

ASAP System Overview

Office of Finance and Administration

Office of Financial Operations & Management

RTP Finance Division

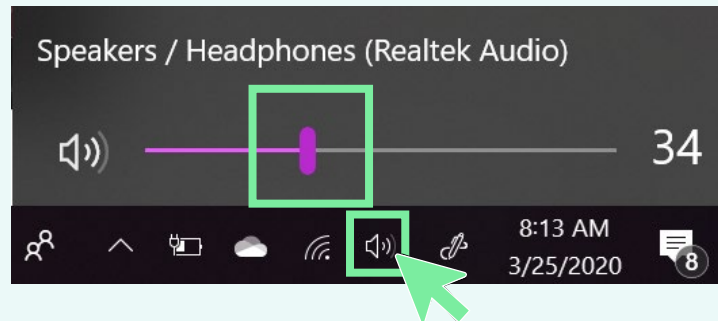
Housekeeping



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

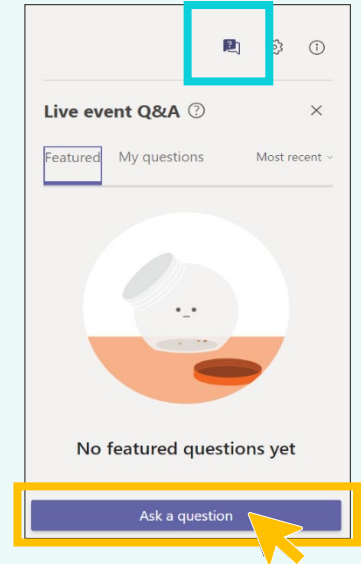
Computer audio is located at the bottom right of the Windows desktop.



Ask a Question

- ✓ 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.

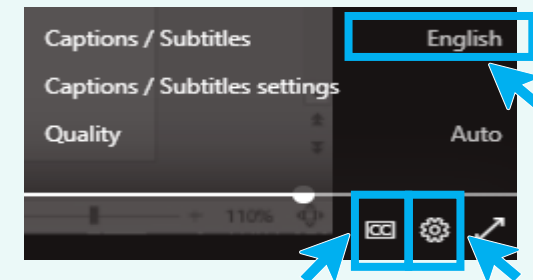


Closed Captions/Translation



- Turn on/off Live Captions
- Change Settings/Language

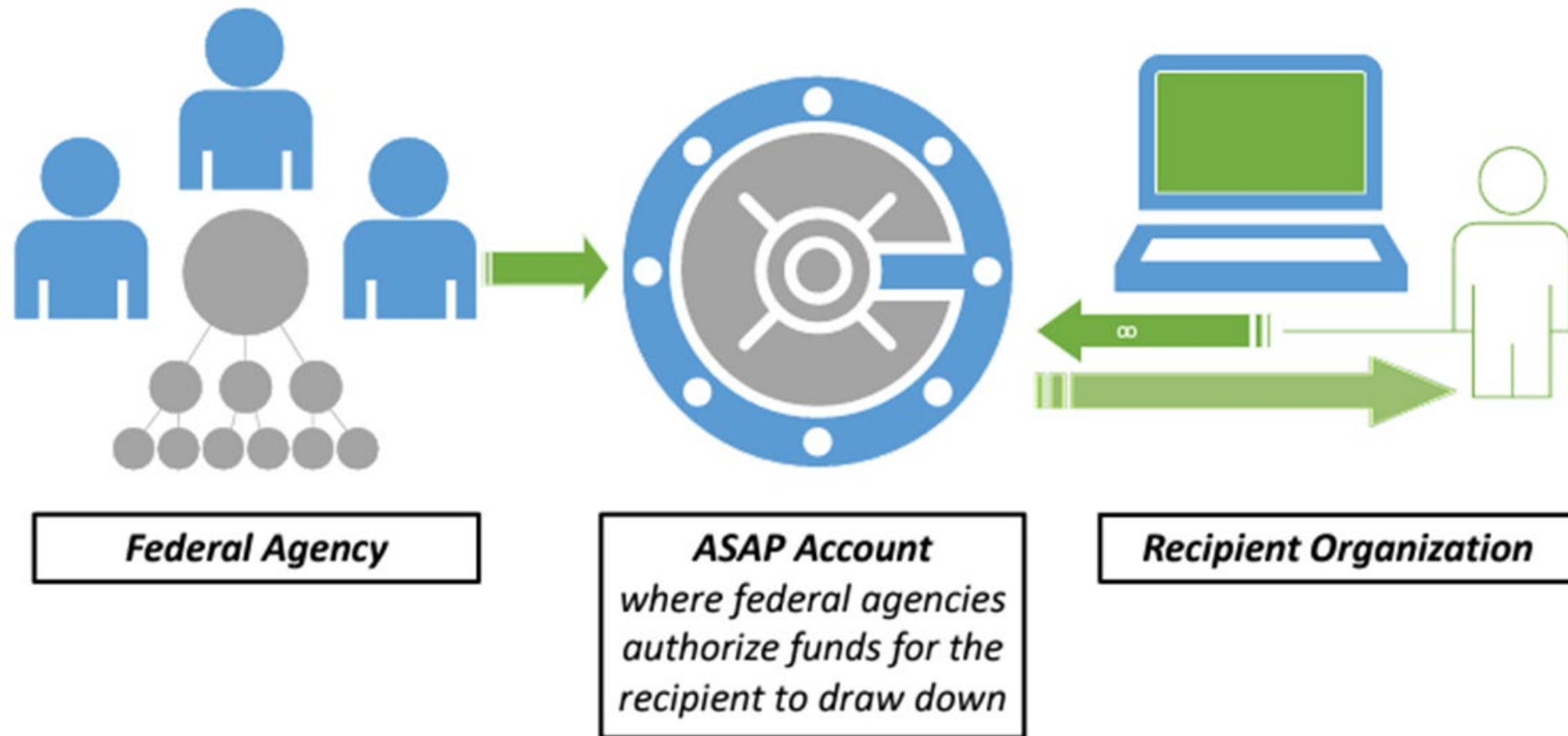
CC panel is located on the bottom right side of the Live Event window.



- What is ASAP?
- Responsibilities
- Enrollment
- Drawing & Returning Funds
- ASAP Help Desk



Automated Standard Application for Payments (ASAP)



What is ASAP?

How ASAP Works



STEP 1:

Federal agency & recipient
both enroll in ASAP.gov



STEP 2:

Agency adds money to
recipient account &
sets rules for payments



STEP 3:

Recipient requests
payment via ASAP.gov



STEP 4:

Approved payments
can settle as quickly as
the same day.

Responsibilities



Responsibilities, cont.

EPA

- Initiate enrollment
- Create account
- Increase/Decrease funds
- Update administrative information/end dates
- Certify funds
- Close account

Treasury Department

- Issue user ID/Passwords
- Complete enrollment
- Verifying banking data
- Reset passwords
- Customer Service

Recipient

- Assign Users
- Add/Delete users
- Head of Org approves users
- Enter/modify banking data
- Complete payment requests
- Maintain account

ASAP Account Statuses



Open Status

Account available and active for all transactions



Liquidation Period

Budget period end date plus 120 days

Allows for final draws without Final Federal Financial Report (FFR)



Suspended Status

121 days after the budget period expires

Cannot draw until submit Final FFR



Closed Status

FFR processed. Financial Specialists updates account status to closed.

Enrollment

Checklist

-
-
-
-
-
-



Enrollment, cont.



ID.ME registration is required for all users



EPA begins ASAP enrollment process after your grant is awarded and based on the financial official listed in the grant application

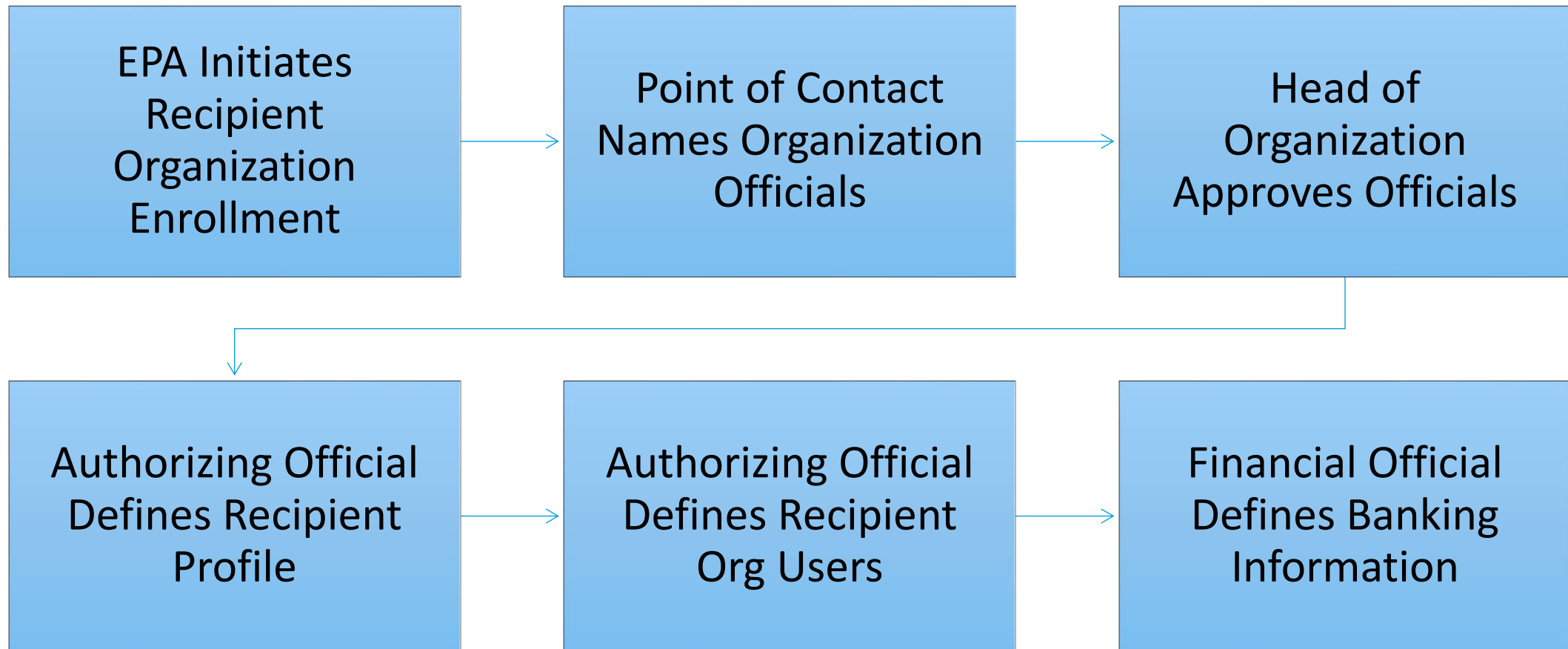


ASAP sends enrollment updates via email



Recipient must complete each of the six steps in order, within 45 days, or restart enrollment.

The ASAP Enrollment Process



Drawing and Returning Funds



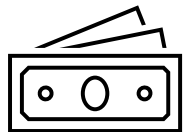
Code of Federal Regulations (CFR) Reminders



§ 200.305 Federal payment. *Payments for Immediate Need*

Payments to a recipient or subrecipient must be limited to the minimum amounts needed and be timed with actual, immediate cash requirements of the recipient or subrecipient in carrying out the purpose of the approved program or project.

EPA Policy sets a 5 business days disbursement standard.



§ 200.305 Federal payment. *Refunds*

Funds, principal, and **excess cash returns must be directed to the original Federal agency payment system.**

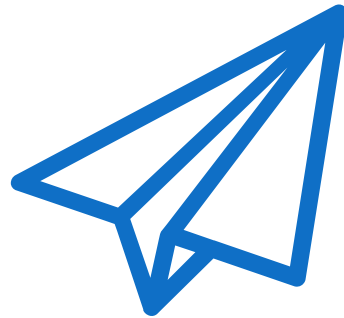
Methods of Returning Funds

✓ ASAP Return ACH Payment

✓ Fedwire (bank fees may apply)

✓ Pay.gov

ASAP Help Desk



Email:

asaphelpdesk@fiscal.treasury.gov



Phone: 855.868.0151 (option 2,
option 3)



RFD Contact Info

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