# EPA Grants Financial Management Webinar, May 10, 2022
## Frequently Asked Questions (FAQ)

**Q1:** How do you know if you have an existing Automatic Standard Application for Payments (ASAP) account? Do all previous reward recipients have an ASAP existing account? Is there a way to check?

**A1:** To verify ASAP enrollment with any federal agency, contact ASAP at 855-868-0151 and choose option 2 and then option 3.

**Q2:** The ASAP Enrollment Form says, 'Do not drop off with 3rd party.' Isn't all this automated and online? I don't need to drop this form off anywhere, correct?

**A2:** The ASAP Enrollment Form is generally emailed to the grantee by RTPFC-Grants Financial Specialist; we do not have an online portal for this form. This disclaimer is for when we used to use paper forms. The form is also located online at: https://www.epa.gov/financial/asap-enrollment-form. NOTE: We are working to implement an online fillable form that can be completed and submitted to us directly (without the grantee downloading it).

**Q3:** If the recipient responds promptly for each step of the ASAP enrollment process, how long will the process take?

**A3:** A grantee's Point of Contact (POC) can complete all of the six enrollment steps in the same day. NOTE: Each step has a 45-day window. If the 45-day window is exceeded on any step, ASAP will delete the enrollment and the grantee's POC must start over again by sending RTPFC-Grants a new ASAP enrollment form. After all the enrollment steps are complete, the Fiscal Bureau Services conducts a thorough financial check on the POC's organization that can take 6-10 business days to complete. After the financial check is complete, RTPFC-Grants will make the funds available the next business day.

**Q4:** Are there guides and checklists for recipients to make sure we don't miss important deadlines?

**A4:** The Terms and Conditions of your grant should outline reporting dates. All deadlines and details for ASAP enrollment can be found in the ASAP.gov help forum, including payment/draw and Book Entry Adjustment procedures.

**Q5:** What are some of the main reasons that Book Entry Adjustments would be required?

**A5:** Book Entry Adjustments are typically completed to correct a draw.

**Q6:** Is there another way to obtain the printer-friendly version of the payment transaction confirmation after you exit the screen?

**A6:** You will not be able to obtain a payment transaction confirmation page once you exit the screen. However, there are report features within ASAP that will allow you to run reports on payments, Book Entry Adjustments, etc. These reports can be found under the Reports or Inquiries Tab. You may also contact RTPFC-Grants (rtpfc-grants@epa.gov) to request a detailed list of payments that EPA has on-file.

Q7:     Do Federal Financial Reports (FFR) also get uploaded to the Assessment, Cleanup and Redevelopment Exchange System (ACRES)?

    A7:     No, we don't upload FFRs to ACRES.

Q8:     What determines that funds are disbursed (for the 5-day requirement)? Is it that a check has been cut or is it when the check has cleared?

    A8:     If you cut a check and sent it out, we consider that the funds are disbursed.

Q9:     Is Line 10d. in the FFR the award amount that will be received by the closeout date; for example, $1.6 million, or the amount to date you are allowed to draw; for example, $100k partial? The total expected award to receive by close date is $1.6 million but the federal funds released to date are only $100k.

    A9:     The information you include on Line 10d. is the total amount of federal funds you have been awarded for the life of the entire grant (not what you have drawn, and not the total amount of funds required for the project). NOTE: There is a separate section in the SF-425 (FFR) to include recipient funds contributed, if required.

Q10:    On interim FFRs for awards with multi-year project and budget periods, are Lines 10a, b, and c cumulative (including draws from prior reporting periods to date) or only for that reporting period (e.g., prior year)?

    A10:    It is cumulative. If you are in the second year of an award, then you will include expenses from the first day of the budget periods all the way to that reporting period's end date.

Q11:    How long after a grant has closed can you submit an amended final FFR?

    A11:    There's no prescribed timeframe, but EPA will question if a grantee comes back 2 years after closeout and asks for more funding.

Q12:    Can you provide the formula for calculating the cost share amount?

    A12:    The percentage of cost share will depend on your specific grant award. Your federal share plus recipient share is going to be your total amount of expenses on the award. So for example, if you have a 20% cost share and $80,000 of your grant is federal funds, the formula for calculating the cost share among is: $80,000 federal funds + $20,000 recipient funds = $100,000 total, then multiplied by 20% is $20,000 which is the cost share amount.

Q13:    If the award is $100,000 with 10% cost share and you have $20,000 program income, does the cost share need to change to match the new grant amount of $120,000?

    A13:    Cost share is based on federal expenditures, not program income.

Q14:    If you were drawing down indirect funds in a grant period using a provisional indirect rate, close the grant, and then receive the final indirect rate which resulted in you having drawn down more indirect funds than allowed with the final rate, how do you pay back the overdrawn funds? Would you amend the final FFR and pay the difference back with Pay.gov?

    A14:    Yes, you would amend the final FFR and pay the difference back via Pay.gov.

Q15:    Referring to the previous question and answers, was that part of the Pay.gov section? I didn't see book entries.

    A15:    Pay.gov is a free, secure, paperless system of the U.S. Department of the Treasury for grantees to return funds (and pay debts) to the federal government. Book Entry Adjustments are done by the grantee in ASAP to correct payment draws. For questions about Pay.gov and/or Book Entry Adjustments, please email RTPFC-Grants at [RTPFC-Grants@epa.gov.](mailto:RTPFC-Grants@epa.gov)

Q16:    We cannot register for SAM.gov because the system is not allowing us to register. It has transposed the name of the organization so it does not work and we cannot get through to anyone. The agents are of no help. Who can I talk to at SAM.gov? Do you have a phone number of a person in their IT department?

    A16:    SAM.gov is a U.S. Treasury (Fiscal Bureau Service) system and EPA does not have a SAM.gov specialist. The Federal Service Desk (FSD) is the best contact for SAM.gov questions and concerns. The FSD is open from 8:00 am – 8:00 pm ET and the phone number is (866) 606-8220.

Q17:    We are a current ASAP recipient. What would be the process of adding another person to our ASAP account that would allow them to request drawdowns?

    A17:    This is best performed by the organization directly in ASAP. The organization's ASAP point of contact can add and remove personnel from the ASAP account. EPA cannot add users to your ASAP account. Also, the ASAP Help Desk may be able to assist. Please contact the ASAP Help Desk at (855) 868-0151.

Q18:    I do journal entries for any overdraw of an award. Did you go over that?

    A18:    This was covered under Book Entry Adjustments. A copy of the presentation is available here: [https://www.epa.gov/grants/financial-management-webinar](https://www.epa.gov/grants/financial-management-webinar).