

AUTOMATED STANDARD APPLICATION FOR PAYMENTS (ASAP)

The Automated Standard Application for Payments (ASAP) is a secure, web-based electronic payment and information system developed jointly by the Bureau of the Fiscal Service and the Federal Reserve Bank of Kansas City. ASAP.gov allows organizations to receive federal funds, at no charge to federal agencies and their recipients, from accounts that are pre-authorized by the NIFA Financial Management Division's payments team.

GETTING STARTED

ID.me

Per Presidential, OMB, and Treasury requirement, after September 15, 2023, all present and future grantees are required to enroll and register multi-factor authentication (MFA) credentials with ID.me. For assistance with registering with ID.me, enabling multi-factor authentications, and validating a grantee's identity contact: <https://fiscal.treasury.gov/asap/caia.html>.

Enrollment into the ASAP Application

The NIFA Financial Management Division's payments team will contact the grantee's Authorized Representative (AR) listed on their Application for Federal Assistance (SF-424) to inform them of enrollment initiation and enrollment instructions.

Grantees must complete enrollment in ASAP in order to receive NIFA grant funds. Once a grantee is actively enrolled in the ASAP system, the NIFA Financial Management Division payments team will make grant funds available for draw down.

If you encounter technical or password related issues contact the Treasury ASAP helpdesk at ASAPHelpDesk@fiscal.treasury.gov or call 855-868-0151 (select Option 2 – Payments, followed by Option 3 – ASAP Support).

Attention: Temporary Suspension of ASAP Accounts

USDA-NIFA will temporarily suspend all open ASAP accounts for the last 4 business days of the month. This effort will continue monthly to ensure that financial information is reconciled and appropriately captured in our accounting systems. All NIFA recipients should withdraw the necessary funds **prior to the cutoff**. Accounts will re-open the 1st business day of each month.

Attention: Grantees Regarding UEI & EIN Notification

NIFA Office of Grants and Financial Management (OGFM) is requesting all grantees verify their Unique

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Entity ID (UEI) and Employer Identification Number (EIN) information is active in the Systems for Awards Management (SAM) and correct on their Application for Federal Assistance (SF-424) prior to ASAP Enrollment. This is to ensure timeliness of ASAP enrollments and the creation of ASAP accounts. If there are any changes to your designated UEI information, please resubmit a revised SF-424 to the Awards Management Administrative contact.

Contacts

- For funding issues contact the NIFA ASAP-ST Customer Service: ASAPCustomerService@usda.gov
- For grant management issues contact NIFA Awards Management Division: Awards@usda.gov
- For technical issues contact the Department of Treasury ASAP Help Desk: ASAPHelpDesk@fiscal.treasury.gov or call [855-868-0151](tel:855-868-0151) (option 2, option 3) between 7:30 am and 6:00 pm Eastern weekdays
- ASAP Training <https://www.fiscal.treasury.gov/ASAP/>
- Please direct all ASAP questions or concerns to ASAPCustomerService@usda.gov

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