



# Method of Payment

## Why do I need to sign up for ASAP.gov?

Grantees that sign up for [ASAP.gov](https://www.asap.gov) are able to electronically “draw-down” grant funds, as needed to cover allowable grant expenses. The funds are transferred electronically to a designated U.S. bank account. Most grantees are eligible to use ASAP.gov. ASAP.gov is only for entities with a US bank account. **If your entity does not have a US bank account, you must use the SF-270 (Request for Advance or Reimbursement Form) feature to request draw downs and should not enroll in ASAP.gov.**

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The entire enrollment can take 2 – 4 weeks at a minimum, so it is very important to do this as soon as the award is accepted. Do not wait until you need grant funds.

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## Do we have to enroll in ASAP.gov?

Grantees who are not signed up for [ASAP.gov](https://www.asap.gov) will have to submit a *SF-270* form (Request for Reimbursement) to request grant funds. Enrolling in ASAP is the preferred method, but some entities are either not eligible or chose not to use this system. You must submit reimbursement forms (SF-270) if one of the following apply to your award:

- Grantees is designated as *High Risk*. This information will be in your Special Award Conditions.
- Individuals without a SAM.gov account.
- Entities/Individuals without a U.S. Bank Account.

## How do I sign up for ASAP.gov?

ASAP enrollment is a multi-step online process. The first task is completed by the grantee in [Grants Online](https://www.grants.gov), and second set of tasks are completed by the grantee within the ASAP.gov system, and the last set of tasks are completed by NOAA in Grants Online. Enrollment includes adding all required personnel and bank account information in an ASAP.gov account. See below for more detailed instructions on each step.

## Grants Online ASAP Initiation Process

1. The *Authorized Representative* for the award needs to log into the [Grants Online](https://www.grants.gov) system
2. On the top menu bar, click on *"Awards"*. It is the second tab, the one right next to *"Inbox"*.
3. On the left hand side will be a series of links. Click on the second link, *"Organizational Profile Change Request"*.
4. Near the bottom of this new screen is the field *"ASAP ID"* and with a link that reads *"Enroll in ASAP"* just to the right. Click on the *"Enroll in ASAP"* link.
5. A new screen will appear. Enter your ASAP *Point of Contact* Information. After you enter your information, click the *"Save and Start Workflow"* button at the bottom. On the next screen, choose the drop down *"Forward to Agency"* and then click *"Submit"*. This will complete the first phase of the enrollment process.

After the grantee completes the initiation process in Grants Online, there are a few additional initiation steps that must be completed by NOAA and ASAP.gov. Within 2 weeks. ASAP.gov system will mail the *Point of Contact* a user name and password through the U.S. Post Office. If you do not receive your user name and password within 10 days of it being mailed, please call ASAP Customer Service line at (855) 868-0151 to obtain your user name and password.

## ASAP.gov Enrollment Process

1. Once the *Point of Contact* receives their ASAP.gov log in information, there are a series of additional steps to add all required personnel, and bank account information. Enrollment steps must be completed within 30 from when the enrollment was initiated. The *Point of Contact* must log into ASAP.gov and complete the following:
  - i) Accept the role as ASAP *Point of Contact* and,
  - ii) Add personnel for the *Head of Organization*, *Authorizing Official*, and *Financial Official* roles.  
Individuals can have more than one role.
2. The *Head of Organization* must now log into ASAP.gov and approve the *Authorizing Official* and *Financial Official* added by the *Point of Contact*.
3. The *Authorizing Official* must now log in and complete the organization's basic information and add the *Payment Requestor(s)*.
4. The *Financial Official* must log in and add the bank account information for the entity. This must be a U.S. Bank account.
5. The U.S. Department of Treasury will then validate the account information (up to 7 days). After validation, NOAA will finalize the ASAP enrollment in Grants Online.
6. After all final steps have been completed, the grantee

## How do I get my money? How often can I request funds?

Those with the *payment requestor* role can log into ASAP.gov throughout the award and request monies as needed to pay for allowable grant costs. Please remember to only draw down the funds that are needed to cover costs immediately. All funds must be spent within 5 business days. Do not draw down the entire award amount at once.

## ASAP.gov Roles

**POINT OF CONTACT (POC)** is responsible for adding, modifying, and deleting the organization officials in ASAP.gov. This role is set in the initial enrollment request through Grants Online.

**HEAD OF ORGANIZATION (HOO)** is the management official who approves or rejects the officials named by the Point of Contact. The HOO can also add officials but not delete officials. Only one person may be designated as the Head of Organization.

**RE-DELEGATED HEAD OF ORGANIZATION (RHOO)** can act on behalf of the Head of Organization to approve officials.

**AUTHORIZING OFFICIAL (AO)** is responsible for completing the organization's basic information and naming the payment requestors.

**FINANCIAL OFFICIAL (FO)** adds the bank account information for the organization.

**PAYMENT REQUESTORS (PR)** can request funds from their ASAP.gov account

## Grants Online Training Pages

[ASAP Enrollment and Organization Profile Change Requests](#)

## ASAP Customer Service - Bureau of the Fiscal Service - Kansas City Financial Center

Phone: (855) 868-0151

E-mail: [kfc.asap@fms.treas.gov](mailto:kfc.asap@fms.treas.gov)

Hours of Operation: 6:30 AM - 5:30 PM Central Time (Monday – Friday).

Please listen and follow the prompts for ASAP.

# Advance or Reimbursement of Funds (SF-270)

## How do I request an advance or reimbursement?

NOAA requires grant recipients to submit the request (SF-270) through the [Grants Online](#) system.

1. The *Financial Representative* or *Authorized Representative* must log into Grants Online.
2. Select the “Award” tab from the navigation panel, located at the top of the webpage.
3. Select the “Search Awards” link from the left hand menu.
4. Enter the Award Number (or blank to see all awards for your organization) and hit “Search”.
5. The search results will populate at the bottom of the page. Locate the Award and click on the Award Number link to access the Grants File page.
6. The Grants File page will be displayed. From the “Action” dropdown options, select “Create SF-270”, then click on the “Submit” button.
7. The SF-270 launch page will be displayed. Click on the “Go to SF-270...Details Page” link to access the form for data entry.
8. The funding request data fields will not be available until the “Type of Payment Requested” field on the first page are entered. Click “Reimbursement” and then the “Save” button at the bottom.
9. Section “11. Computation” will now be available to enter the amount of federal funds that are being requested.
10. When all information has been entered, click “Save and Return to Main”, and enter all remaining information on the main page.
11. Click “Save and Certify” to start the workflow, and click “Agree – Start Workflow” if all information is correct.
12. Next, you must now review and approve the request that was just created. Select the “Inbox” tab on the top menu, followed by the “Task” link on the left hand side.
13. Select the “View” link, next to the review task.
14. In the drop down menu, select one of two options:
  - a. “Forward SF-270 to Agency” and “Submit”. This option will only be seen if you are the *authorized representative* or *financial representative* with submitting roles. If you do not have this option, select the option below to send it to your point of contact who can submit it for the agency.
  - b. “Forward SF-270 to Authorized Representative” and click “Submit”. Once this is complete, the authorized representative will have to log in, navigate to their “Inbox” and “Tasks” and forward the request to the Agency. The request is not submitted until it has been sent to the agency.

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Please note that should an error occur within the submission of the SF-270 document, the form may still be returned to the recipient by a Grants representative for any necessary corrections.

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## For More Information on Submitting a Request for Reimbursement

### Grants Online Help Pages

[Financial Report and SF-270 Grantee Manual](#) Note: The section on how to submit a SF-270 starts on page 26.