



Grants Financial Management Training

RESEARCH TRIANGLE PARK FINANCE CENTER (RTPFC)

GRANT SERVICES BRANCH

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Agenda



- Automated Standard Application for Payments (ASAP) Overview and Enrollment
- Drawing Funds and Book Entry Adjustments
- FFR Closeouts
- Returning Funds



ASAP Overview/Enrollment

ASAP



- US Treasury System
- Used by 65 Federal Agencies, issued \$653B in payments FY22
- Paperless
- Includes Reporting Features
- Same Day/1 Day Payment
 - ✓ \$1M/less and done prior to 4:30 PM EST same day
 - ✓ Otherwise next business day

ASAP



Responsibilities



Federal Agency

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

ASAP

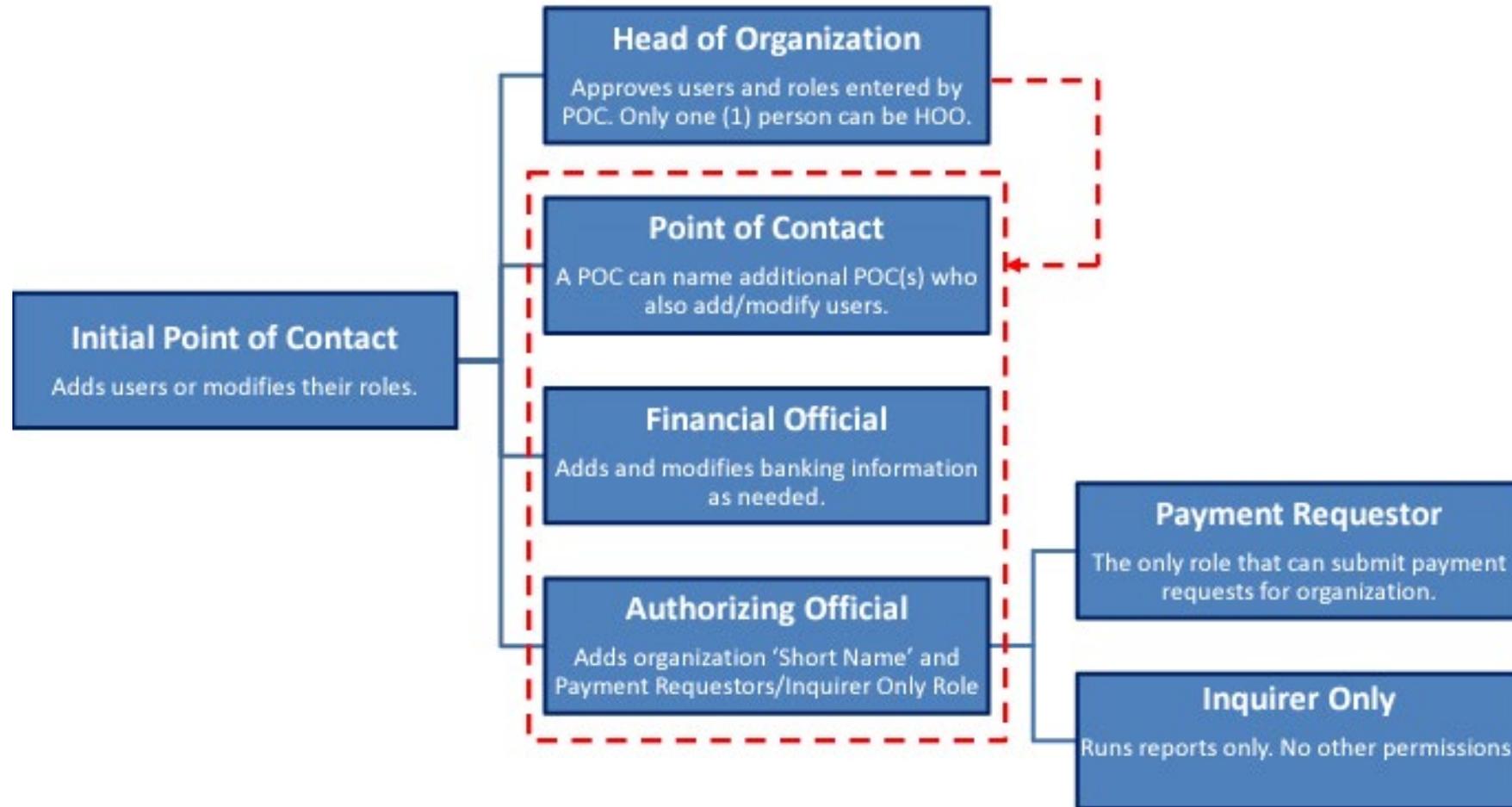
- Complete enrollment
- Issue user ID/Passwords
- Reset passwords
- Add/Delete users
- Walk users through draws/book entry adjustments/training

Recipient Enrollment



- After the grant is awarded, RTPFC will enroll new recipients into ASAP
- Enrollment based on Key Contacts Payee listed on SF424 grant application
- Payee's contact information will be entered in ASAP as the Point of Contact (POC)
- ASAP will email POC with next steps

ASAP Recipient Roles



Recipient Enrollment



- 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



Recipient Enrollment



- 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 banking data before funds are available



Drawing Funds

Drawing Funds



EPA Policy RAIN-2018-G06-R

- All recipients must use ASAP
- Disburse draw within 5 days of receipt
- Allowed 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

ASAP Draw Statuses

Open

- From the start/end dates of the grant budget period

Liquidated

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

Suspended

- 121 days after the budget period expires
Cannot draw until submission of Final FFR

Closed

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 (2831710)
Federal Agency: DEPARTMENT OF VETERANS AFFAIRS (36001200)

Cash on Hand: \$ Total: \$

Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
480200001032	Open	<input type="text"/>	\$100,130,000.00	\$ <input type="text"/>	+
TEST ACCOUNT 1	Open	<input type="text"/>	\$100,140,000.00	\$ <input type="text"/>	+



Book Entry Adjustments



Book Entry Adjustments



- Does not initiate a payment request
- Used to adjust site balances within a grant or correct payment request drawn from the wrong grant (must have more than one grant)
- Adjusts the available balance between grants that share the same Agency Location Code.

Book Entry Adjustments



- Accounts are decreased by the same amount other accounts are increased (net \$0 transaction)
- 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.



Federal Financial Reports (FFR) Grant Closeouts



Interim FFR

- No more than quarterly, no less annually
- Award Terms and Conditions outline frequency
- Submitted on quarterly period end date (3/31, 6/30, 9/30, 12/31)
- Must be submitted within 30 days after reporting period end date for quarterly/semi-annual reports, 90 days for annual report

Final FFR

- Closeout within 120 days from Budget Period End Date
 - ✓ Submit reports
 - ✓ Complete draws
 - ✓ After 120 days grant suspended in ASAP
- Include all costs from inception of the grant
- Interim/Final FFRs Submitted to RTPFC:
RTPFC-grants@epa.gov



RTPFC's Role

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



Returning Funds

Returning Funds

- Return ACH Payment feature via ASAP
 - ✓ Only if drawn within the last 32 days

- Pay.gov
 - ✓ EPA's preferred and recommended method

- U. S. Postal Service/FedEx/UPS
 - ✓ 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

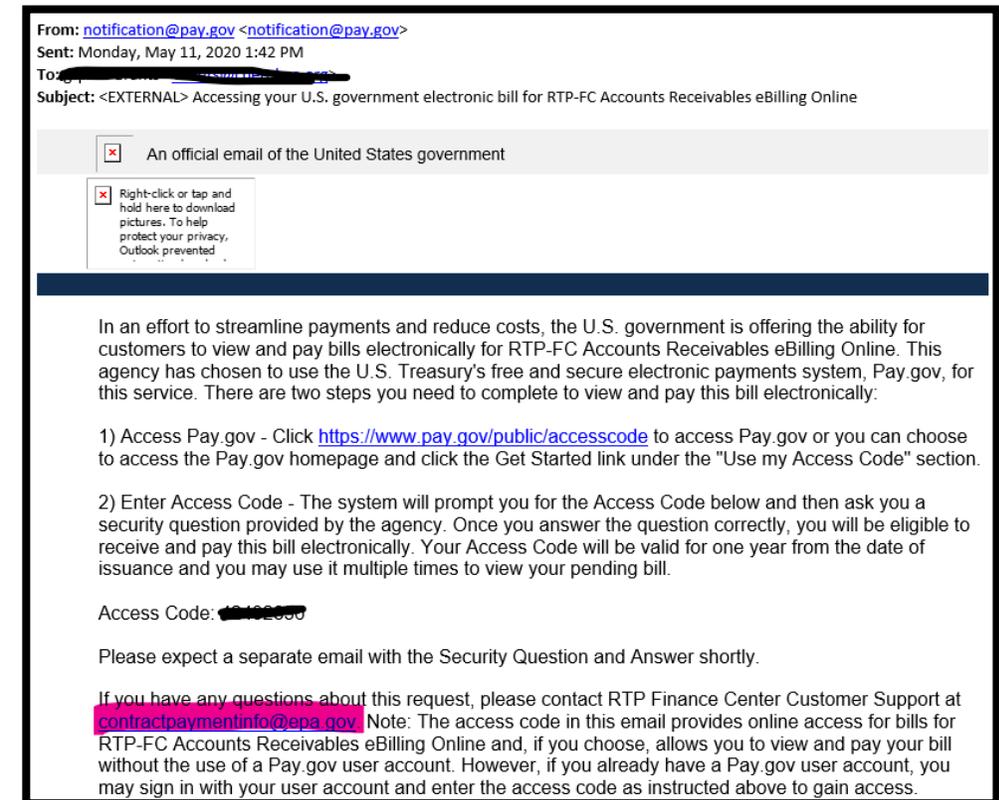


Returning Funds

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 RTPFC
- 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>
- OR 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: 68HERH21P0000

* 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 (RTPFC)
 - ✓ ACH Debit
 - ✓ PayPal

- Other Payment Methods may be available

Returning Funds

- 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

Returning Funds



- Pay.gov
- Return via ASAP, if drawn within the last 32 days
- Check to EPA:

*U.S. Environmental Protection Agency
RTP-Finance Center (Mail Code AA216-01)
4930 Page Road Durham, NC 27703*

Contact Info



- ASAP Help Desk

- ✓ 855-868-0151

- ✓ ASAPHelpDesk@fiscal.treasury.gov

- RTPFC

- ✓ RTPFC-grants@epa.gov

QUESTIONS