



Job Aid

Drawdown Checklist

Overview

- ▶ The Automated Standard Application for Payments (ASAP) is the payment system used by recipients of Department of Justice (DOJ) grant awards and other federal assistance. It allows a recipient to request and receive payments for the grants managed through JustGrants.
- ▶ A drawdown is when a recipient requests and receives money under an award agreement. This happens via electronic funds transfer from the U.S. Department of the Treasury to the grantee.
- ▶ The point of contact will receive two emails from the Bureau of Fiscal Service to set up their ASAP account. Once banking validation is complete, the account is created and funds will be sent to it.

Initiate Payment Requests

To initiate payment requests, follow the steps below:

1. Log into your ASAP account at [ASAP.gov](https://asap.gov).
2. In the top row, hover over the “Payments Request” tab, scroll down, and select “Initiate Payment Requests (PR).” Note: Do not click on the Payments Request tab as you will see an error message.
3. On the “Retrieve Accounts” page, choose “Select a Bank Relationship,” which will be the bank account where you want your funds deposited.
4. Enter the “Payment Request Type.”
 - ▶ “Summary payment” requests one transfer of funds from multiple ASAP accounts.
 - ▶ “Individual payment” requests separate the transfer of funds per ASAP account.
5. Enter the “Payment Method.”
 - ▶ Select Fedwire for same-day settlement.
 - ▶ Select ACH for next business day settlement. If you submit via ACH before 2:30 p.m. ET, you are eligible for same-day settlement.
6. Enter the “Requested Settlement Date,” which is the business date for payment.
 - ▶ If you make your ACH settlement request before 2:30 p.m. ET and want your payment the same day, please select the current day.
7. “Requester Reference Number” is optional. You can use this if your internal financial regulations ask you to track specific requests.

ASAP Tip: Delinquent performance reports and FFRs can result in a hold on funds.



Retrieve Account

To retrieve your account, follow the steps listed below.

1. Check your recipient ID number. Note: Your recipient ID number is your DOJ award number without the dashes.
2. Select the appropriate ALC/Region number. For DOJ, this number is 15040001.
3. You can either enter your account number provided by ASAP, or click continue to have all your accounts populate.

Review and Submit

To review and submit payment, first be sure you have selected the correct account. If you did not select an account number in the previous step, all associated accounts will populate.

1. Once you have selected the correct account, you will see the account number, the status (must be open), and your available balance.
2. On the right side of the screen, enter the amount that you are requesting to draw down.
3. For each drawdown request, you must provide a brief “Purpose of Payment.”
4. Select “Continue” at the bottom of the screen. This will bring you to the “Review Payment Amount” page. Note: If you see any discrepancies, you can edit them on this page.
5. Once you have reviewed the request, click “Submit.” This will bring you to a confirmation page that you can print or save as a PDF for your records.
6. Your payment request status will be on the right.
 - ▶ “Sent to funds” means it will be settled on the date requested.
 - ▶ “Pending” means you have the agency review flag and need prior approval.

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Resources

- ▶ [ASAP Frequently Asked Questions](#)
- ▶ [ASAP Help Desk](#)
 - ▶ For ASAP support, contact the help desk at asaphelpdesk@fiscal.treasury.gov or call 855-868-0151 (weekdays from 7:30 a.m. to 6 p.m. ET).
- ▶ [DOJ User Guide—ASAP](#)



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