

## **EPA Grants Financial Management Webinar, March 15, 2023**

### **Frequently Asked Questions (FAQ)**

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Q1: Where will today's slides be posted?

A1: The presentation from today's webinar is available for download from the Financial Management Webinar webpage at:

[https://www.epa.gov/system/files/documents/2023-03/Financial%20Management%20Webinar\\_Presentation\\_March2023.pdf](https://www.epa.gov/system/files/documents/2023-03/Financial%20Management%20Webinar_Presentation_March2023.pdf)

Q2: Will a recording of this webinar be available?

A2: A recording of today's webinar will be available on the Financial Management Webinar webpage at: <https://www.epa.gov/grants/financial-management-webinar-march-15-2023>.

Q3: Is it okay to wait to draw down until after expenses are paid by us? I usually drawdown quarterly after I submit quarterly reports.

A3: Yes, it is acceptable to draw after expenses are paid.

Q4: Our company currently uses the Invoice Processing Platform (IPP) dictated by our Small Business Innovation Research (SBIR) contract. Is this webinar helpful to us as well?

A4: This webinar is focused on grants and the Automated Standard Application for Payments (ASAP) system only, not contracts. We will not address IPP.

Q5: What if the city takes more than 5 days to cut a check? Our city only cuts checks once per week, and I am not confident all of the steps in our procurement process can be completed in 5 days.

A5: Please contact the Research Triangle Park Finance Center (RTPFC) if you are unable to disburse funds within 5 business days.

Q6: Can I get Automated Standard Application for Payments (ASAP) access directly from EPA?

A6: Instructions on accessing ASAP are included in the Terms and Conditions of EPA Grant Awards.

Q7: So applicants can drawdown 120 days after the end date of the grant, correct?

A7: Yes, the regulations changed on 11/12/2020 to extend the period from 90 to 120 days. Grants awarded prior to 11/12/2020 may fall under the 90-day period. Check your grant Terms and Conditions for instructions if it was awarded prior to 11/12/2020.

- Q8: Does an organization need a separate ASAP account for each grant?
- A8: No, all your grants from EPA will be under one ASAP recipient account.
- Q9: If I would like “Inquiry” permissions for ASAP, do I start by asking EPA or our Fiscal Office? What's the process for setting that up?
- A9: You will need to start with your Fiscal Office and the point of contact (POC) there for ASAP. That POC can request you be added as a user via ASAP, which will issue you a user ID and password.
- Q10: I want to upgrade my old diesel litter vac to a new electric version. Are there funds for this? How do I enroll?
- A10: Your best bet would be to go to Grants.gov and put “diesel emissions” (and any other helpful words) into the search bar. It will show you all current funding opportunities that match your criteria.
- Q11: My organization already has access set up within ASAP.gov but through the US Department of the Interior - National Park Service. Will we need to do something new for access concerning EPA funds?
- A11: Yes, you will need to be enrolled by each federal agency that you have grants with. The process is simple: EPA will enroll your organization and all you need to do is link your banking account to our Agency Location Code, which allows EPA grants to be linked to your bank account for payment.
- Q12: Can we send the book entry adjustment to EPA if we need to make a correction if drawn against wrong site?
- A12: Book entry corrections should be completed within ASAP. It ensures a proper record for audit purposes.
- Q13: If funds need to be returned to the EPA, how does that process work? Do you use ASAP to send funds back?
- A13: You can use ASAP as long as it's been 32 days or less. If it has been longer, you can use Pay.gov or a check.
- Q14: Does this mean March 31 falls into 2<sup>nd</sup> quarter ending 6/30?
- A14: No, that was a typo. If your budget period end date falls on the quarter (12/31, 3/31, 6/30, 9/30), then your interim reporting period will match one of those dates. If your budget period ends in between quarters, you will report to the next quarter (i.e., if your budget period end date is 10/31, your reporting period will end on the next quarter, 12/31).
- Q15: If we need to provide an annual report, is it by 9/30 (FFY) or 1 year from the start of the grant?
- A15: It's based on the end date of the budget period. If your grant budget period is 10/1-9/30, your report period will be 10/1 – 9/30 and is due within 90 days of the end of the period for annual reports.

- Q16: Do recipients get a notification reminder to submit the quarterly/annual Federal Financial Report (FFR) or final FFR?
- A16: Notifications are sent only for final FFRs.
- Q17: What does FFR stand for?
- A17: Federal Financial Report. There are interim FFRs and a Final FFR which is due within 120 days after the grant ends.
- Q18: City of Trenton received an EPA WIIN grant for lead service line replacements – does the City have to bond the grant amount first before using ASAP?
- A18: Please direct this question to your EPA Project Officer.
- Q19: What if our financial department cannot get a disbursement out within 5 days?
- A19: Please contact the Research Triangle Park Finance Center (RTPFC) at [RTPFC-grants@epa.gov](mailto:RTPFC-grants@epa.gov) in these cases.
- Q20: Are there guidelines on how often we need to draw? We pay our vendors before drawdowns and sometimes only draw twice per year.
- A20: There are no guidelines on how often you must draw.
- Q21: What if we previously had an EPA grant (just ended in Dec 2022) so we have ASAP through EPA – will the new funds show up?
- A21: Yes, once awarded, your funds will show up under your existing account. There is no need to sign up for ASAP.
- Q22: If you return funds via Pay.gov before an E-Bill is issued, will the EPA still issue an E-Bill?
- A22: The bill may be issued, depending on the timing of the return. If you receive an E-Bill, contact the RTPFC and we will cancel the bill.
- Q23: I am the new point of contact for my office, but I have been having delays setting up my account. Can you help me with that?
- A23: Yes, we can. Send me an email: [fairley.andre@epa.gov](mailto:fairley.andre@epa.gov).
- Q24: Whom do I contact to delete a prior user and add me in ASAP?
- A24: You would contact your organization's point of contact in ASAP to make changes to personnel who access ASAP.
- Q25: You said you would circle back and elaborate on being able to drawdown on funds 120 days after the grant ends. Please and thank you.
- A25: After your budget period ends, your grant will change to Liquidated status in ASAP. This is a notification that your budget period ended, but you can still draw funds for costs incurred during the budget period.

- Q26: Are interim FFRs required by every grantee, even if not included in the Notice of Award?
- A26: Generally, one-year grants do not require interim FFRs, but the regulations say EPA must ask for an interim FFR at least annually. This information will be in the grant Terms and Conditions.
- Q27: What supporting documentation is required when drawing down and disbursing funds?
- A27: Recipients are not required to submit documentation for drawdowns but must keep documentation on file for audits.
- Q28: How would a temporary federal government shutdown impact the ASAP process and the drawdown/reporting timelines?
- A28: It depends on the length and reason for the government shutdown. If the government shuts down due to the budget not passing, recipients will have access to draw funds in ASAP. If the government hits the debt ceiling, recipients may not have access to funds.
- Q29: Who do we send FFRs to?
- A29: Please send them to the RTPFC at [RTPFC-grants@epa.gov](mailto:RTPFC-grants@epa.gov).
- Q30: What is the website where we can find the FFR form?
- A30: Grant closeout forms, including the FFR, can be found on the EPA website: <https://www.epa.gov/grants/frequent-questions-about-closeouts>.
- Q31: For the 424a non-constructional programs, how would the yearly breakdown be computed since we work by the State Fiscal Year and not on a budget period?
- A31: This information should be in the Terms and Conditions of your grant award. Please contact your EPA Project Officer or the RTPFC if it is unclear.
- Q32: If an organization is already enrolled with ASAP and the EPA agency location code, when that organization receives a new grant, are there any other steps necessary prior to accessing funds?
- A32: No, we will load your funds under your existing account.
- Q33: For the 424a, we have a grant that we are applying for which is awarded for \$1 million over a 3-year period of time. For questions 13-15 since we are applying for the \$1 million, do we just take one year of the funds and divide it based on the quarters?
- A33: The funding should be broken out as appropriate for the activities that will be taking place. Some grants may have extensive costs up front or toward the end, while others may be more equally split among the years. It should match the timing of the workplan activities.