must use **Device Audio** (computer, headset, tablet, or smart phone)
- ✓ Presenter Audio Only (like a TV broadcast)
- ✓ If you cannot hear, ensure your system/device audio is turned up and not muted and that you have not paused the broadcast

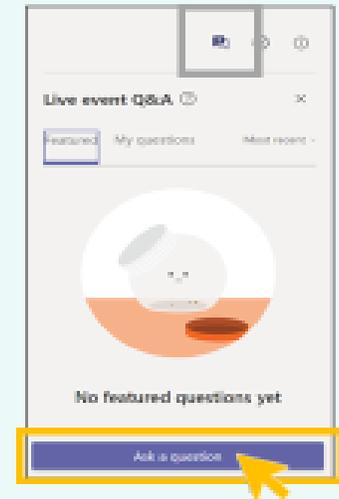
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- ✓ Ask a question under Live Event Q&A panel
- ✓ Click “Ask a question”

Q&A panel is located on the top right side of the Live Event window.



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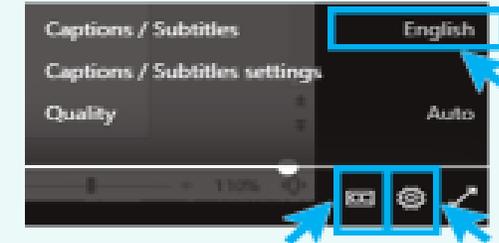


Turn on/off Live Captions



Change Settings/Language

CC panel is located on the bottom right side of the Live Event window.



This webinar will be recorded and posted to the EPA Grants website: <https://www.epa.gov/grants/epa-grants-webinars>



Agenda:

ASAP Overview and Enrollment

Drawing Funds

Book Entry Adjustments

FFR Closeouts

Returning Funds



ASAP Overview/Enrollment

ASAP



-
- **Automated Standard Application for Payments**
 - **US Treasury System**
 - **Used by many Federal Agencies (EPA, DOJ, etc.)**
 - **Same Day/1 Day Payment**
 - **Includes Reporting Features**
 - **Paperless System**

ASAP



Responsibilities



Federal Agency

- Initiate enrollment
- Create grants
- Increase/Decrease funds
- Change Administrative information/end dates
- Close grants

ASAP

- Complete enrollment
- Issue user ID/Passwords
- Reset passwords
- Add/Delete users
- Walk users through draws/book entry adjustments/training

Enrolling Recipients



- After the grant is awarded, EPA will email new recipients to complete the Enrollment Form
- Recipients return the form to RTPFC-Grants@epa.gov
- EPA (Enrollment Initiator) enrolls recipients online at [ASAP.gov](https://www.epa.gov/asap)

ASAP Enrollment Form



Information Necessary to Enroll EPA Recipients into the Treasury's
Automated Standard Application for Payment (ASAP) System

Organization Name _____

Recipient Name

Organization Type _____

Chose One of the Following:

- State Agency
- Local Government
- University/College
- State University/College
- Other Educational Organization
- Non-Profit
- For-Profit
- Indian Tribal Organization
- Financial Institution

UEI _____

Unique Entity Identifier (provided via SAM)

EIN _____

Employer Tax Identification Number

POINT OF CONTACT _____

Person responsible for identifying the officials within the organization who will be needed to complete the ASAP enrollment.

CONTACT'S ADDRESS _____

CONTACT'S E-MAIL _____

CONTACT'S PHONE _____

DO YOU HAVE AN EXISTING ASAP ACCOUNT? Y / N

IF YES, WHAT IS YOUR ORGANIZATION'S ASAP ID? _____

DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. **DO NOT** drop off with a third-party.

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ASAP Enrollment Form



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Enrolling Recipients



- ASAP communicates with recipients via email
- There are 6 steps to complete the enrollment
- Each step must be completed prior to starting next step
- Recipients have 45 days to complete each step or must be re-enrolled

Recipient Enrollment Process



Recipient Enrollment Process



- After the Financial Official defines banking information, ASAP sends EPA an email confirming enrollment
- EPA creates grant account in ASAP and authorizes funds
- After enrollment is complete it takes 7-10 business days for ASAP to verify bank data



Drawing Funds

Drawing Funds



EPA Policy

- All recipients must use ASAP
- Disburse draw within 5 days of receipt
- Allow to keep up to 5% of the draw with a maximum limit of \$1,000 after 5 days but must disburse as soon as possible.
- Excess funds must be returned to EPA

Drawing Funds

Liquidation period

- After the budget period but prior to 120 days
- Allows for final draws

Suspended status

- 120 days after the budget period expires
- Cannot draw until submit final FFR

Who Can Request Payments?



User Role	Description
Point of Contact	POC adds user or modifies their roles
Head of Organization	HOO approves users and roles
Financial Official	FO adds and modifies banking info
Authorizing Official	AO adds the users listed below
Payment Requestor	PR initiates payment requests
Inquirer Only	IO can only run reports

How to Make Payment Requests



1. Log into ASAP.gov
2. Select [Initiate Payment Request]
3. Select Bank Account for This Deposit
4. Select Payment Request Type
5. Select Payment Method
6. Request a Settlement Date
7. Click [Continue] Twice
8. Enter Payment Amounts
9. Click [Continue] to Review
10. Click [Submit]



Step 2 of 4
Enter Payment Transactions
[Display Selection Criteria](#)

ERROR 1100: Enter at least one Payment Request Amount to review.

Payment Request Type : Individual
Payment Method : ACH
Bank Relationship : 102300336*****1039
Requested Settlement Date : 12/31/2021

Your criteria matched 2 account(s)

Recipient : GRANT TEST (2331710)
Federal Agency : DEPARTMENT OF VETERANS AFFAIRS (36001200)

Cash on Hand : \$ Total : \$

Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
480200001039	Open		\$100,130,000.00	\$	
TEST ACCOUNT 1	Open		\$100,140,000.00	\$	

[Continue](#) [Sort](#) [Cancel](#) [Help for this Step](#)



Book Entry Adjustments



Book Entry Adjustments | Defined



- Adjusts the available balance between ASAP accounts that share the same ALC/Region.
- Accounts are decreased by the same amount other accounts are increased
- Does not adjust the available balance in the Recipient's bank account.
- For accounts being decreased, the resulting available balance must be greater than zero.
- Can be disabled/enabled per Federal Agency preference

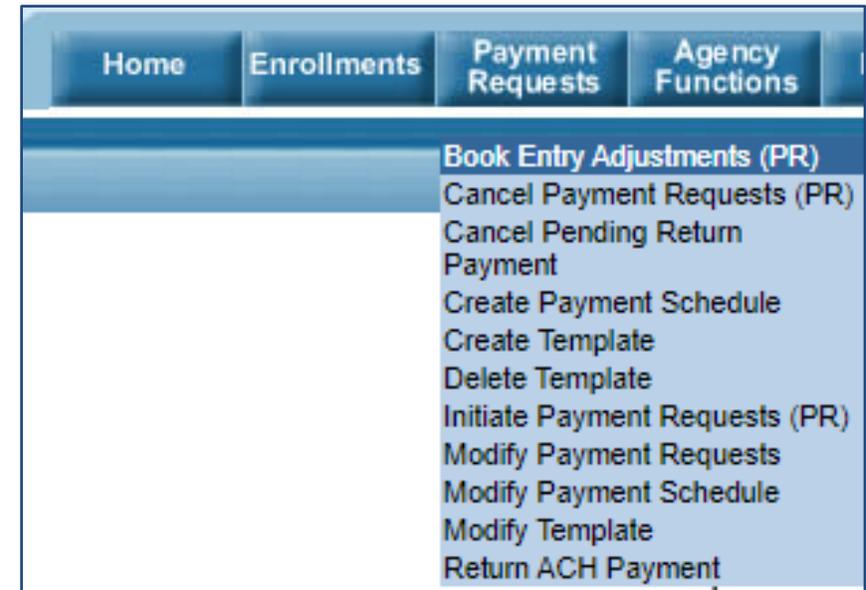
Payment Requestor Role



After logging in to ASAP.gov:

1. Mouse over Payment Request Tab.
2. Select Book Entry Adjustments (PR)

Note: Only the Payment Requester Role can complete this task.



Step 1 of 4 | Retrieve Accounts



1. Enter the Agency Location Code/Region (ALC/RGN).
2. Enter the Recipient ID (RO ID).
3. Click Continue.

Note: You can click Help for this Step for more information.

**Step 1 of 4
Retrieve Accounts**

* ALC / Region : / [Find](#)

* Recipient ID : [Find](#)

[Continue](#) [Help for this Step](#)

Step 2 of 4 | Enter Adjustment Transactions



1. Enter an optional Adjustment Reference Number and Adjustment Reason.
2. Enter the amount the available balance will be decreased or increased.
3. Click Continue.

Step 2 of 4
Enter Adjustment Transactions

Federal Agency: [DEPARTMENT OF AGRICULTURE \(1240220005\)](#)
Adjustment Reference Number:
Adjustment Reason:

Your search criteria matched 2 account(s).

Recipient: [KC.PET PROJECT \(2948189\)](#)

Account ID	Decrease Available Balance by this Amount	Increase Available Balance by this Amount	Available Balance	Cumulative Authorized Amount
TEST.LINK	<input type="text" value="\$ 5,000.00"/>	<input type="text" value="\$"/>	\$9,435,000.00	\$10,000,000.00
TEST.ACCOUNT.2021-1	<input type="text" value="\$"/>	<input type="text" value="\$ 5,000.00"/>	\$4,937,699.00	\$5,000,000.00

	Decreases	Increases	Total
Items :	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
Amount :	<input type="text" value="5,000.00"/>	<input type="text" value="5,000.00"/>	<input type="text" value="0.00"/>

Step 3 of 4 | Review Adjustment Transactions

1. Review the adjustment information and make any corrections, if necessary.
2. Click Submit.

Step 2 of 4
Enter Adjustment Transactions

Federal Agency: DEPARTMENT OF AGRICULTURE (12402200/05)
 Adjustment Reference Number:
 Adjustment Reason:

Your search criteria matched 2 account(s).

Recipient: KC PET PROJECT (2948189)

Account ID	Decrease Available Balance by this Amount	Increase Available Balance by this Amount	Available Balance	Cumulative Authorized Amount
TEST LINK	\$ <input type="text" value="5,000.00"/>	\$ <input type="text"/>	\$9,435,000.00	\$10,000,000.00
TEST-ACCOUNT-2021-1	\$ <input type="text"/>	\$ <input type="text" value="5,000.00"/>	\$4,937,699.00	\$5,000,000.00

	Decreases	Increases	Total
Items :	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
Amount :	<input type="text" value="5,000.00"/>	<input type="text" value="5,000.00"/>	<input type="text" value="0.00"/>

Step 4 of 4 | Adjustment Transaction Confirmation



1. You may print a copy of this page by clicking the Printer Friendly button that displays a PDF.

Step 2 of 4
Enter Adjustment Transactions

Federal Agency: [DEPARTMENT OF AGRICULTURE \(12402200/05\)](#)
Adjustment Reference Number:
Adjustment Reason:

Your search criteria matched 2 account(s).

Recipient: [KC PET PROJECT \(2948189\)](#)

Account ID	Decrease Available Balance by this Amount	Increase Available Balance by this Amount	Available Balance	Cumulative Authorized Amount
TEST LINK	\$ <input type="text" value="5,000.00"/>	\$ <input type="text"/>	\$9,435,000.00	\$10,000,000.00
TESTACCOUNT-2021-1	\$ <input type="text"/>	\$ <input type="text" value="5,000.00"/>	\$4,937,699.00	\$5,000,000.00

	Decreases	Increases	Total
Items :	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
Amount :	<input type="text" value="5,000.00"/>	<input type="text" value="5,000.00"/>	<input type="text" value="0.00"/>

2. Perform another transaction by selecting an action from the menu options.



Federal Financial Reports (FFR) Grant Closeouts

Types of Reports

- Interim FFR
 - Quarterly
 - Semi-Annual
 - Annual

- Final FFR



Interim FFR

No more than quarterly, no less annually

Award Terms and Conditions outline

Submit to RTPFC: RTPFC-grants@epa.gov

Final FFR



View Burden Statement		Federal Financial Report (Follow form Instructions)		OMB Number: 4040-0014 Expiration Date: 02/28/2022	
1. Federal Agency and Organizational Element to Which Report is Submitted <div style="background-color: yellow; height: 20px; width: 100%;"></div>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="background-color: yellow; height: 20px; width: 100%;"></div>			
3. Recipient Organization (Name and complete address including Zip code)					
Recipient Organization Name: <div style="background-color: yellow; width: 100%;"></div>					
Street1: <div style="background-color: yellow; width: 100%;"></div>					
Street2: <div style="background-color: yellow; width: 100%;"></div>					
City: <div style="background-color: yellow; width: 100%;"></div>		County: <div style="background-color: yellow; width: 100%;"></div>			
State: <div style="background-color: yellow; width: 100%;"></div>				Province: <div style="background-color: yellow; width: 100%;"></div>	
Country: <div style="background-color: yellow; width: 100%;"></div>			ZIP / Postal Code: <div style="background-color: yellow; width: 100%;"></div>		
4a. DUNS Number <div style="background-color: yellow; width: 100%;"></div>		4b. EIN <div style="background-color: yellow; width: 100%;"></div>		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="background-color: yellow; width: 100%;"></div>	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final		7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual		8. Project/Grant Period From: <div style="background-color: yellow; width: 100%;"></div> To: <div style="background-color: yellow; width: 100%;"></div>	
9. Reporting Period End Date <div style="background-color: yellow; width: 100%;"></div>					

Final FFR



10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	0.00
<i>(Use lines d-o for single grant reporting)</i>	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	0.00
h. Unobligated balance of Federal Funds (line d minus g)	0.00
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	
m. Program Income expended in accordance with the deduction alternative	
n. Program Income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

Final FFR



11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	<input type="text"/>					
	<input type="text"/>					
g. Totals:				0.00	0.00	0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: First Name: Middle Name:
 Last Name: Suffix:
 Title:

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension)

d. Email Address

e. Date Report Submitted

14. Agency use only:

Standard Form 425



Closeout Requirements

120 days from Budget Period End Date

- Submit report
- Complete draws
- After 120 days grant suspended in ASAP

Include all costs from inception of the grant



Common Mistakes

- Cost share
- Not marked final
- Dates
- Not signed



RTPFC's Role

- Audit Final FFR
- Open ASAP as needed
- Accounts Receivable
- Post all FFRs internal system



Returning Funds

Returning Funds



1. Return via ASAP, if drawn within the last 32 days
2. Pay.gov
 - EPA's preferred and recommended method
3. U. S. Postal Service/FedEx/UPS
 - If unable to use electronic method

Returning Funds



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 - If unable to use electronic method

Returning Funds



Pay.gov – the secure way to pay U.S. Federal Government Agencies

- EPA's preferred and recommended method
- U. S. Treasury's free/secure-portal for payments to federal agencies
- Web-based
- No sign-in account required
- Available 24/7/365

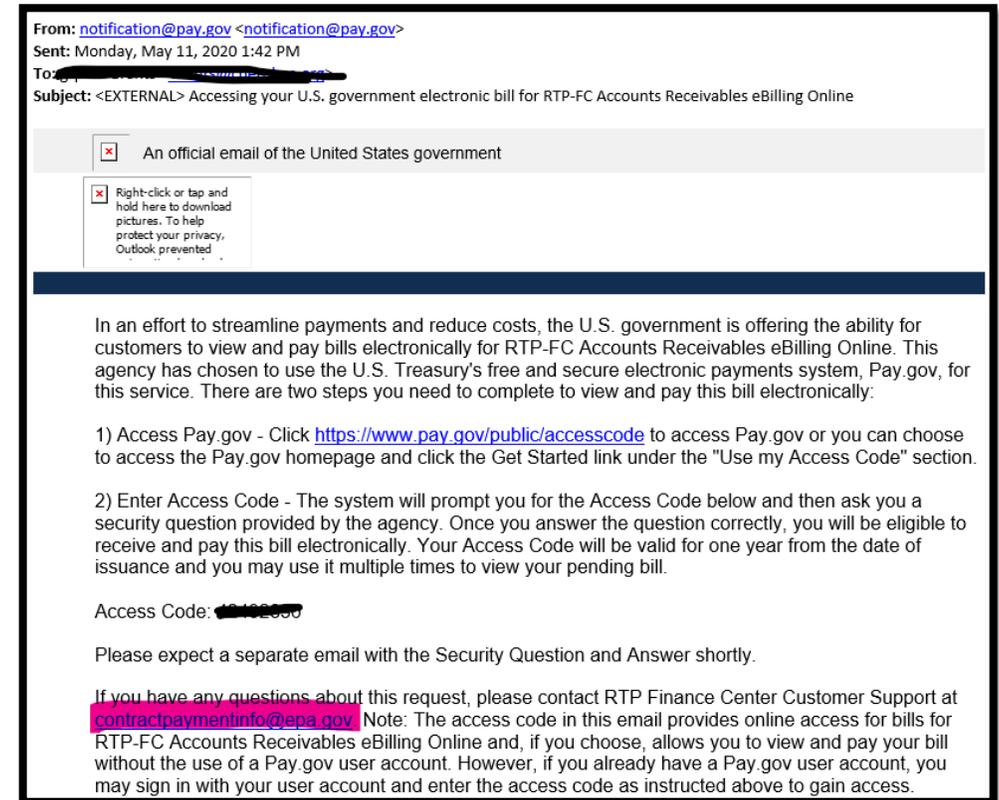


Returning Funds

Pay.gov – the secure way to pay U.S. Federal Government Agencies

E-Bill generated by EPA RTP-Finance Center

- Billings primarily sent via Pay.gov (exceptions)
- E-bill with an access code is created and generated by the EPA RTP-Finance Center
- E-Bill and access code are sent to recipient's primary POC
- POC receives email notification w/access code and instructions to view and pay the bill, via Pay.gov



Returning Funds



Pay.gov – the secure way to pay U.S. Federal Government Agencies

Make a Payment without a generated E-Bill

- Use RTPFC Accounts Receivable Pay.gov Online Form
- Accessed via <https://www.pay.gov/public/form/start/560924656>
- Accessed via www.pay.gov (search required for RTP Finance Center Accounts Receivable Submission Form)

EPA United States Environmental Protection Agency

RTP Finance Center
Accounts Receivable Submission Form

SAMPLE

* Required Field

* Company/Organization Name: Company XYZ

* Street Address 1: 123 One Way Corporation Drive

Street Address 2: _____

* City: Two City * State: NC * Zip: 12345

* Phone Number: 900-123-4567

* Contact Name: Joe Louis

* Contract or Purchase Order Number: PO #68HERH21P0000 or Grant #Q83900123

Task Order Number: 68HERH21F0000

* Invoice Number: Inv #12345 or Billing #2021-00-12345G

* Purpose of Refund: Contract or Grant Refund

* Payment Type: ACH

* Payment Amount: \$500.00

Returning Funds



Pay.gov – the secure way to pay U.S. Federal Government Agencies

- Accepted Payment Methods (RTP-Finance Center)
 - ACH Debit
 - PayPal
- Other Payment Methods may be available

Returning Funds



Pay.gov – *the secure way to pay U.S. Federal Government Agencies*

- Things to know
 - ❑ Receivables/debts must be refunded within 30 days of initial bill
 - ❑ If not, interest, admin*, and penalty charges* are assessed
 - * *State, local, and tribal governments are exempt*
 - ❑ Debts will be referred to U. S. Department of Treasury for collection activity within 120 days of initial billing
 - Referral process begins between 90 – 110 days of delinquency

Contact Info



ASAP Help Desk: 855-868-0151

RTPFC: RTPFC-grants@epa.gov

Questions?

