

ASAP Overview Webinar
May 27, 2026
Frequently Asked Questions (FAQ)

- Q1: How do you process a negative drawdown in the Automated Standard Application for Payments (ASAP) system?
- A1: ASAP does not accept negative payment requests.
- Q2: Will we receive a copy of the slides, and will the webinar recording be posted?
- A2: The presentation is available for download from the [ASAP Overview Webinar webpage](#). The recording will be available on the same webpage.
- Q3: How do you add a new user when your organization has new members of the grant administration team?
- A3: Each recipient organization will have a Point of Contact role assigned. This role can add, edit, or delete users. Visit the Recipient Enrollment section under the Help tab in ASAP for more information.
- Q4: How can recipients find out if they need to create an ASAP account?
- A4: All EPA grant recipients are required to draw funds from ASAP. Upon receipt of award, ASAP enrollment will be initiated by the Research Triangle Park Finance Division (RFD).
- Q5: What is the phone number to contact the ASAP help desk?
- A5: +1-855-868-0151 (select option 2, then option 3).
- Q6: How soon can we create an ASAP account?
- A6: Grant accounts will be created based on the award date of the grant. RFD will send out step-by-step instructions to the recipient organization at that time.
- Q7: Can you explain the process of returning funds more in depth?
- A7: The Return Automated Clearing House (ACH) Payment function allows a recipient organization to return the full or partial amount of an ACH payment previously received from ASAP. By initiating a payment return, the recipient organization requests that the U.S. Treasury Department initiate an ACH debit against the bank account to which the original payment settled, resulting in a decrease to the organization's bank account and a corresponding increase to the ASAP account's available balance.
- Q8: Can you discuss what a book entry is and when an agency would do that in ASAP?
- A8: The Book Entry Adjustments feature allows Payment Requestors to adjust cash on hand balances between ASAP accounts that share the same Agency Location Code (ALC)/region and recipient without making a funding request. It works like a journal entry in a general ledger, using increases and decreases to individual accounts to reflect adjustments. Characteristically, Book Entry Adjustments are made to adjust account balances, adjust excess cash on hand, or to correct a drawdown made from a wrong account.

- Q9: Can an agency have more than one login for ASAP per person?
- A9: Each individual user must have their own unique login for ASAP. Users within a recipient organization set up their own ID.me account, which is then linked to ASAP and assigned a specific role within the organization.
- This approach is preferred because it establishes proper internal controls and separation of duties. It allows organizations to assign and manage roles such as Head of Organization, Financial Official, and Payment Requester.
- Having multiple authorized users within the organization is beneficial, as it helps ensure appropriate oversight, accountability, and continuity in managing ASAP activities.
- Q10: How quickly will I have access to my funds if I receive a grant?
- A10: If your organization is already enrolled in ASAP, generally funds are received in 1-2 business days. If your organization is not enrolled in ASAP, enrollment must be completed and banking data verified by ASAP.
- Q11: Can you please explain the written drawdown justification that's needed for each drawdown?
- A11: ASAP justification requires grant recipients to include a brief text description (up to 300 characters) explaining the purpose of each payment request.
- Q12: Is there a limit to how much funding can be drawn down at one time? Is it based on our budget tables and information in our grant application?
- A12: Under the federal regulations, drawdowns are limited to the recipient's immediate cash needs at the time of the request.
- Grantees should only request funds to cover expenses that are due and payable in the near term. If the immediate need corresponds to the full amount of the award, then drawing down that full amount may be allowable; however, requests must align with actual, allowable expenses.
- Q13: Are program managers/directors required to sign up for ASAP?
- A13: Point of Contacts are initially determined based on the EPA Contact List designated in your grant application. After that, users are defined by the organization.
- Q14: Can we have more than one Point of Contact?
- A14: Yes. More than one user for a receiving organization can be assigned as the Point of Contact.
- Q15: How soon should we create our ASAP account?
- A15: Upon receiving notification of enrollment from RFD.
- Q16: Do you have bilingual technical assistance?
- A16: We do not; however, if assistance is required, we will provide the necessary assistance.
- Q17: Do you have any examples of how the system works?
- A17: ASAP provides training opportunities, and the trainings can be found on the [Bureau of Fiscal Services Automated Standard Application for Payments webpage](#).

- Q18: What support documentation is required when a drawdown request is submitted?
- A18: No documentation is required in ASAP. ASAP payment justification requires grant recipients to include a brief text description (up to 300 characters) explaining the purpose of each payment request.
- Q19: What can we do if the point of contact leaves without assigning a new point of contact?
- A19: Contact RFD at RTPFC-grants@epa.gov for assistance with establishing a new point of contact within your recipient organization.
- Q20: When does the project pitch submission period open? What is the deadline to submit a pitch? If our pitch is accepted, what is the deadline for the full proposal?
- A20: This question is outside of RFD's scope. Please reach out to a Project Officer with this question.
- Q21: Suppose the organization has multiple EPA grants, would everything be on the same ASAP account? Will each grant have its own ASAP account? Or if our city has multiple federal grants, will we have multiple ASAP accounts?
- A21: Each grant account will be listed individually by grant number under the applicable federal agency/ALC.
- Q22: Should the head of the organization be a mayor or similar role, given their responsibility for managing day-to-day operations?
- A22: This depends on whom your organization chooses to designate as the head of the organization. That decision is made internally, and we do not determine it for you.
- Q23: Can you explain how to do a drawdown in ASAP once you are in the system?
- A23: Refer to the Payments section under the Help tab in ASAP for instructions on completing a drawdown.
- Q24: Can you help us understand the different roles in ASAP? For example, what role would a person be assigned if they are responsible for submitting drawdown requests and running reports?
- A24: Refer to Recipient Enrollment section under the Help tab for more information.
- Point of Contact Official (POC) – Can add or modify users and roles. During initial enrollment, the POC will define the Head of Organization (HOO), Financial Official (FO), and Authorizing Official (AO) for their organization.
 - Head of Organization Official (HOO) – Approves changes to users and their roles made by the POC during enrollment.
 - Financial Official (FO) – Enters initial banking information during enrollment and maintains banking account information for the recipient organization.
 - Authorizing Official (AO) – Adds payment requestors and inquirer only users. During initial enrollment, the AO will also add the organization Short Name.
 - Payment Requestor User (PR) – The only role that enables users to initiate payment requests and is designated by the AO.
 - Inquirer Only User (IO) – User only allowed to run reports; no other role allowed.

Q25: Is receiving funds from ASAP to my organization similar to a wire transfer?

A25: Yes. It is similar to a wire transfer. Funds are typically transferred via ACH or Fedwire.

Q26: What information needs to be included in the payment justification field? How detailed does this need to be?

A26: All payment requests submitted in ASAP.gov will require a brief written justification for each new payment request. This field is mandatory, limited to 300 characters, and will be required in the first step of the payment request process. For questions or guidance about the specificity of the requirement, please contact your funding federal agency. The following is a list of special characters that are allowed in this field: _'~!@#\$%^()-+{}[]|;,:.?

Q27: What reports does ASAP process?

A27: Depending on your assigned user role, recipients can run several reports. Reports and inquiries are accessible online and can also be obtained in PDF or spreadsheet (CSV) format. Hover your mouse over the Reports menu and select "Run Predefined Report" to see list of available reports. Select the desired report, enter search criteria, and run the report. Reports can be retrieved by selecting "Retrieve Report Results" from the Reports menu. Note, depending on your user roles you may not be able to see some of these reports.

Q28: Who should we contact for support with failed attempts to register our account?

A28: RTPFC-grants@epa.gov

Q29: What's the process for a drawdown/final Federal Financial Report (FFR) after the liquidation period? My understanding was that all drawdowns and reports were due at the end of the 120 days? Is it normal for drawdowns to be made after the liquidation period?

A29: All drawdowns, liquidations, and FFRs must be completed within 120 calendar days after the project period or period of performance ends. Drawdowns can be accomplished after the liquidation period upon submission of a final FFR.

Q30: Regarding over drawn monies, do we contact our grant lead or an ASAP lead with an email to explain the transition of funds?

A30: Coordinate the returning of funds with your Grant Specialist, Project Officer, and RFD.

Q31: Is ASAP for payment only? Do we load invoices for reimbursement?

A31: Yes, ASAP is strictly a payment and funding disbursement system. ASAP does not have an invoice-loading interface.

Q32: Are advance grant payments (when permitted under the executed agreement) treated differently within the ASAP system or during the drawdown process? If so, could you provide additional clarification? For the grant program I support, subrecipients have executed subawards with EPA that allow for advance payments, meaning they may submit documentation for payments not tied to actual invoiced costs.

- A32: In ASAP, an “advance” drawdown and a “reimbursement” drawdown look the same. ASAP disburses funds based on the payment request amount up to the available balance. The difference is in your cash-management responsibilities under [2 CFR 200.305](#) and your award terms, not in how ASAP processes the transaction.
- Q33: Can the same person be assigned all the roles in ASAP?
- A33: Yes, the POC can assign all roles to themselves. However, we recommend separation of duties and responsibilities to be shared within recipient organizations.
- Q34: Do all ASAP drawdowns need to be approved before going through?
- A34: No.
- Q35: Can RFD reverse a Fedwire/ACH sent to another agency in error?
- A35: RFD cannot reverse a Fedwire/ACH transaction.
- Q36: Does ASAP reference the grant contact form (e.g., the payee) or does it use the role assigned to the person's account by the head of organization?
- A36: RFD uses the Key Contact form provided to the EPA to assign a recipient organization's POC role.
- Q37: If a recipient's Unique Entity Identifier (UEI) number changes, is it an easy process to register the new UEI number in ASAP?
- A37: There is an ASAP change request form that will be required for completion. Contact RTPFC-grants@epa.gov for the form.
- Q38: Is there any way to request funds that have not yet been paid if they are paid within 48 hours?
- A38: ASAP payment requests should be completed to cover realized grant expenses.
- Q39: If I already have an account and get another award with additional funds, is it added to the existing account?
- A39: Yes, new award or additional funding is added to your existing ASAP account.
- Q40: For pass-through organizations implementing a reimbursement grant, does 2 CFR 200 require organizations to have proof of purchase in order to submit for a drawdown?
- A40: 2 CFR 200 does not require you to submit “proof of purchase” with each federal drawdown request. It requires that payment requests be based on allowable, allocable, and reasonable costs and that you maintain adequate documentation to support those costs. Whether you must submit supporting documents with a drawdown is set by your award terms, not by ASAP.
- Q41: Where can we find other trainings for using the ASAP system?
- A41: Additional training can be found on the [Bureau of Fiscal Services Automated Standard Application for Payments webpage](#).
- Q42: Can recipients run reports to see drawdowns to date?

- A42: ASAP has multiple reports and inquiries available to recipient organizations. The Payment Request Inquiry Report will highlight the drawdowns completed by the organization.
- Q43: Since we are in the "anticipated notification of selection" phase, should we plan on establishing our ASAP account now?
- A43: RFD will initiate enrollment and notify recipient upon grant award.
- Q44: How do grant recipients get set up in the ASAP system? How long does the process take?
- A44: The EPA enrolls your organization in ASAP. The enrollment process can take up to 45 days; however, it may be shorter if your organization is already enrolled, as only the banking information needs to be linked.
- Q45: For ACH payments, will summary drawdowns ever be an option again?
- A45: We recommend contacting the ASAP help desk at ASAPHelpDesk@fiscal.treasury.gov for your question.
- Q46: Can you provide the ASAP access link?
- A46: [ASAP System](#)
- Q47: If my project is already underway and I have a fixed contract amount to pay an engineering company to complete all aspects of bringing a product to market (including patenting, prototyping, and final production), can EPA disburse one payment that will cover the full amount?
- A47: Payments under EPA assistance awards must follow [2 CFR 200.305](#): draw funds either to reimburse actual, allowable costs already paid or, if your award permits advances, only for immediate cash needs you will disburse promptly.
- Q48: Would the ASAP system allow integration with bookkeeping software? Is this allowed, and if so are there recommended methods?
- A48: Bookkeepers should use ASAP's Account Settlement Reports via ASAP.gov.
- Q49: Do we need to wait until our projects are complete before requesting a payment, or are progress payments allowed?
- A49: You do not need to wait until projects are complete. Drawdowns can be made during the project period as long as costs are incurred and disbursed within 5 business days.
- Q50: If the project period has ended and the grantee is completing closeout activities during the 120-day closeout period, can they draw down funds for this work? Is this allowable?
- A50: Yes, provided the costs were incurred during the project period and reported on in the final FFR, a final drawdown is allowable.
- Q51: If funds were incurred after the project period end date for the preparation of final reports, can funds be drawdown for this work?
- A51: We suggest you contact your Project Officer as it may be in your terms and conditions of your grant for those costs to be allowable.

Q52: Is the “Create Standard Form (SF) 425” function in ASAP under Enrollments different from the typical SF-425 submitted through Grants.gov?

A52: No.

Q53: Are grantees required to submit payment requests based on invoices or actual expenditures? Does ASAP only require the requester to enter the payment amount and a narrative, or are supporting documents (such as invoices) also required?

A53: Payments under EPA assistance awards must follow [2 CFR 200.305](#): draw funds either to reimburse actual, allowable costs already paid or, if your award permits advances, only for immediate cash needs you will disburse promptly.

No documentation is required in ASAP, but ASAP payment justification requires grant recipients to include a brief text description (up to 300 characters) explaining the purpose of each payment request.

Q54: To clarify, the grantee completes a reimbursement request using the SF-270, and we get paid through ASAP?

A54: The reimbursement method is determined by your award terms and conditions.

Q55: If we want to process our drawdowns as reimbursements (i.e., we have fronted the funds and maintain those records), is that something we would coordinate with our Project Officer? And would the process within ASAP be functionally the same as previously described?

A55: Correct.

Q56: How many days do we have to create an account after the award date of the grant?

A56: Recipients have 45 days to complete enrollment once it has been initiated.

Q57: Can you identify all items required when submitting a payment request in ASAP (either entered into portal fields or uploaded into the system)?

A57: ID.me Login Credentials: Username and password used to access the portal.

ASAP Account Details: Your 7-digit ASAP ID (Recipient ID) and the ASAP Account ID.

Bank Relationship: Selection of the pre-approved bank account and routing number combination.

Payment Request Template & Type: Specification of an individual payment (per ASAP account) or a summary payment.

Payment Method: Selection of either Fedwire (same-day settlement) or ACH (next-day settlement).

Requested Settlement Date: The exact business date you wish to receive the funds.

Requestor Reference Number: An optional identifier field for your organization's internal tracking.

Payment Justification: A mandatory, maximum 300-character free-form written justification for each payment requested.

Q58: Is it acceptable to send all SF forms to the general EPA email address at RTPFC-grants@epa.gov?

A58: Yes.

Q59: What happens if you fail to enroll in ASAP within the 45 day period?

A59: Enrollment will be reinitiated once the organization contacts our office.

Q60: In regard to what is required for entry in the ASAP payment request, you mentioned earlier that “for now” only the requested amount and narrative are needed. Does this indicate that the Office of Finance and Administration anticipates a future change or update to this policy or procedure?

A60: Yes, Office of Finance and Administration does anticipate continued updates to policies and procedures that enhance payment integrity and prevent fraud, waste, and abuse.

Q61: Project Officers usually send ASAP enrollment process to recipients once the grant is awarded. Does RTPFD do the same?

A61: Yes.