

## **ASAP DRAW DOWN PROCEDURES**

**\*\*Please send all EDA related questions to EDAGrants@noaa.gov\*\***

**\*\*If grantee is enrolled into ASAP with EDA, all funds are available in ASAP.gov when the award is open\*\***

### **Grants Online Awards:**

- Grantee submits an Award Action Request in Grants Online.
- Project Officer approves the Award Action Request in Grants Online.
- Once the Project Officer approves the Award Action Request in Grants Online, the grantee should receive a notice to log into ASAP.gov and requests the **EXACT** amount of the approval in Grants Online. NOAA Finance will also receive notification that the grantee will log into ASAP.gov and request funds.

**\*\*Grantees should not request funds in ASAP.gov before the grants officer approval\*\***

- The ASAP request remains “On Agency Review” until NOAA Finance determines the amount matches the approval in Grants Online. If the amount matches the approval, NOAA Finance will approve the ASAP request.

### **Non Grant Online Awards:**

- EDA submits the approval memo and SF-270 to NOAA Finance by email.
- EDA notifies the grantee to log into ASAP.gov to request the **EXACT** funds.

**\*\*Grantees should not request funds in ASAP.gov before the grants officer approval\*\***

- Grantee logs into ASAP.gov and requests the **EXACT** funds of the approval.
- The ASAP request remains “On Agency Review” until NOAA Finance determines the amount matches the approval in Grants Online. If the amount matches the approval, NOAA Finance will approve the ASAP request.

**-The grantee should log into ASAP.gov and read their notifications for the reason of rejection.**

### **Most common reason for rejections in ASAP.gov**

- The amount is not the exact amount of the AAR or approval sent by EDA.
- We did not receive an approval in GOL or an approval sent by EDA.

-The requested amount is a combination of several approvals. All approvals must be requested separately for audit and reconciliation purposes.

If your ASAP request is rejected for any of these reasons, please verify that the ASAP drawdown procedures have been followed, and request the funds again.

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