

ASAP Drawdown Guide Sheet

Getting Started With ASAP and Drawdowns

This guide sheet provides guidance to assist grantees as they use the Automated Standard Application for Payments (ASAP) system to draw down federal funds.

- ▶ **ASAP** is the payment management system used by recipients of Department of Justice (DOJ) grant awards and other federal agencies. It allows a grantee to request and receive payments for their grants.
- ▶ A **drawdown** occurs when a grantee 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.

For initial enrollment, your entity's electronic business point of contact (E-Biz POC) in the System for Award Management (sam.gov) is considered your ASAP point of contact. They will receive an email from the Bureau of Fiscal Service with ASAP enrollment and login instructions. After enrollment and banking validation is complete, the ASAP account is created and funds can be authorized into the ASAP account.

For more information on how to enroll in ASAP, see the ASAP Enrollment Checklist and the [DOJ User Training: ASAP](#) on justicegrants.usdoj.gov.

How to Draw Down Funds in ASAP

Grantees initiate payment requests in ASAP to draw down federal funds. Grantees can request that payments settle on the same day or next business day after requests are submitted. Access the [How to Make Payment Requests User Guide](#) for step-by-step instructions on:

- ▶ Initiating payment requests
- ▶ Specifying payment information
- ▶ Retrieving accounts
- ▶ Reviewing and submitting payment requests
- ▶ Confirming payment requests
- ▶ Inquiring about the status of payment requests
- ▶ Returning funds in ASAP

Payment Justification Feature in ASAP

Effective May 19, 2025, all payment requests submitted through asap.gov must include a short justification (max 300 characters) as part of step 1 of the request process.

For more information, visit the Payment Justification Feature page on fiscal.treasury.gov/asap.

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ASAP Drawdown Tips

The following tips can support effective drawdown management, ensure timely access to funds, and facilitate the smooth execution of grant activities

Plan Ahead

Identify specific start and end dates for your drawdown period and use them to schedule drawdowns. This will help ensure funds are available when you need them and avoids last-minute rushing, which could result in errors.

Identify and Train a Backup

Designate someone from your entity to shadow the person who usually performs the ASAP drawdowns and give them access to the backup copies of source documentation. Train the backup person to serve as a successor or temporary replacement. Develop a backup plan in the event that the payment requestor is unavailable during a scheduled drawdown.

Review Assigned Roles

Regularly review assigned roles in ASAP. The [**DOJ User Training: ASAP**](#) provides more information on ASAP users and roles.

Check Award Conditions

Some award conditions may limit or prevent your ability to draw down funds (see below). Always check the award conditions tab in JustGrants before requesting payments to understand how they might affect your payment request.

Avoid Excess Cash

Only draw what you need for your immediate expenses. Retaining unused funds may lead to an accumulation of excess cash, which could potentially raise compliance concerns.

Maintain Records

Keep detailed records of all drawdowns, including payment request justification, who approved the drawdown, who performed the drawdown, and when the drawdown was made.

Keep Source Documentation

Maintain backup copies of documents such as the general ledger and itemized receipts and contracts to safeguard against data loss.

Leverage Resources

For more information, access additional ASAP resources listed below.

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Award Conditions and Drawdowns

Award conditions are special rules or requirements attached to your grant that can be found on your award documents. Some conditions may limit or prevent your ability to draw down funds. The following resources can provide guidance on how to comply with award conditions:

- ▶ [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- ▶ [DOJ Grants Financial Guide](#)
- ▶ [Journey in Grants Financial Management Essentials Session One: Charting Your Pathway to Success training](#)

Additional ASAP Resources

- ▶ [ASAP Frequently Asked Questions](#)
- ▶ [ASAP Enrollment Checklist](#)
- ▶ [DOJ User Training: ASAP](#)
- ▶ [Requesting Payments on ASAP](#)
- ▶ ASAP Mailing List:
join-asap@lists.fiscal.treasury.gov
- ▶ DOJ OCFO Customer Service Help Desk:
ask.ocfo@usdoj.gov
800-458-0786 option 2

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