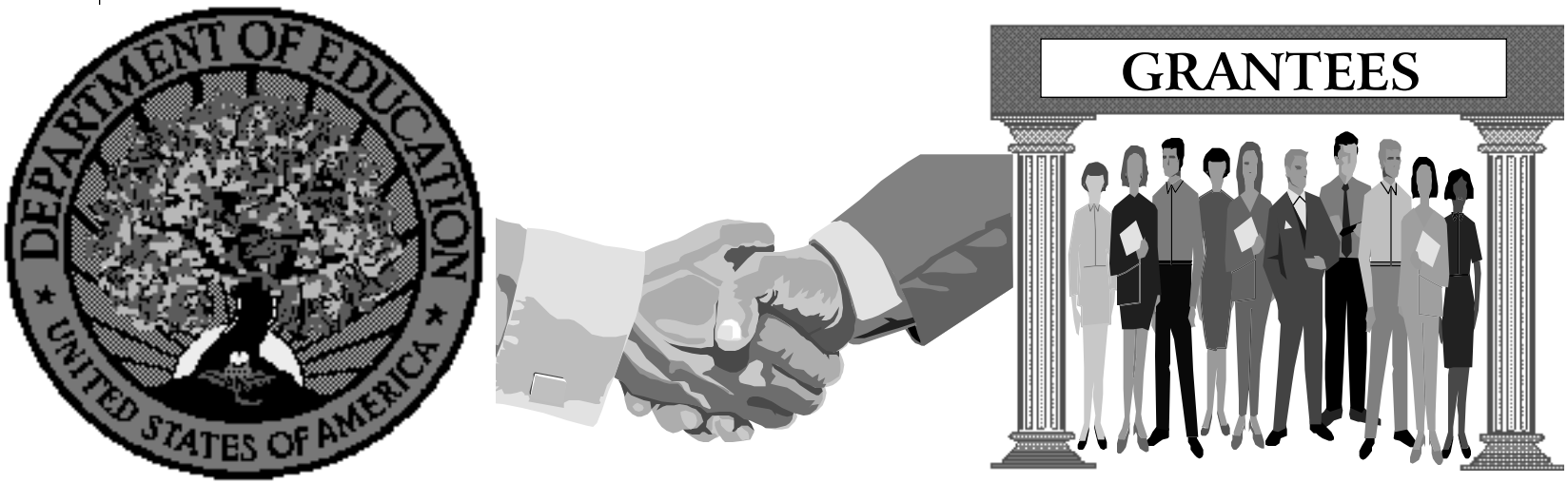
NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

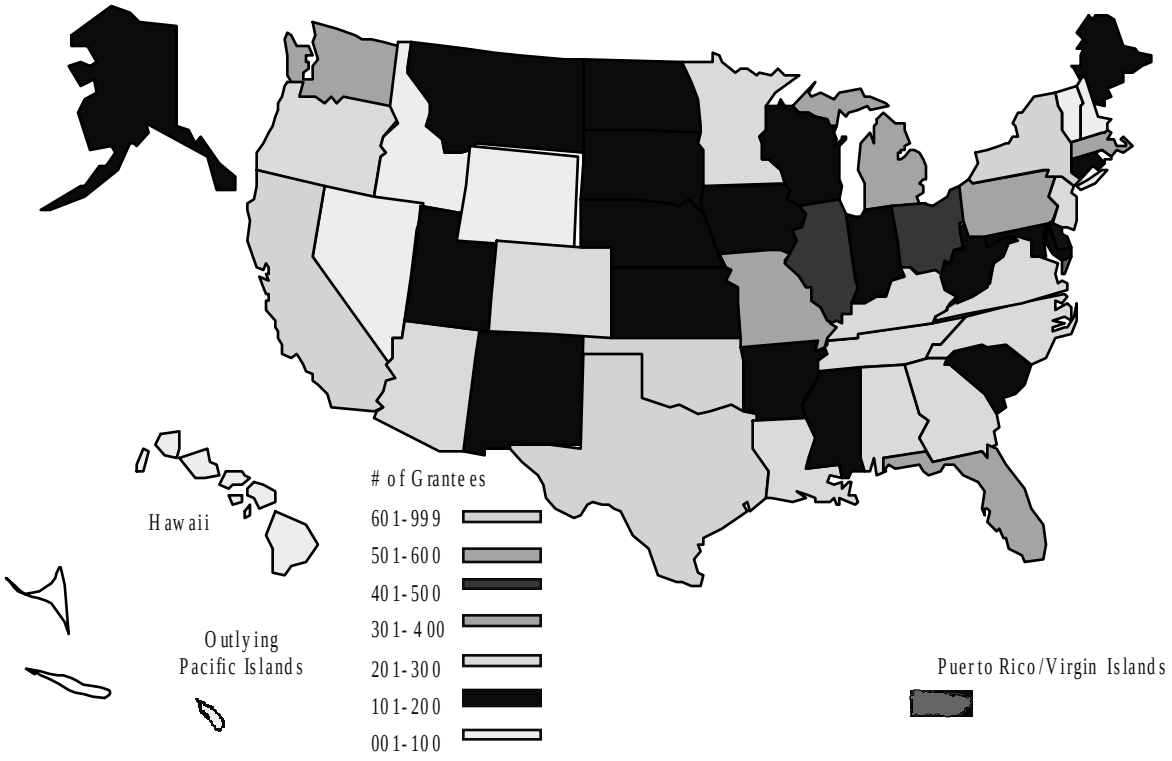


The Grant Administration and Payment System and Changes in ED's Financial Procedures

Agenda

- Overview
- GAPS External Access System
- Managing Your Grant Funds
- Contact Information

13,000 Grantees Across The Nation



Payee Profile

Number of Awards	*Number of Payees*	*%*	*Authorization ($000,000's)*	*% of Dollars*
1 to 5	5,452	41.43%	7,657	4.20%
6 to 10	2,973	22.59%	8,024	4.40%
11 to 20	2,151	16.34%	9,936	5.45%
21 to 50	2,368	17.99%	55,893	30.67%
51 to 100	133	1.01%	22,497	12.34%
Over 100	84	0.64%	78,261	42.94%
Totals	13,161		182,268	

ED's New Financial System and Procedures

EDCAPS

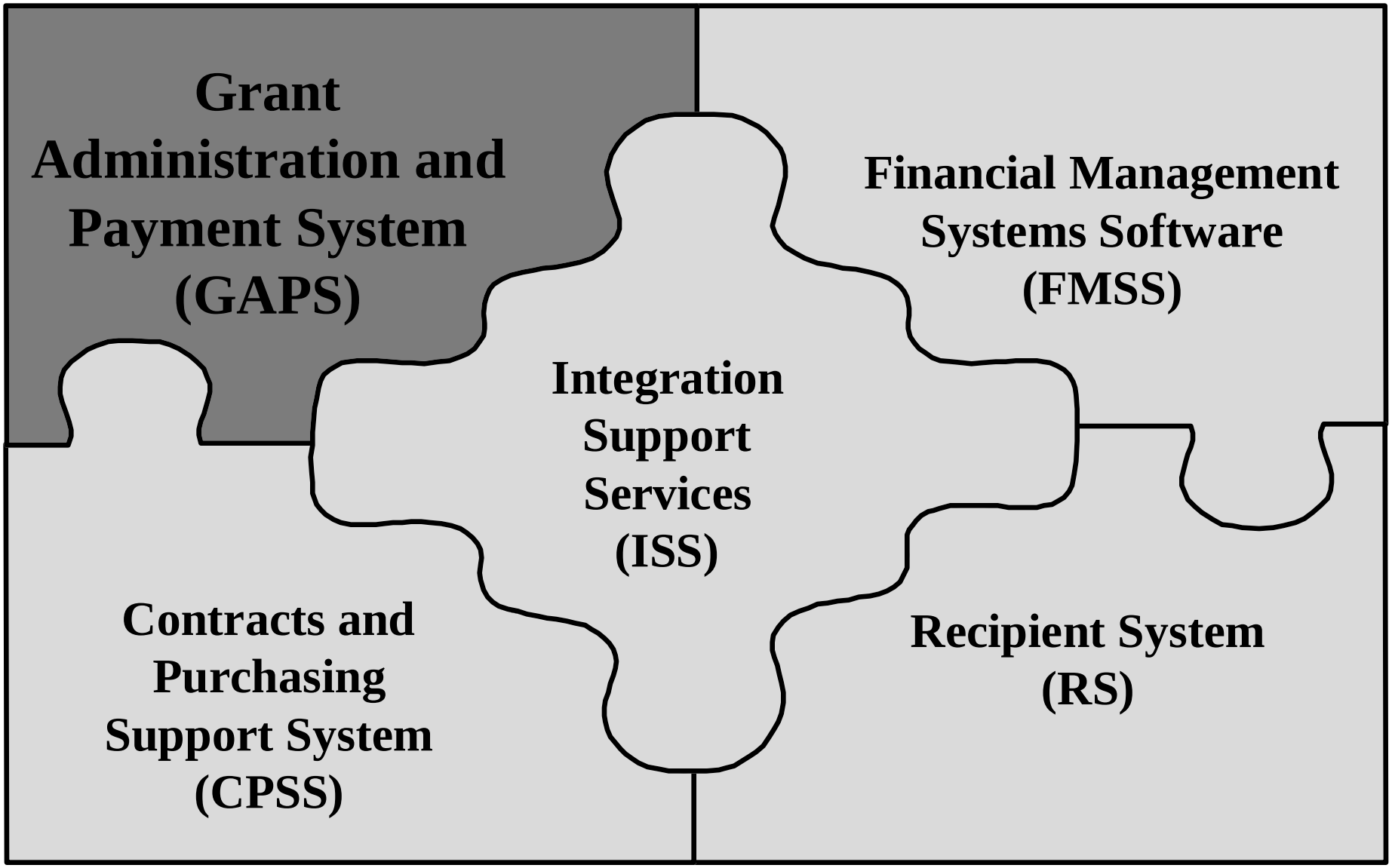
Education Central Automated Processing System

A core financial system which integrates the following processes:

- financial management
- contracts and purchasing
- grants administration
- payment management

EDCAPS

Education Central Automated Processing System



GAPS

Grant Administration and Payment System

The portion of EDCAPS which will provide full financial management support services including:

- **obligation of award authorizations**
- **disbursement of funds**
- **final grant closeout**

Requesting Funds

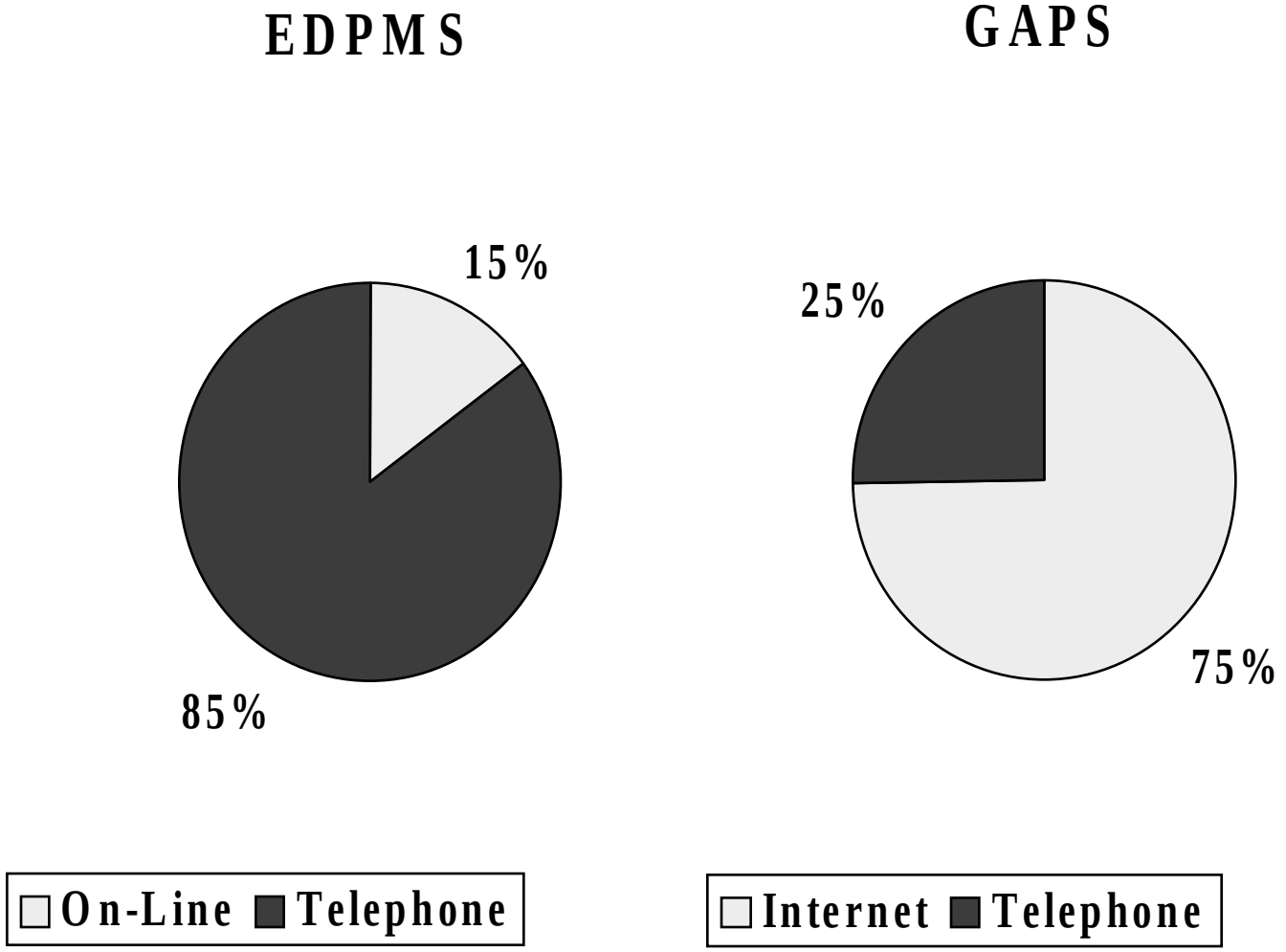
- **GAPS Process:**

  Drawdown requests are made by individual grant award.

- **Former Process:**

  Drawdown requests were pooled into a single total amount without identifying the specific grant awards for which the funds were being drawn.

COMPARISON OF DRAWDOWN METHODS



Reporting Expenditures

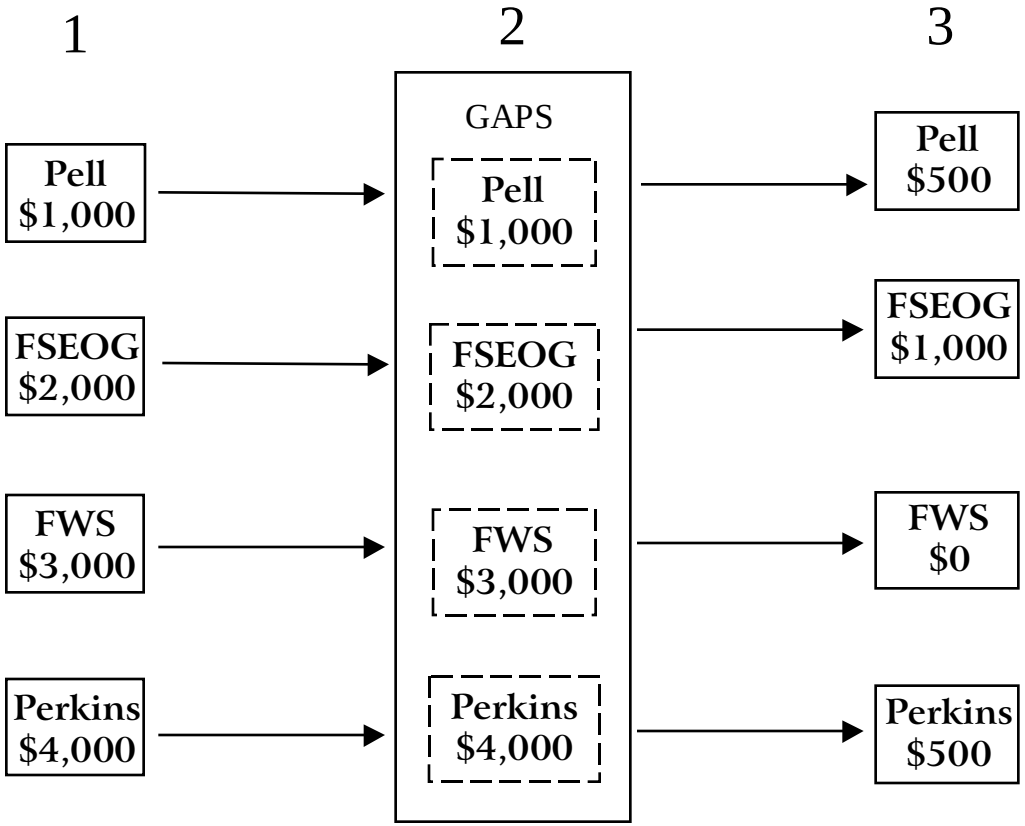
- **GAPS Process:**

  Payees do not submit separate expenditure statements to ED Finance. The Department will expense funds each time a payee makes a drawdown request.

- **Former Process:**

  Payees reported expenditures by grant award number through monthly or quarterly submission of the EDPMS 272.

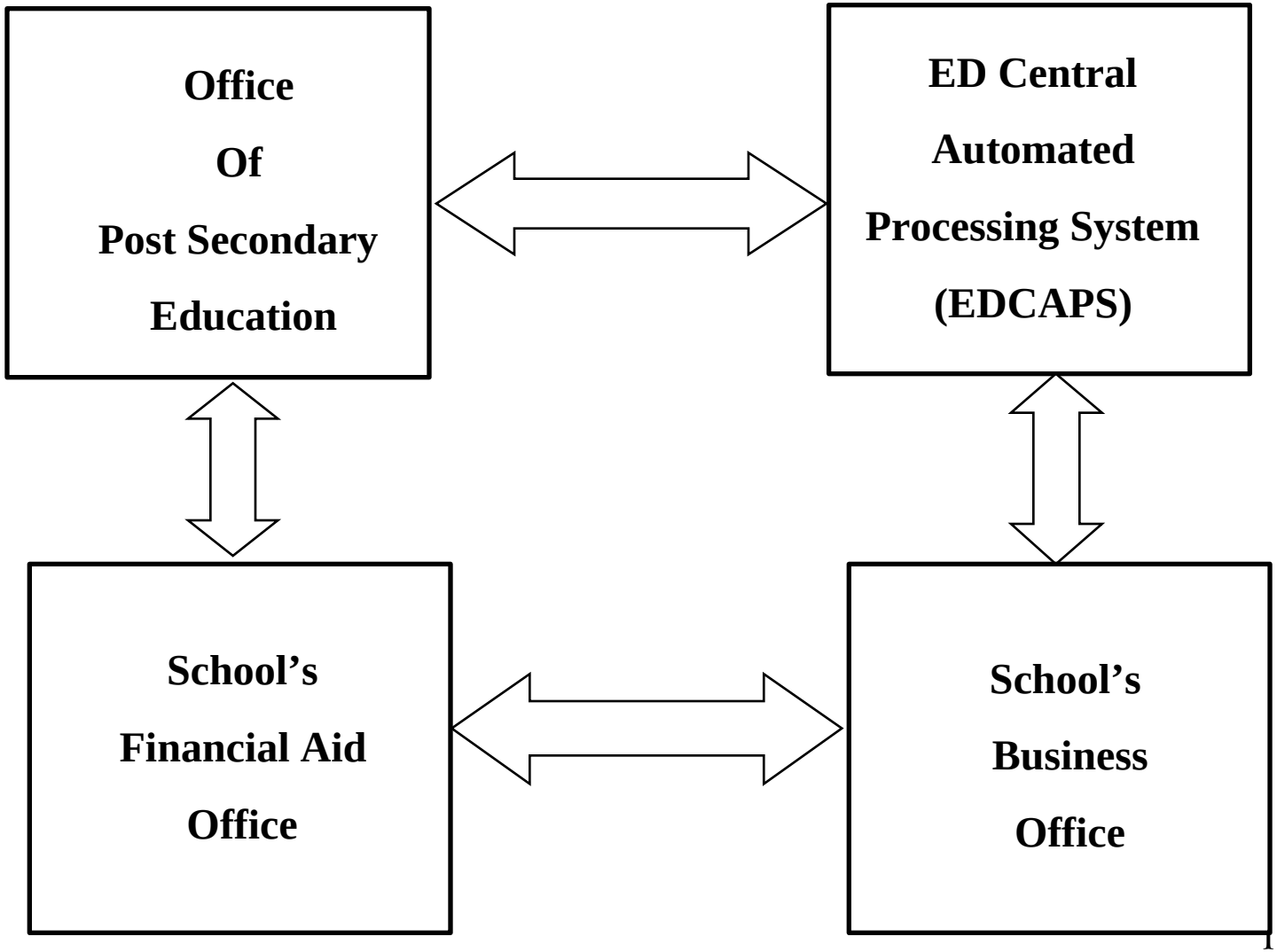
GAPS Process



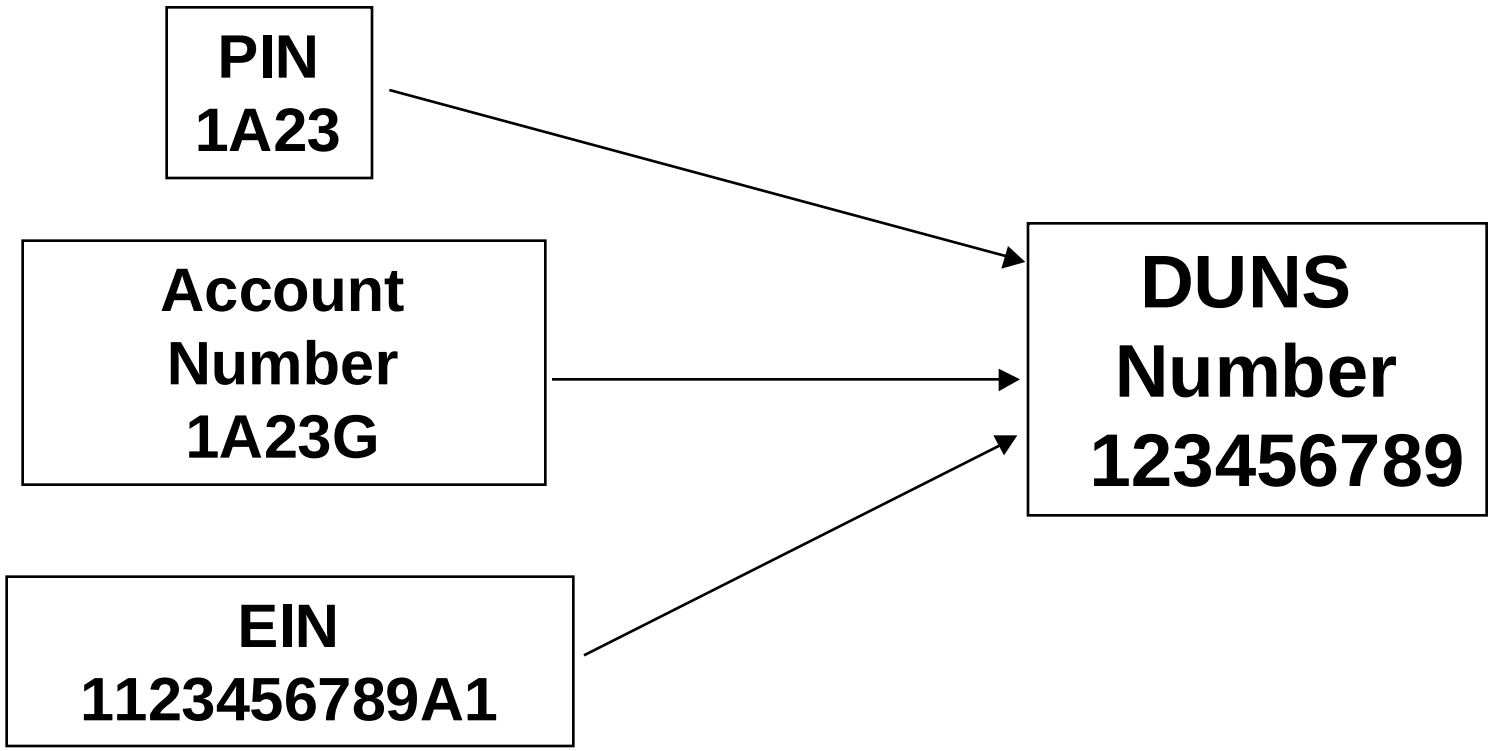
STEPS:

1. **ED Program Office Awards Grants**
2. **Grant Authorization Entered in Grants Administration and Payments System (GAPS)**
3. **Institution Draws Funds by Award**

The SFA Authorization Process



Other Changes ... DUNS



Affected ED Programs

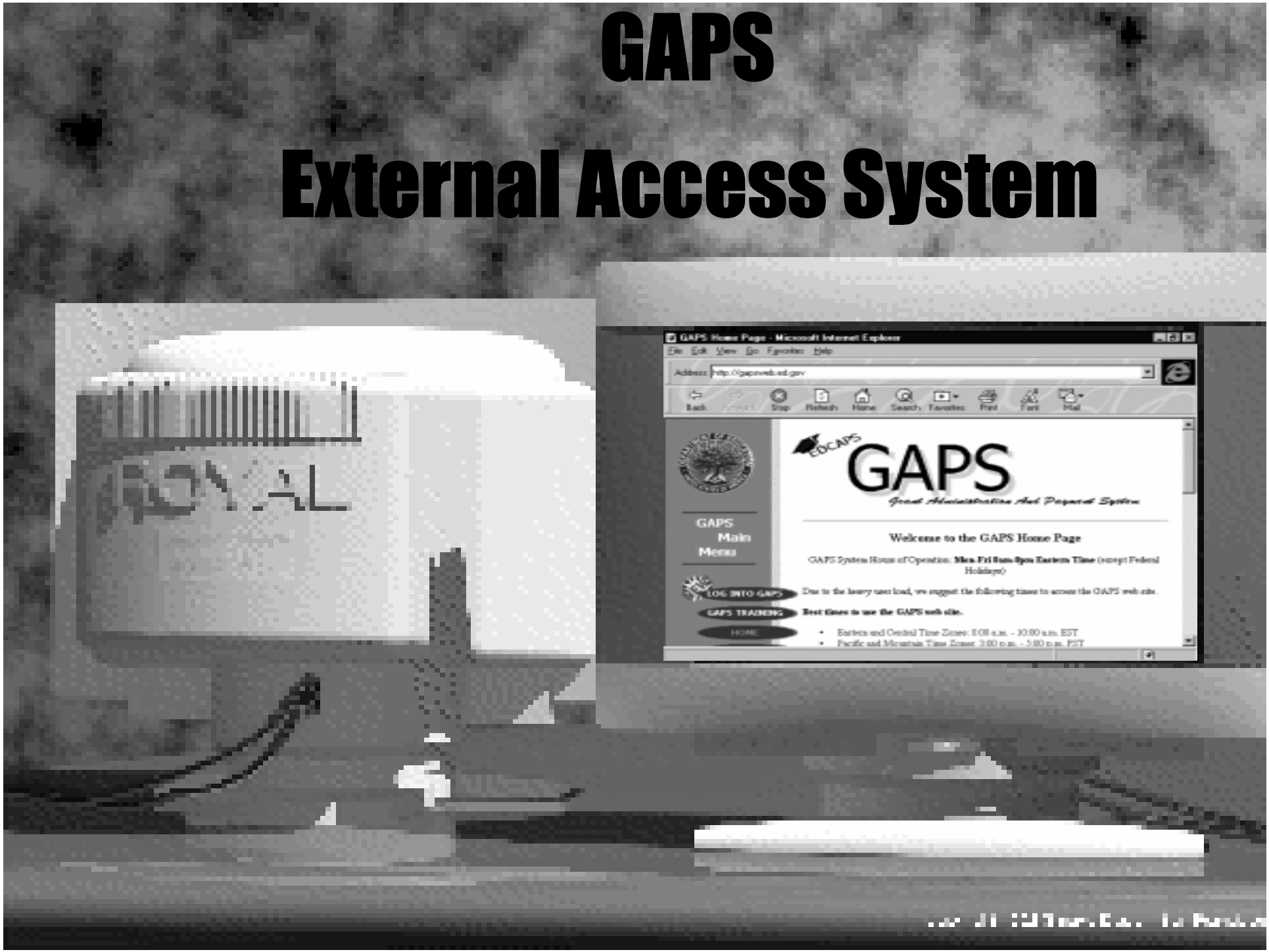
- **U.S. Department of Education programs that require a payee to submit a drawdown request.**
  - **Most Formula Grant Programs**
  - **Most Discretionary Grant Programs**
- **Direct Loan Funds can be drawn through the GAPS System.**

Benefits

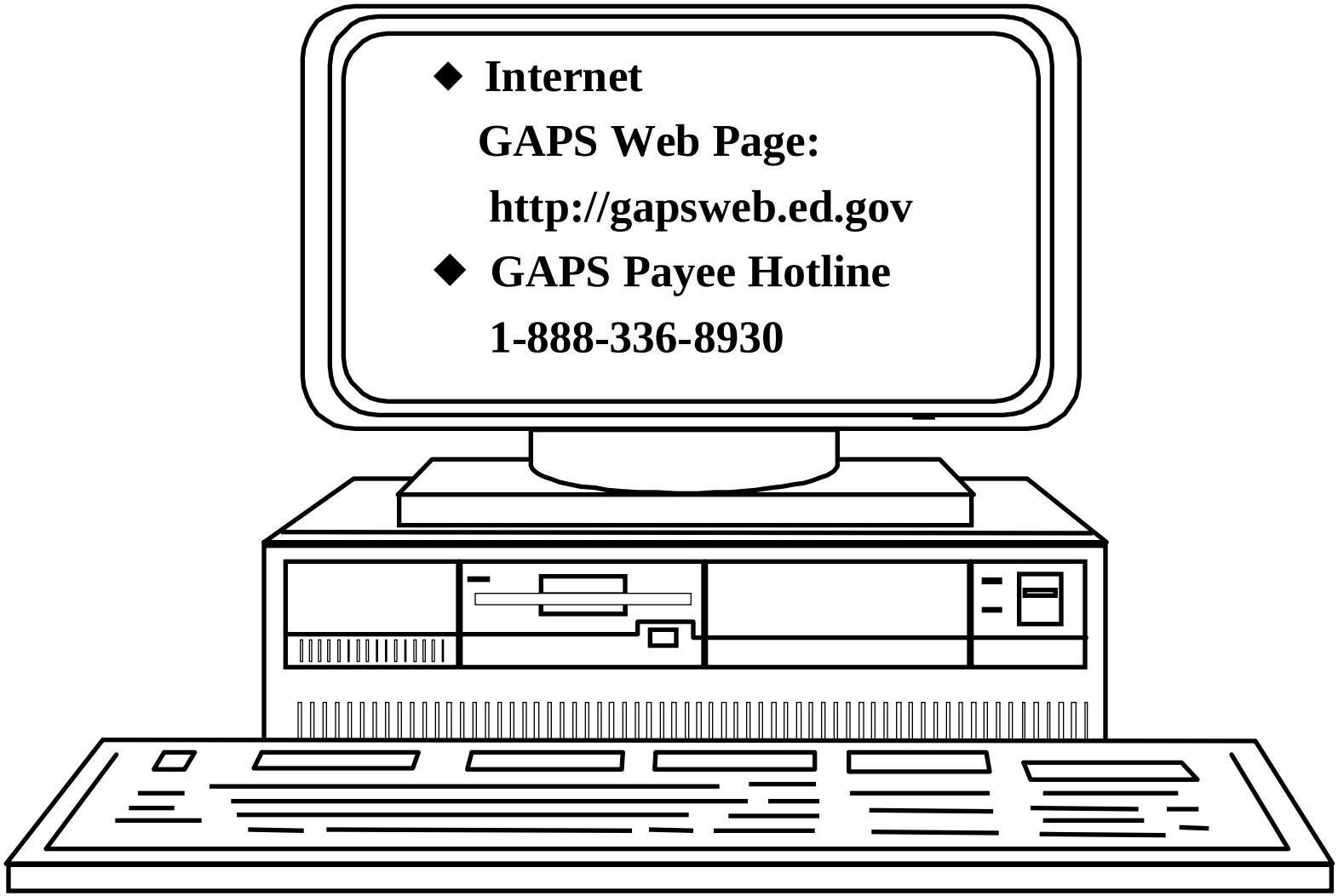
- **Eliminates monthly/quarterly EDPMS-272**
- **Improved technology (Internet access, Windows environment)**
- **Year 2000 Compliant**
- **Immediate confirmation that payment request was accepted**
- **More timely update and notification of changes in awards (e.g., authorization changes)**
- **On-line access to more timely and accurate financial information including: grant award authorization amounts, cumulative drawdowns, current balances, and payment histories**

GAPS

External Access System



Accessing GAPS



GAPS Functions

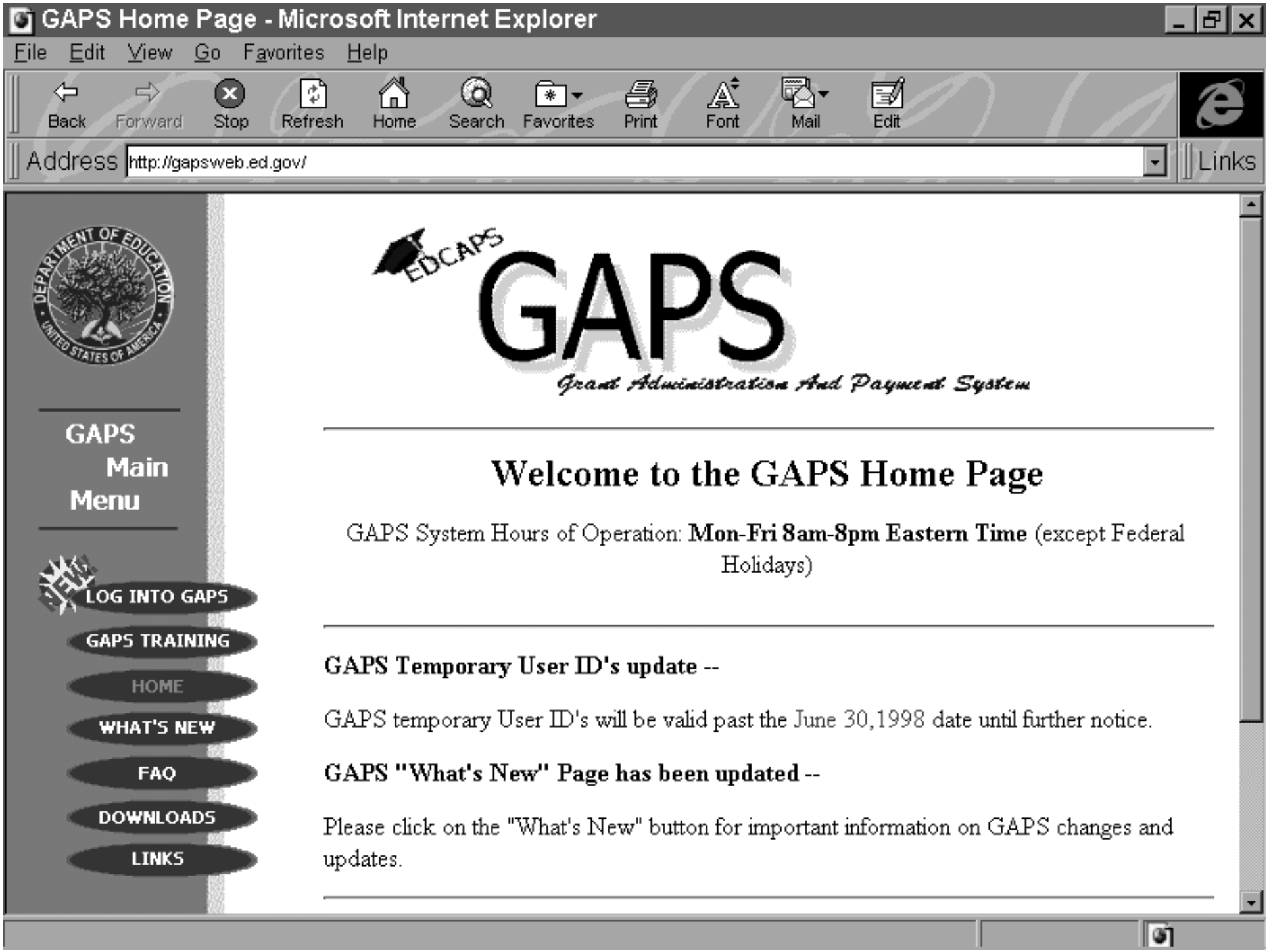
- **Logon**
- **Payment Requests**
- **GAPS Activity Report**
- **Password Maintenance**
- **Exiting GAPS**

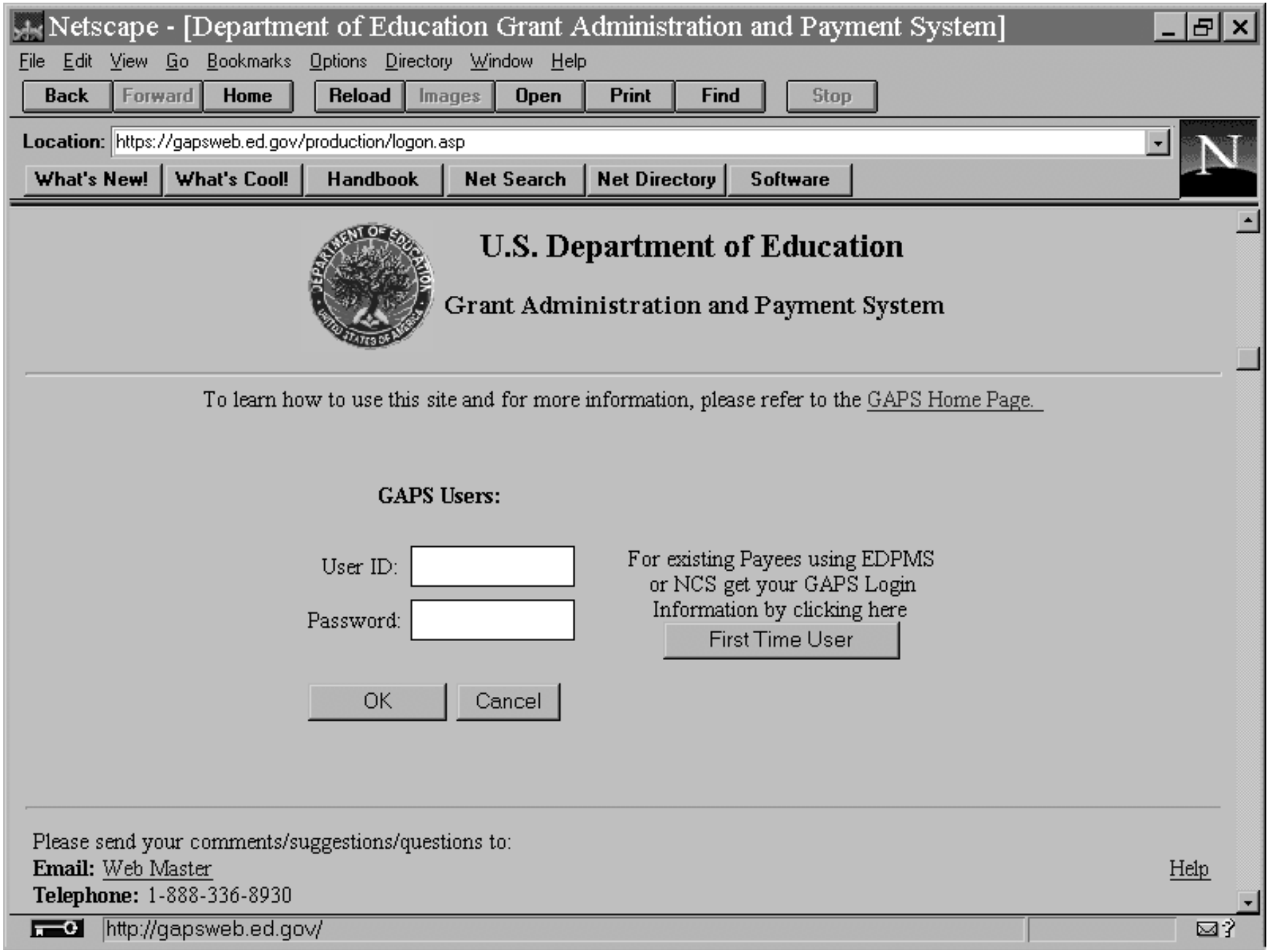
GAPS External Access System

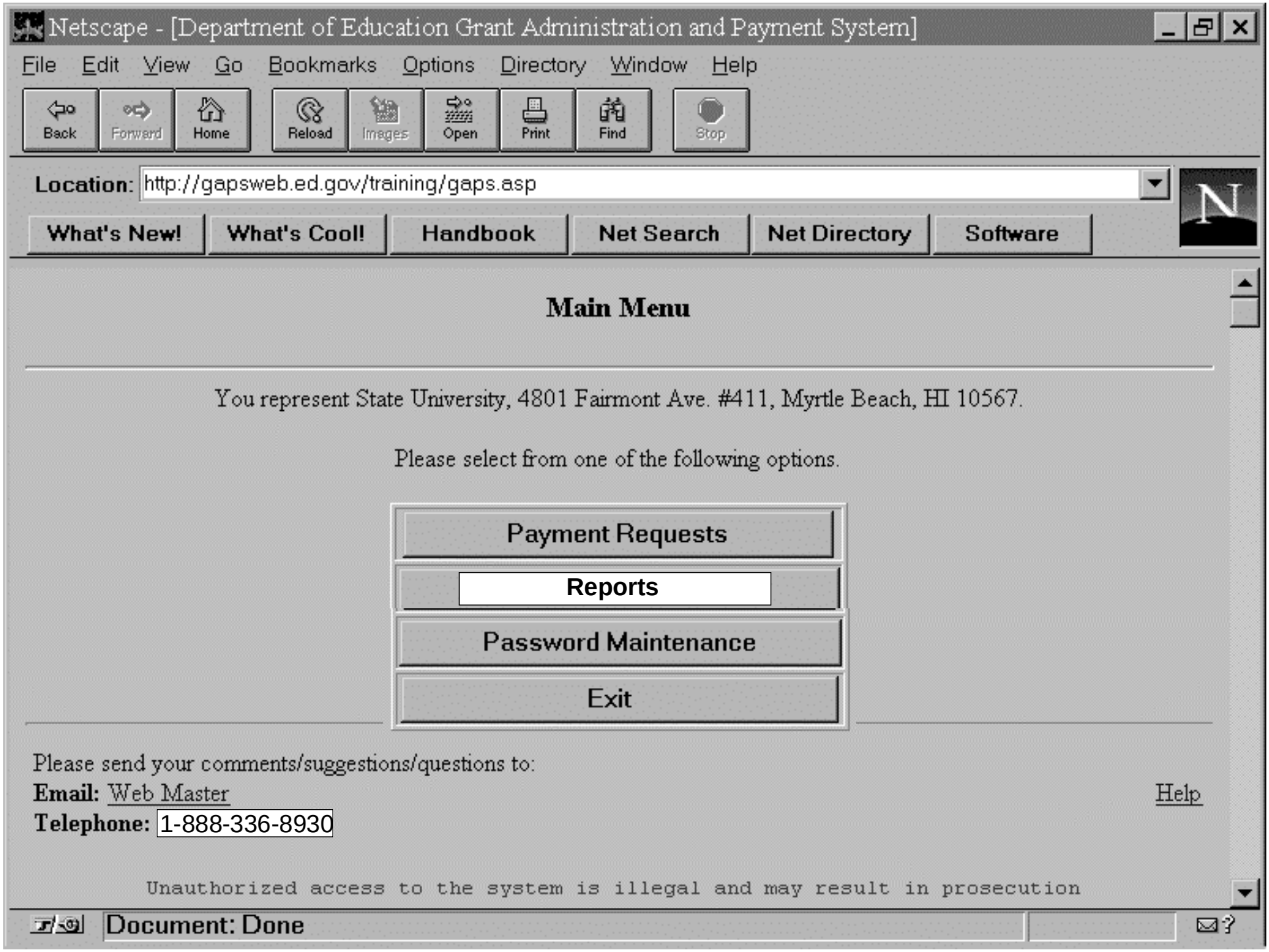
Logging On

Each payee can authorize additional users to access GAPS. Each authorized user will receive a separate User ID and default Password.

- **First-time Log-on**
- **Established GAPS User**


GAPS Home Page - Microsoft Internet Explorer
File Edit View Go Favorites Help
Back Forward Stop Refresh Home Search Favorites Print Font Mail Edit
Address http://gapsweb.ed.gov/
Links
EDCAPS
GAPS
Grant Administration And Payment System
GAPS Main Menu
LOG INTO GAPS
GAPS TRAINING
HOME
WHAT'S NEW
FAQ
DOWNLOADS
LINKS
Welcome to the GAPS Home Page
GAPS System Hours of Operation: Mon-Fri 8am-8pm Eastern Time (except Federal Holidays)
GAPS Temporary User ID's update --
GAPS temporary User ID's will be valid past the June 30,1998 date until further notice.
GAPS "What's New" Page has been updated --
Please click on the "What's New" button for important information on GAPS changes and updates.

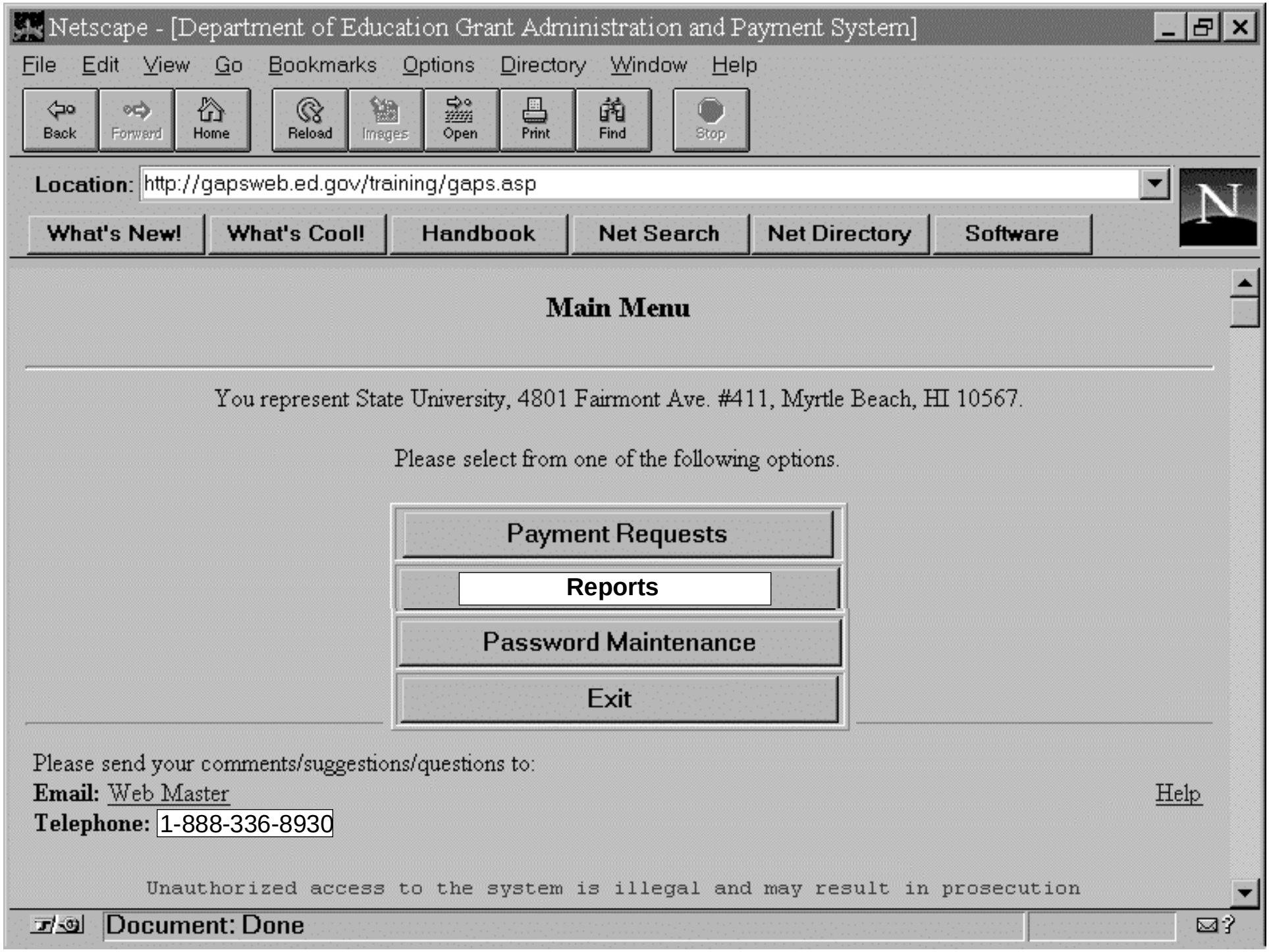

Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: https://gapsweb.ed.gov/production/logon.asp
What's New! What's Cool! Handbook Net Search Net Directory Software
U.S. Department of Education
Grant Administration and Payment System
To learn how to use this site and for more information, please refer to the GAPS Home Page.
GAPS Users:
User ID:
Password:
OK
Cancel
For existing Payees using EDPMS or NCS get your GAPS Login Information by clicking here
First Time User
Please send your comments/suggestions/questions to:
Email: Web Master
Telephone: 1-888-336-8930
Help
http://gapsweb.ed.gov/

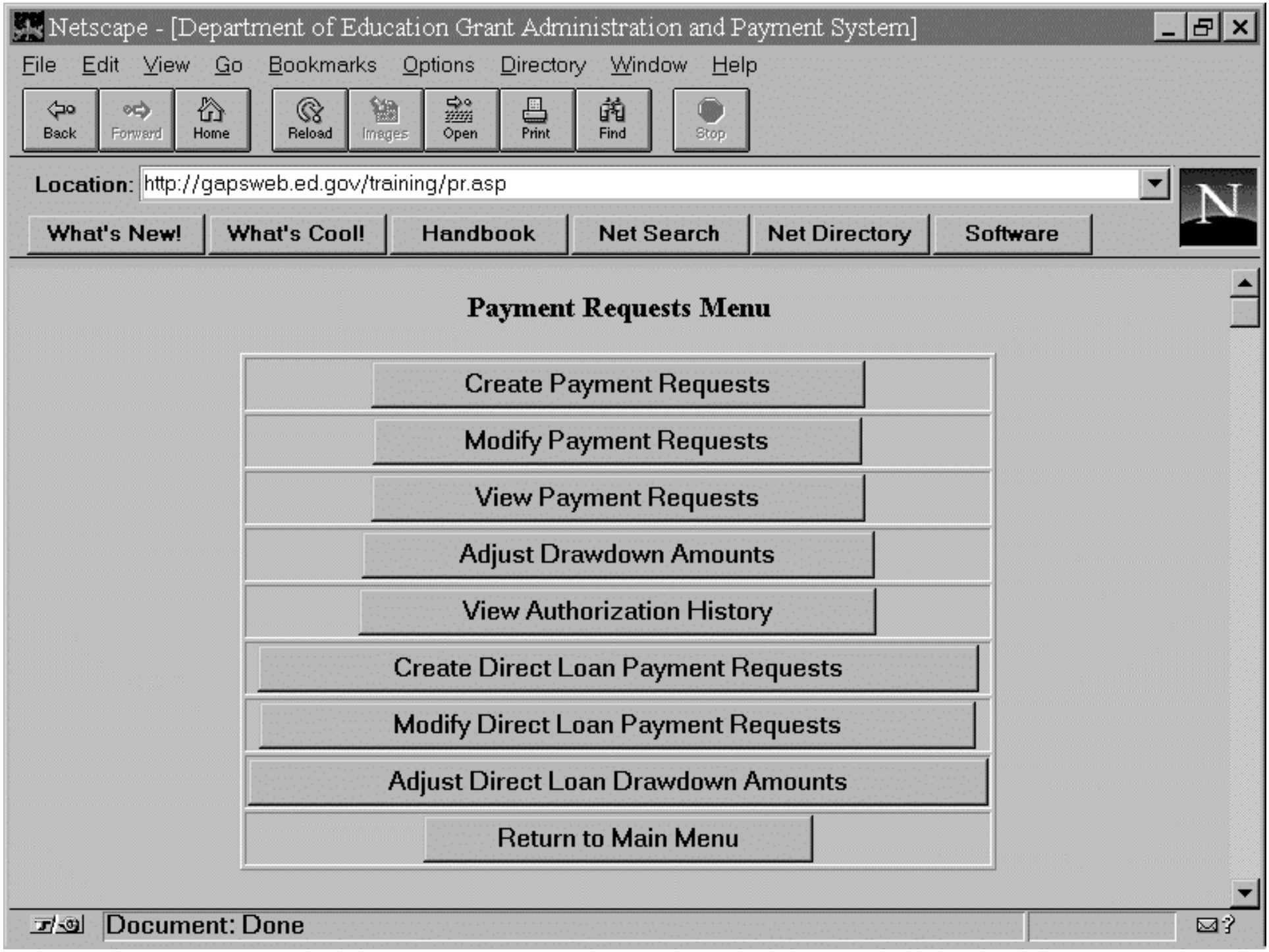

Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/gaps.asp
What's New! What's Cool! Handbook Net Search Net Directory Software
Main Menu
You represent State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567.
Please select from one of the following options.
Payment Requests
Reports
Password Maintenance
Exit
Please send your comments/suggestions/questions to:
Email: Web Master
Help
Telephone: 1-888-336-8930
Unauthorized access to the system is illegal and may result in prosecution
Document: Done

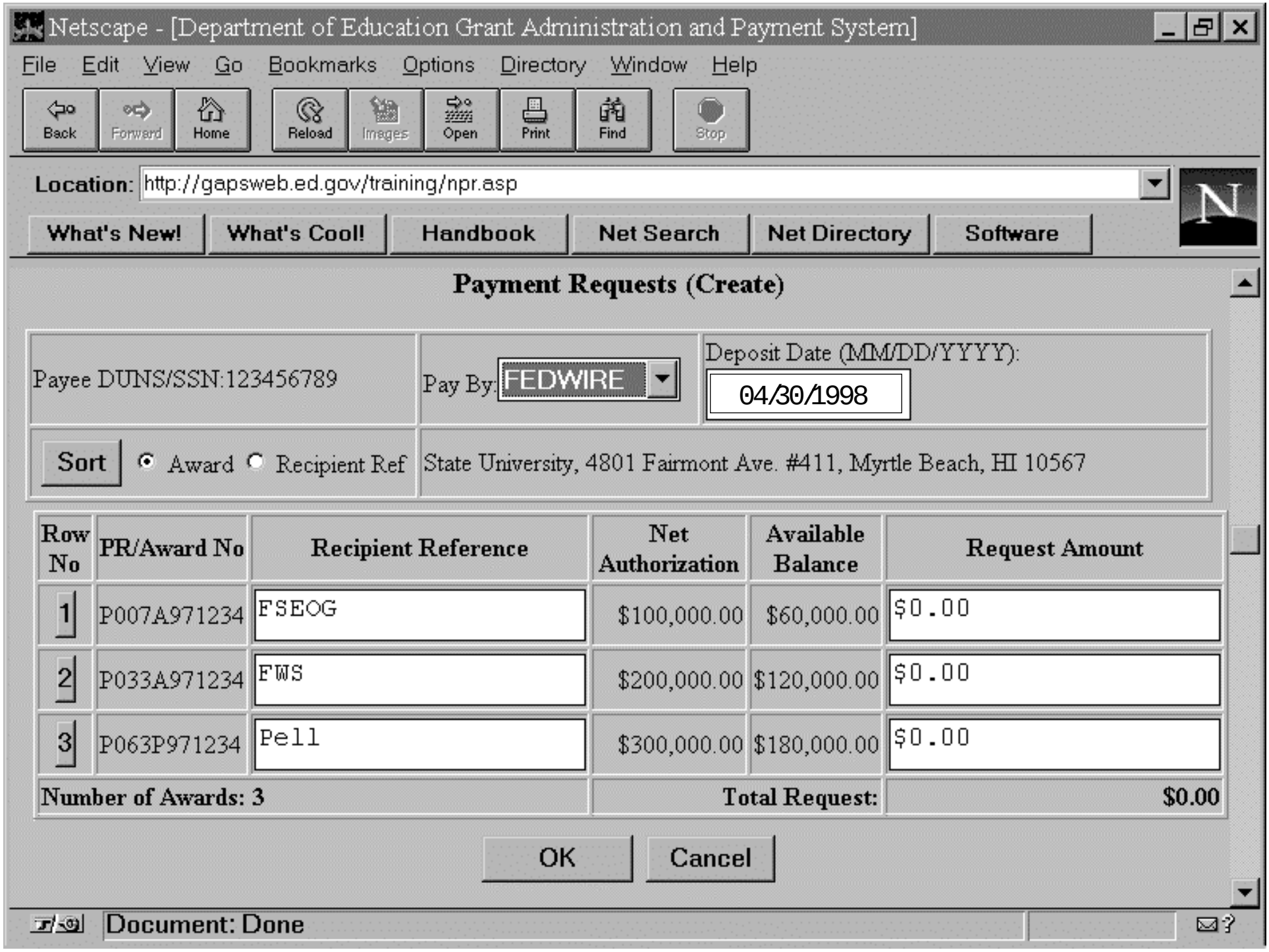
GAPS External Access System

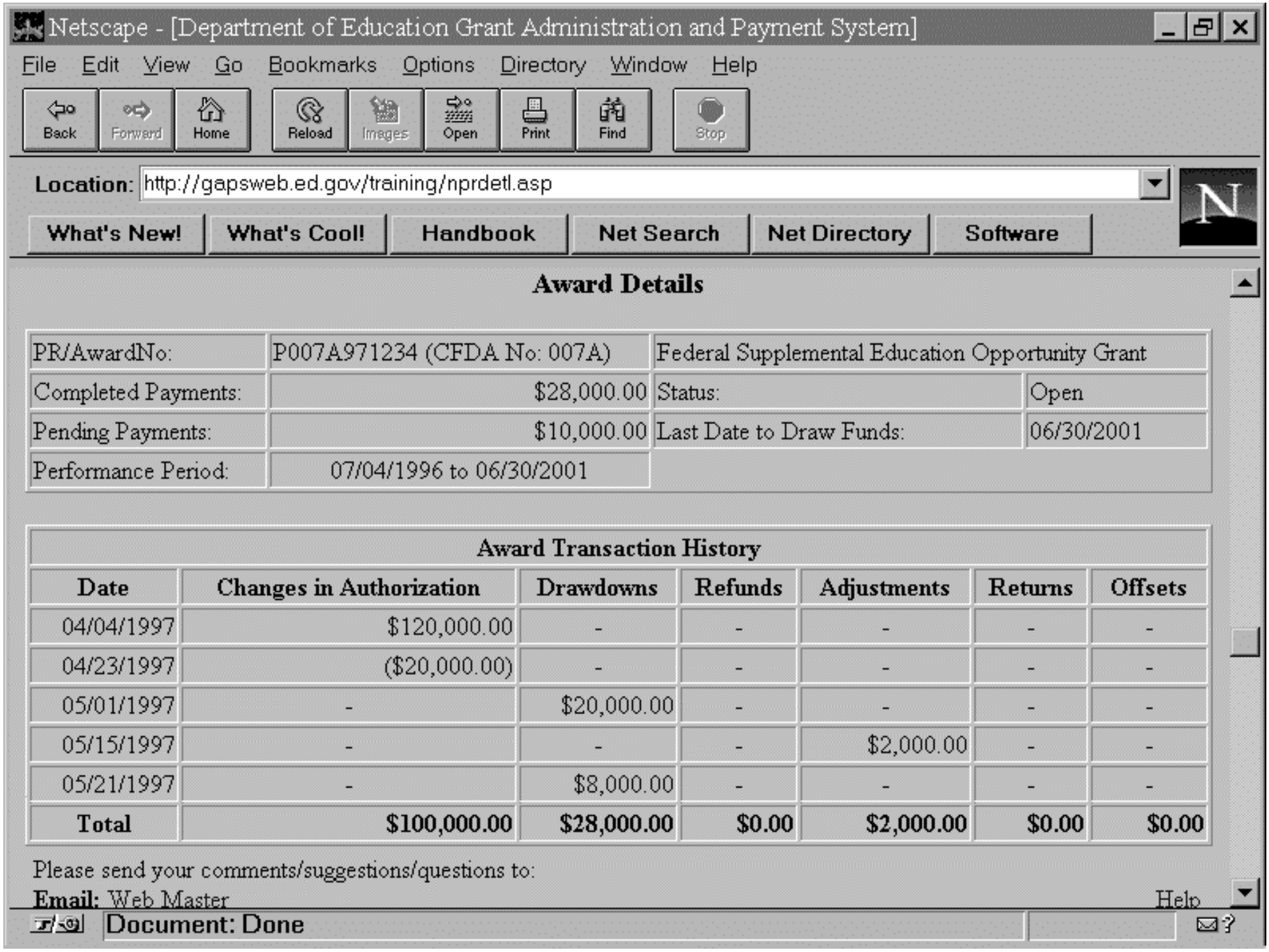
CREATE Payment Requests

GAPS enables users to place drawdown requests by individual grant award number. Users can also gain detailed information about their grant awards.


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/gaps.asp
What's New! What's Cool! Handbook Net Search Net Directory Software
Main Menu
You represent State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567.
Please select from one of the following options.
Payment Requests
Reports
Password Maintenance
Exit
Please send your comments/suggestions/questions to:
Email: Web Master
Help
Telephone: 1-888-336-8930
Unauthorized access to the system is illegal and may result in prosecution
Document: Done


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/pr.asp
What's New! What's Cool! Handbook Net Search Net Directory Software
Payment Requests Menu
Create Payment Requests
Modify Payment Requests
View Payment Requests
Adjust Drawdown Amounts
View Authorization History
Create Direct Loan Payment Requests
Modify Direct Loan Payment Requests
Adjust Direct Loan Drawdown Amounts
Return to Main Menu
Document: Done


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/npr.asp
What's New! What's Cool! Handbook Net Search Net Directory Software
Payment Requests (Create)
Payee DUNS/SSN:123456789
Pay By: FEDWIRE
Deposit Date (MM/DD/YYYY): 04/30/1998
Sort Award Recipient Ref
State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567
Row No | PR/Award No | Recipient Reference | Net Authorization | Available Balance | Request Amount
1 | P007A971234 | FSEOG | $100,000.00 | $60,000.00 | $0.00
2 | P033A971234 | FWS | $200,000.00 | $120,000.00 | $0.00
3 | P063P971234 | Pell | $300,000.00 | $180,000.00 | $0.00
Number of Awards: 3
Total Request: $0.00
OK Cancel
Document: Done



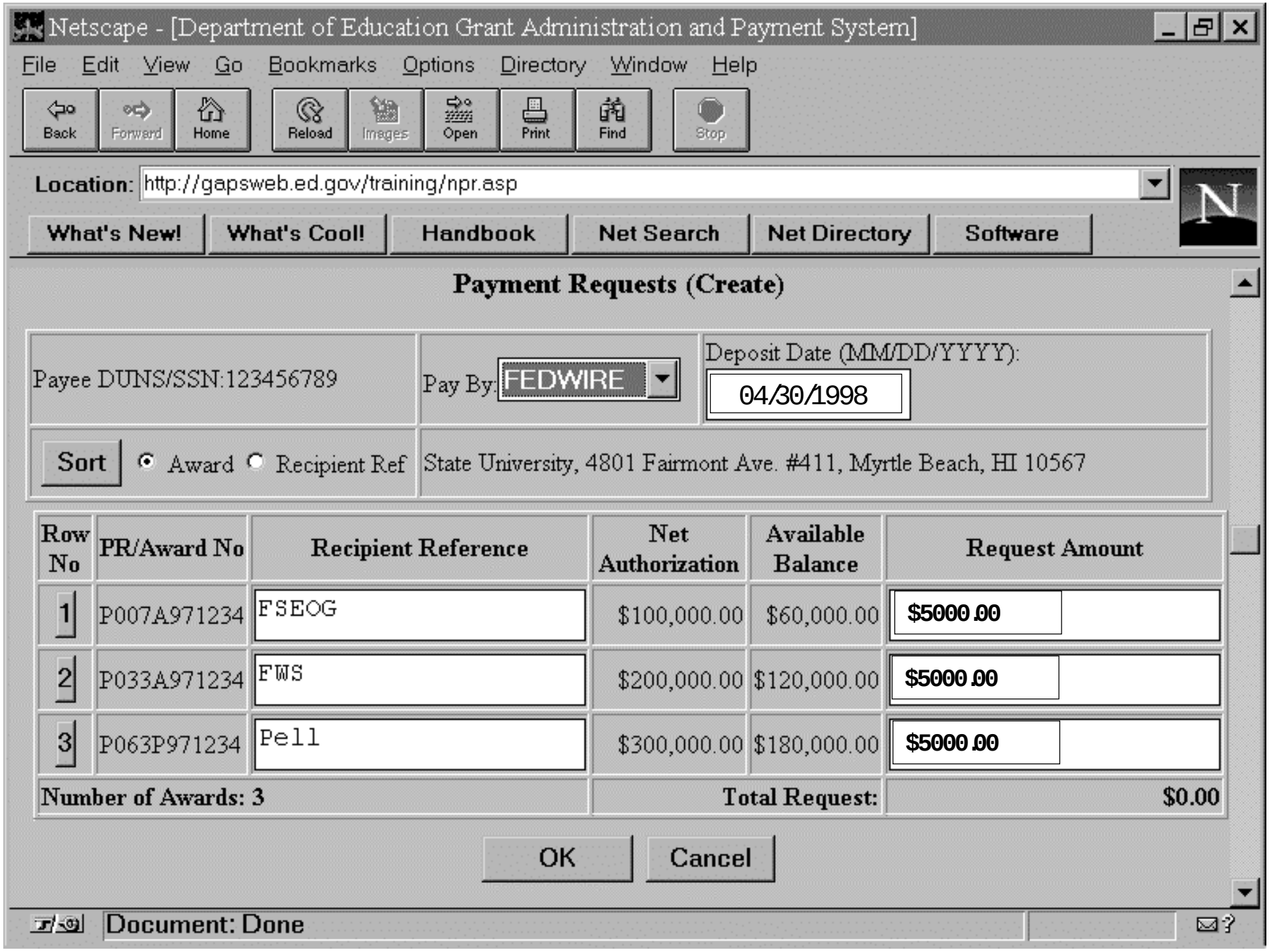
Award Details

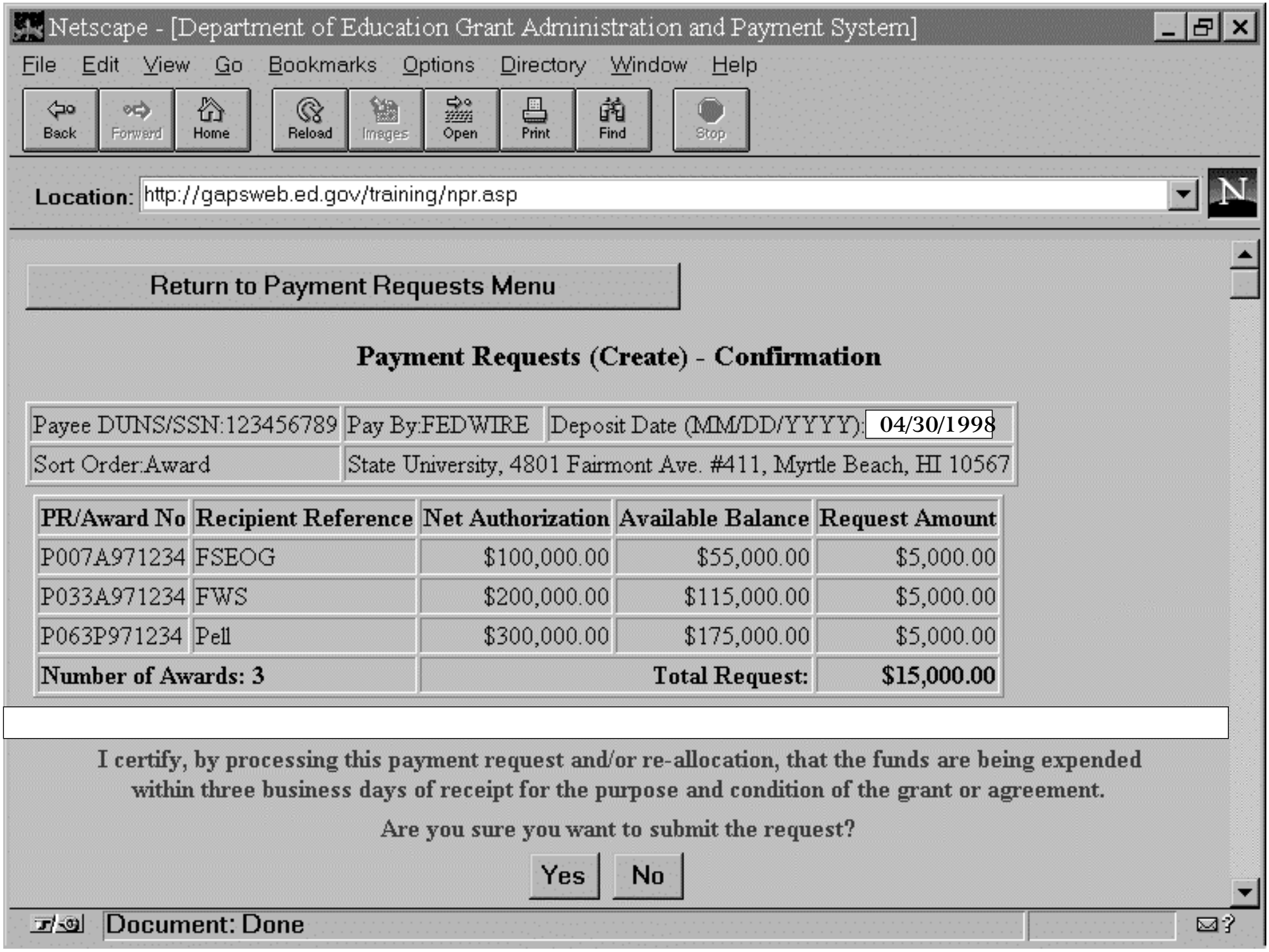
PR/AwardNo:	P007A971234 (CFDA No: 007A)	Federal Supplemental Education Opportunity Grant	
Completed Payments:	$28,000.00	Status:	Open
Pending Payments:	$10,000.00	Last Date to Draw Funds:	06/30/2001
Performance Period:	07/04/1996 to 06/30/2001		

Award Transaction History

Date	Changes in Authorization	Drawdowns	Refunds	Adjustments	Returns	Offsets
04/04/1997	$120,000.00	-	-	-	-	-
04/23/1997	($20,000.00)	-	-	-	-	-
05/01/1997	-	$20,000.00	-	-	-	-
05/15/1997	-	-	-	$2,000.00	-	-
05/21/1997	-	$8,000.00	-	-	-	-
Total	**$100,000.00**	**$28,000.00**	**$0.00**	**$2,000.00**	**$0.00**	**$0.00**

Please send your comments/suggestions/questions to:
Email: Web Master


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/npr.asp
What's New! What's Cool! Handbook Net Search Net Directory Software
Payment Requests (Create)
Payee DUNS/SSN:123456789
Pay By: FEDWIRE
Deposit Date (MM/DD/YYYY): 04/30/1998
Sort Award Recipient Ref
State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567
Row No | PR/Award No | Recipient Reference | Net Authorization | Available Balance | Request Amount
1 | P007A971234 | FSEOG | $100,000.00 | $60,000.00 | $5000.00
2 | P033A971234 | FWS | $200,000.00 | $120,000.00 | $5000.00
3 | P063P971234 | Pell | $300,000.00 | $180,000.00 | $5000.00
Number of Awards: 3
Total Request: $0.00
OK Cancel
Document: Done


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/npr.asp
Return to Payment Requests Menu
Payment Requests (Create) - Confirmation
Payee DUNS/SSN:123456789
Pay By:FEDWIRE
Deposit Date (MM/DD/YYYY): 04/30/1998
Sort Order:Award
State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567
PR/Award No | Recipient Reference | Net Authorization | Available Balance | Request Amount
P007A971234 | FSEOG | $100,000.00 | $55,000.00 | $5,000.00
P033A971234 | FWS | $200,000.00 | $115,000.00 | $5,000.00
P063P971234 | Pell | $300,000.00 | $175,000.00 | $5,000.00
Number of Awards: 3 | Total Request: | $15,000.00
I certify, by processing this payment request and/or re-allocation, that the funds are being expended within three business days of receipt for the purpose and condition of the grant or agreement.
Are you sure you want to submit the request?
Yes
No
Document: Done

Netscape - [Department of Education Grant Administration and Payment System]

File Edit View Go Bookmarks Options Directory Window Help

Back Forward Home Reload Images Open Print Find Stop

Location: http://gapsweb.ed.gov/training/npr.asp

Your payment requests were accepted.

Return to Payment Requests Menu

Payment Requests (Roll-up)

Payee DUNS/SSN:123456789	Pay By:FEDWIRE	Deposit Date (MM/DD/YYYY): 04/30/1998
Sort Order:Award	State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567	

Control Number	Status	Control No Dollar Total	PR/Award No	Recipient Reference	Requested Amount
1998042900001	Ready for Scheduling	$10,000.00	P007A971234	FSEOG	$5,000.00
			P033A971234	FWS	$5,000.00
1998042900002	Waiting Payments Office Review	$5,000.00	P063P971234	Pell	$5,000.00

Please send your comments/suggestions/questions to:

Email: Web Master

Help

Document: Done

GAPS External Access System

MODIFY Payment Requests

GAPS provides users with the flexibility to delete or modify payment requests after they are submitted but before they are scheduled for deposit in the payee's bank account.

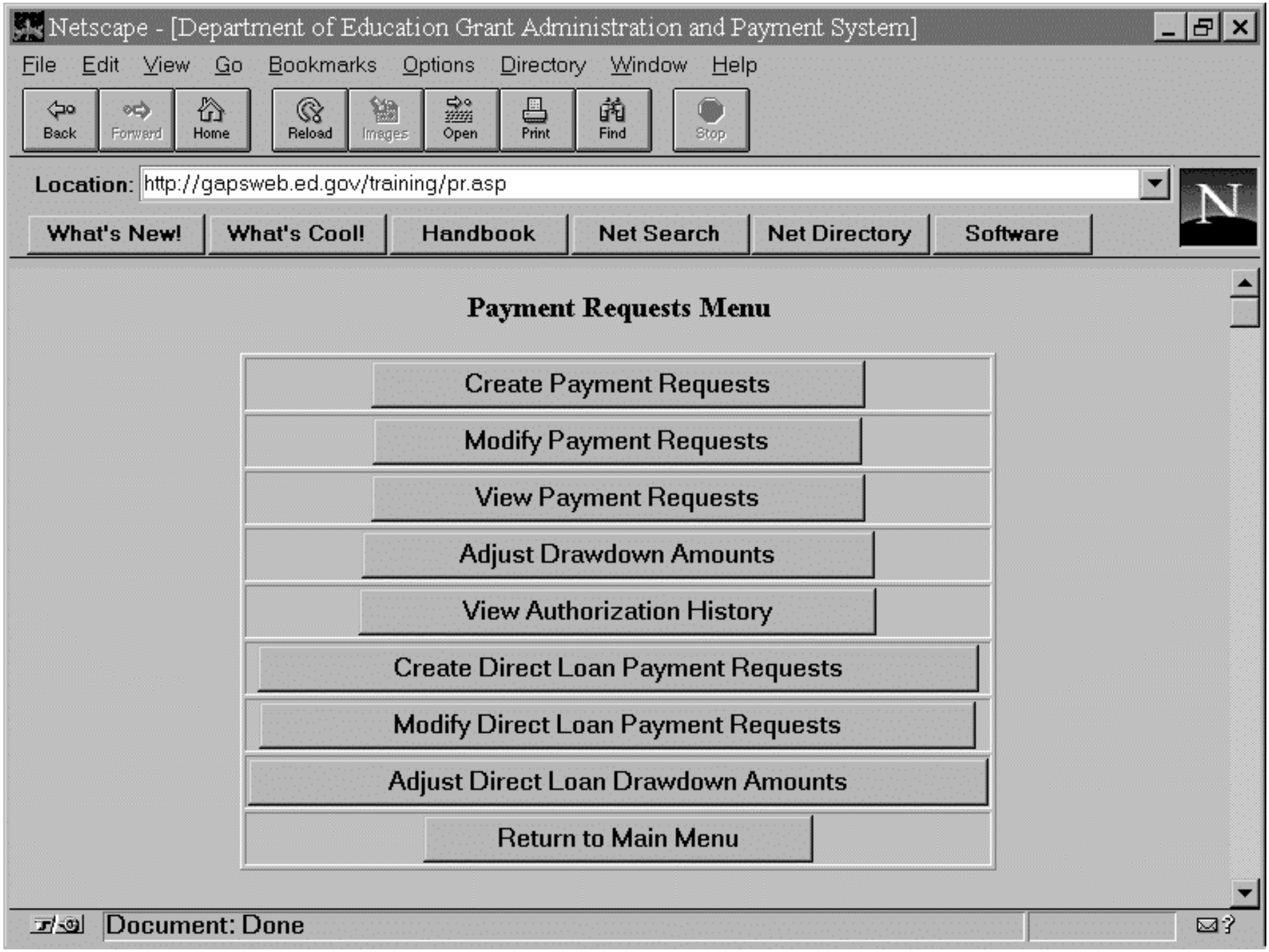
GAPS External Access System

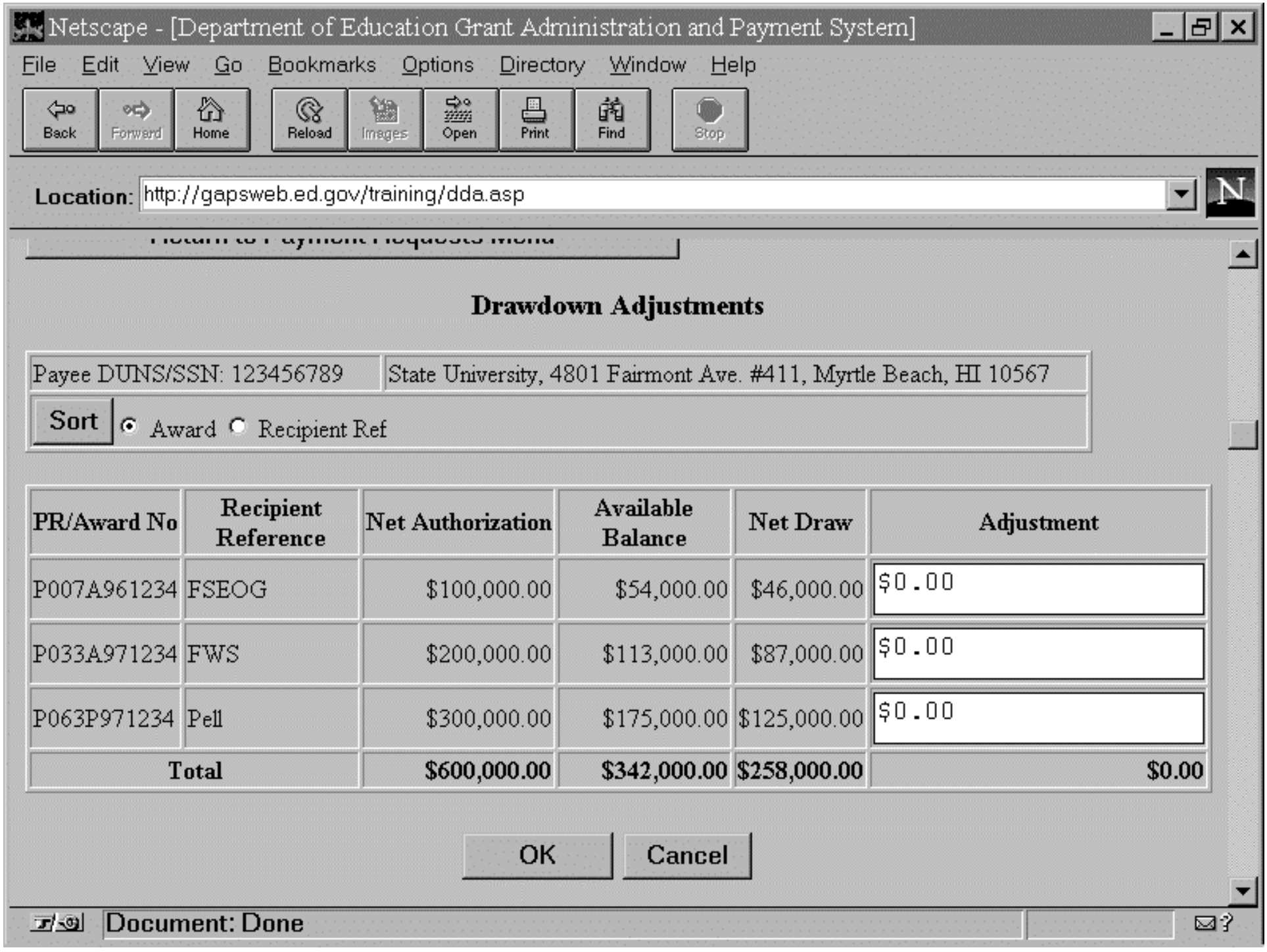
VIEW Payment Requests

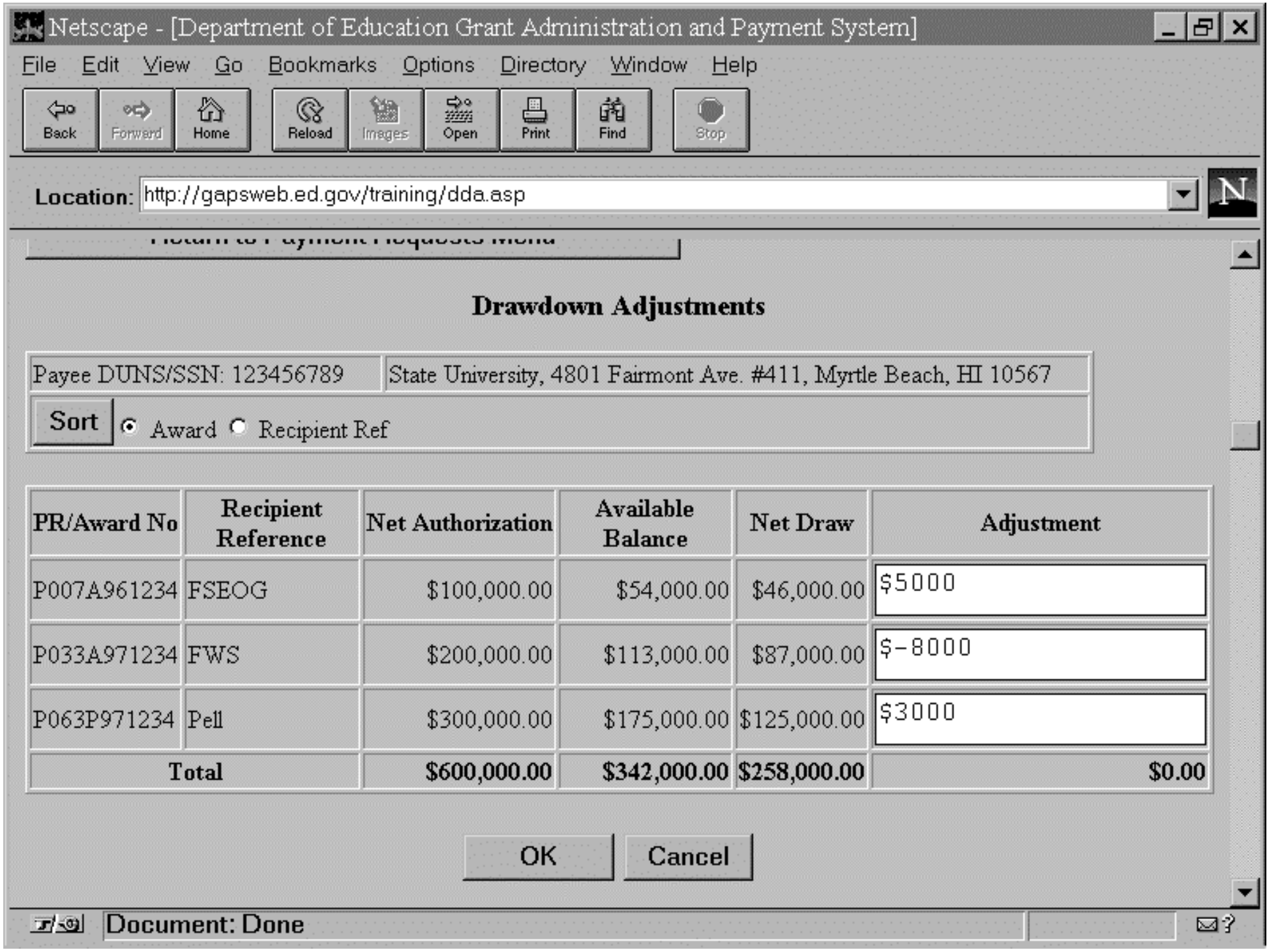
GAPS enables users to view all completed and/or pending payment requests.

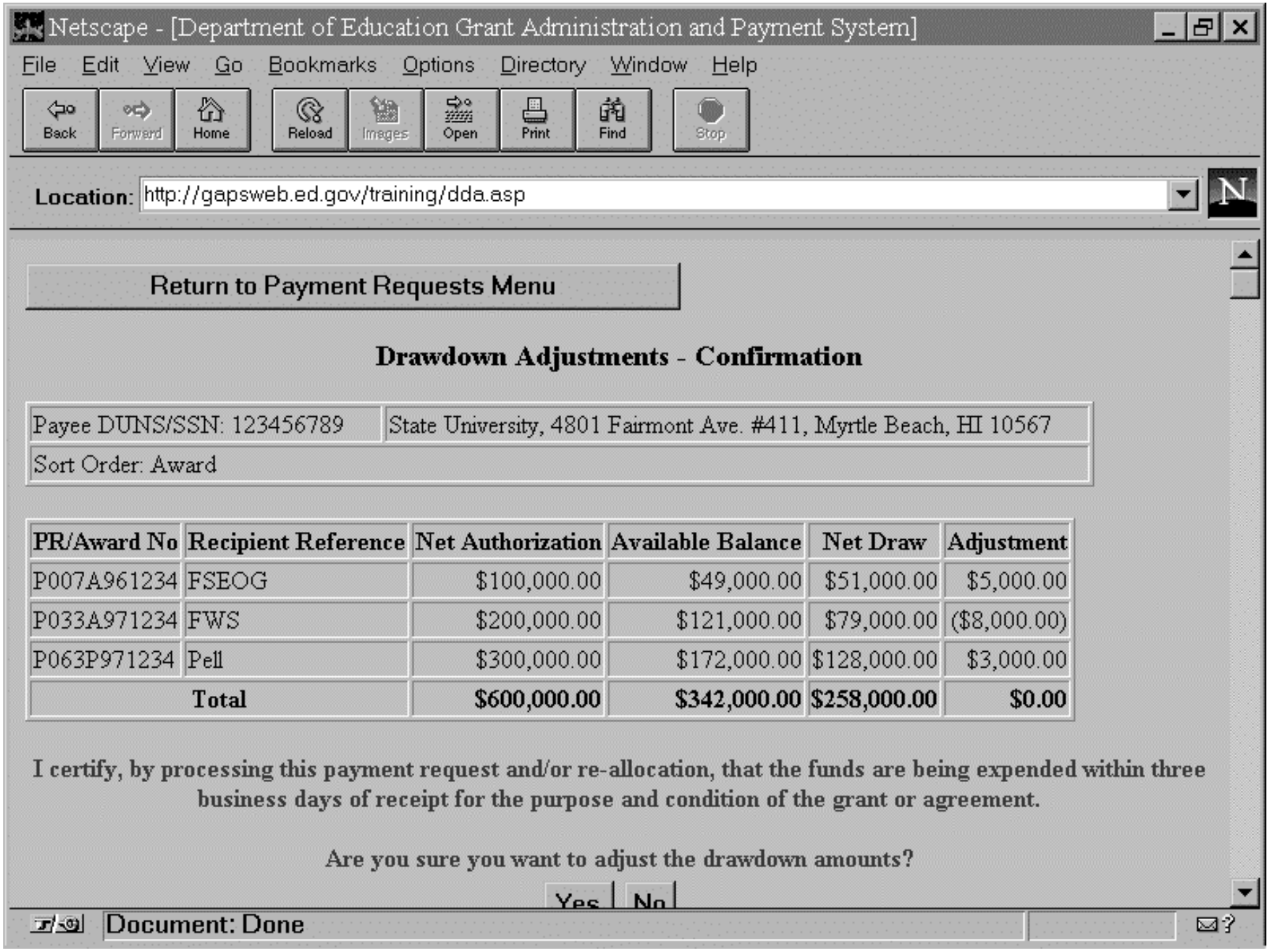
ADJUST Drawdown Amounts

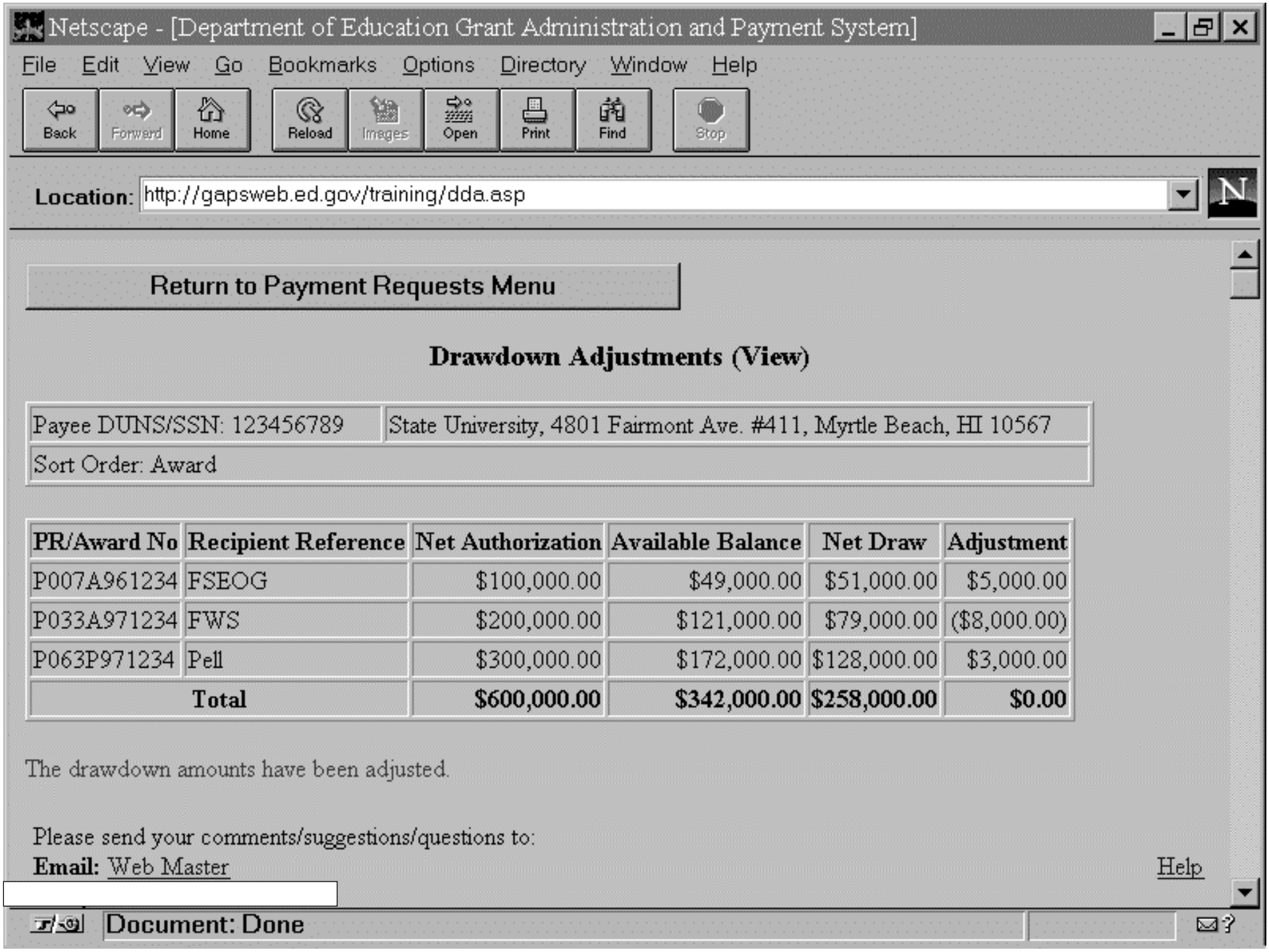
GAPS provides users with the flexibility to redistribute drawn funds among their grant awards.


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/pr.asp
What's New! What's Cool! Handbook Net Search Net Directory Software
Payment Requests Menu
Create Payment Requests
Modify Payment Requests
View Payment Requests
Adjust Drawdown Amounts
View Authorization History
Create Direct Loan Payment Requests
Modify Direct Loan Payment Requests
Adjust Direct Loan Drawdown Amounts
Return to Main Menu
Document: Done


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/dda.asp
Drawdown Adjustments
Payee DUNS/SSN: 123456789
State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567
Sort
Award
Recipient Ref
PR/Award No
Recipient Reference
Net Authorization
Available Balance
Net Draw
Adjustment
P007A961234
FSEOG
$100,000.00
$54,000.00
$46,000.00
$0.00
P033A971234
FWS
$200,000.00
$113,000.00
$87,000.00
$0.00
P063P971234
Pell
$300,000.00
$175,000.00
$125,000.00
$0.00
Total
$600,000.00
$342,000.00
$258,000.00
$0.00
OK
Cancel
Document: Done


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/dda.asp
Drawdown Adjustments
Payee DUNS/SSN: 123456789
State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567
Sort
Award
Recipient Ref
PR/Award No
Recipient Reference
Net Authorization
Available Balance
Net Draw
Adjustment
P007A961234
FSEOG
$100,000.00
$54,000.00
$46,000.00
$5000
P033A971234
FWS
$200,000.00
$113,000.00
$87,000.00
$-8000
P063P971234
Pell
$300,000.00
$175,000.00
$125,000.00
$3000
Total
$600,000.00
$342,000.00
$258,000.00
$0.00
OK
Cancel
Document: Done

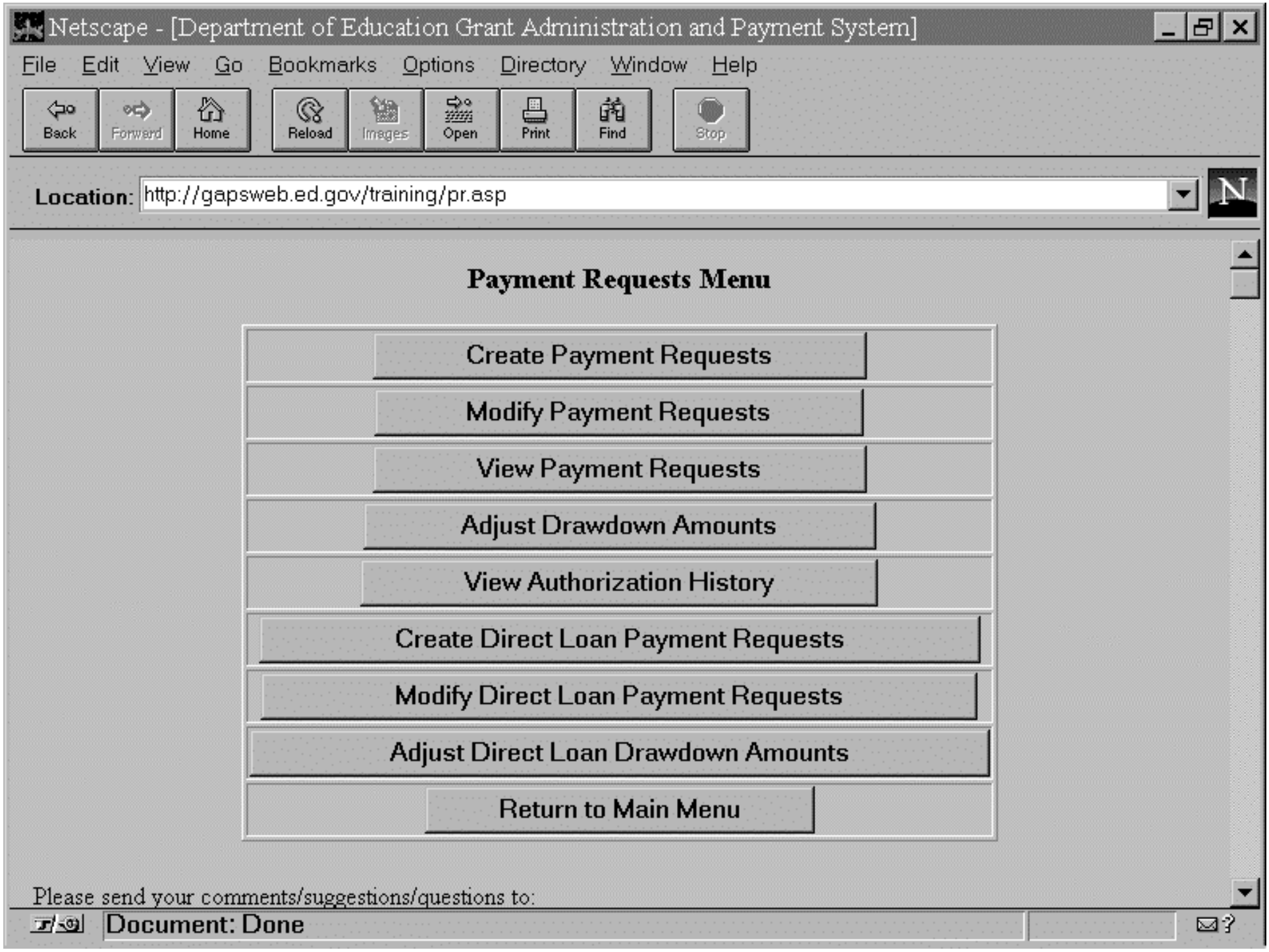

Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/dda.asp
Return to Payment Requests Menu
Drawdown Adjustments - Confirmation
Payee DUNS/SSN: 123456789
State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567
Sort Order: Award
PR/Award No | Recipient Reference | Net Authorization | Available Balance | Net Draw | Adjustment
P007A961234 | FSEOG | $100,000.00 | $49,000.00 | $51,000.00 | $5,000.00
P033A971234 | FWS | $200,000.00 | $121,000.00 | $79,000.00 | ($8,000.00)
P063P971234 | Pell | $300,000.00 | $172,000.00 | $128,000.00 | $3,000.00
Total | $600,000.00 | $342,000.00 | $258,000.00 | $0.00
I certify, by processing this payment request and/or re-allocation, that the funds are being expended within three business days of receipt for the purpose and condition of the grant or agreement.
Are you sure you want to adjust the drawdown amounts?
Yes No
Document: Done

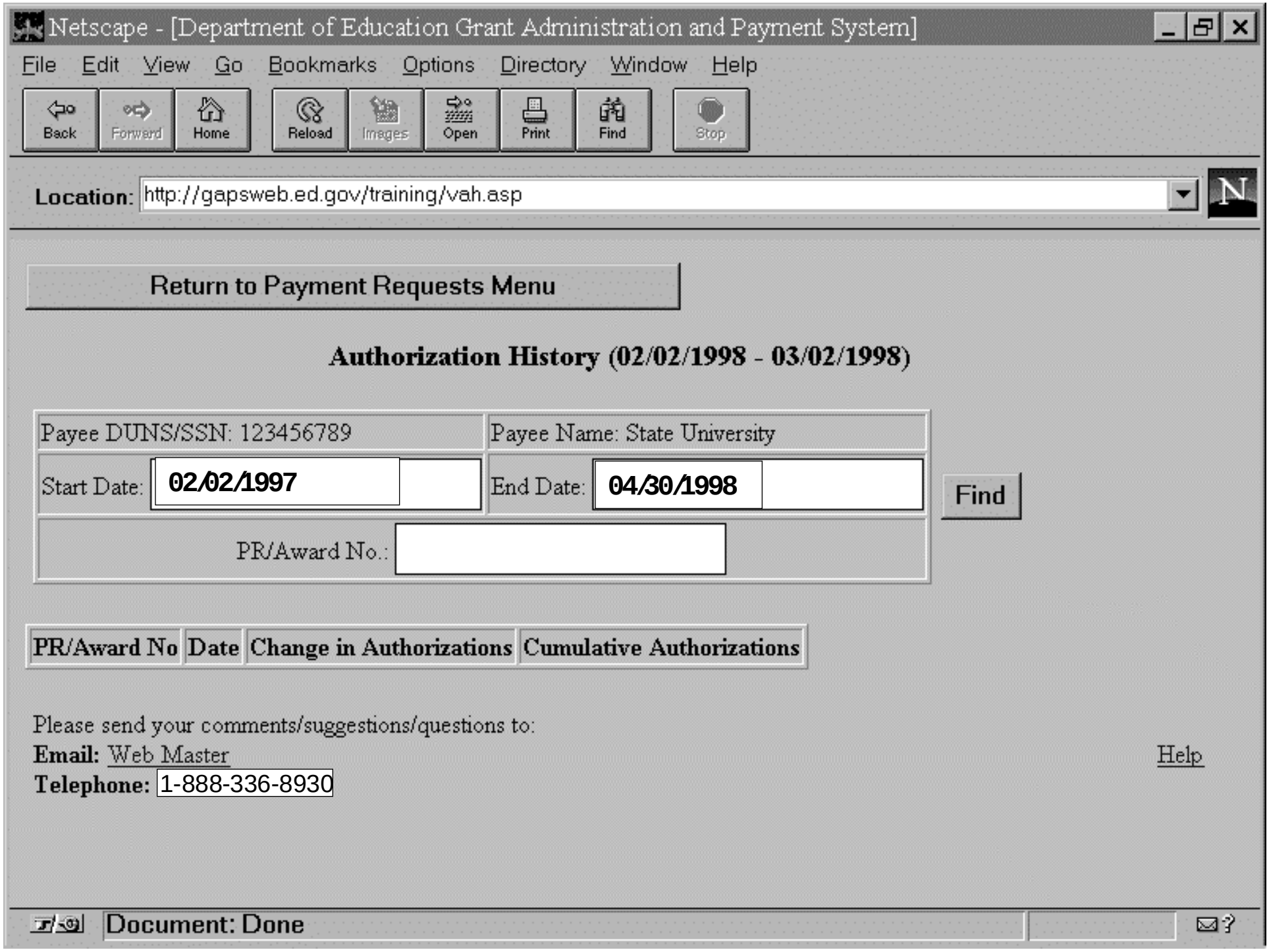

Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/dda.asp
Return to Payment Requests Menu
Drawdown Adjustments (View)
Payee DUNS/SSN: 123456789
State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567
Sort Order: Award
PR/Award No | Recipient Reference | Net Authorization | Available Balance | Net Draw | Adjustment
P007A961234 | FSEOG | $100,000.00 | $49,000.00 | $51,000.00 | $5,000.00
P033A971234 | FWS | $200,000.00 | $121,000.00 | $79,000.00 | ($8,000.00)
P063P971234 | Pell | $300,000.00 | $172,000.00 | $128,000.00 | $3,000.00
Total | $600,000.00 | $342,000.00 | $258,000.00 | $0.00
The drawdown amounts have been adjusted.
Please send your comments/suggestions/questions to:
Email: Web Master
Help
Document: Done

GAPS External Access System

VIEW Authorization History

GAPS enables users to view an award's initial authorization as well as any increases or decreases in authorizations issued by ED Program Offices.


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/pr.asp
Payment Requests Menu
Create Payment Requests
Modify Payment Requests
View Payment Requests
Adjust Drawdown Amounts
View Authorization History
Create Direct Loan Payment Requests
Modify Direct Loan Payment Requests
Adjust Direct Loan Drawdown Amounts
Return to Main Menu
Please send your comments/suggestions/questions to:
Document: Done


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/vah.asp
Return to Payment Requests Menu
Authorization History (02/02/1998 - 03/02/1998)
Payee DUNS/SSN: 123456789
Payee Name: State University
Start Date: 02/02/1997
End Date: 04/30/1998
Find
PR/Award No.:
PR/Award No
Date
Change in Authorizations
Cumulative Authorizations
Please send your comments/suggestions/questions to:
Email: Web Master
Help
Telephone: 1-888-336-8930
Document: Done

Netscape - [Department of Education Grant Administration and Payment System]

File Edit View Go Bookmarks Options Directory Window Help

Back Forward Home Reload Images Open Print Find Stop

Location: http://gapsweb.ed.gov/training/vah.asp

Return to Payment Requests Menu

Authorization History (02/02/1995 - 03/02/1998)

Payee DUNS/SSN: 123456789	Payee Name: State University
Start Date: 02/02/1997	End Date: 04/30/1998
PR/Award No.:	

Find

PR/Award No	Date	Change in Authorizations	Cumulative Authorizations
P007A971234	04/04/1997	$120,000.00	$120,000.00
	04/23/1997	($20,000.00)	$100,000.00
P033A971234	04/24/1997	$200,000.00	$200,000.00
P063P971234	04/25/1997	$300,000.00	$300,000.00

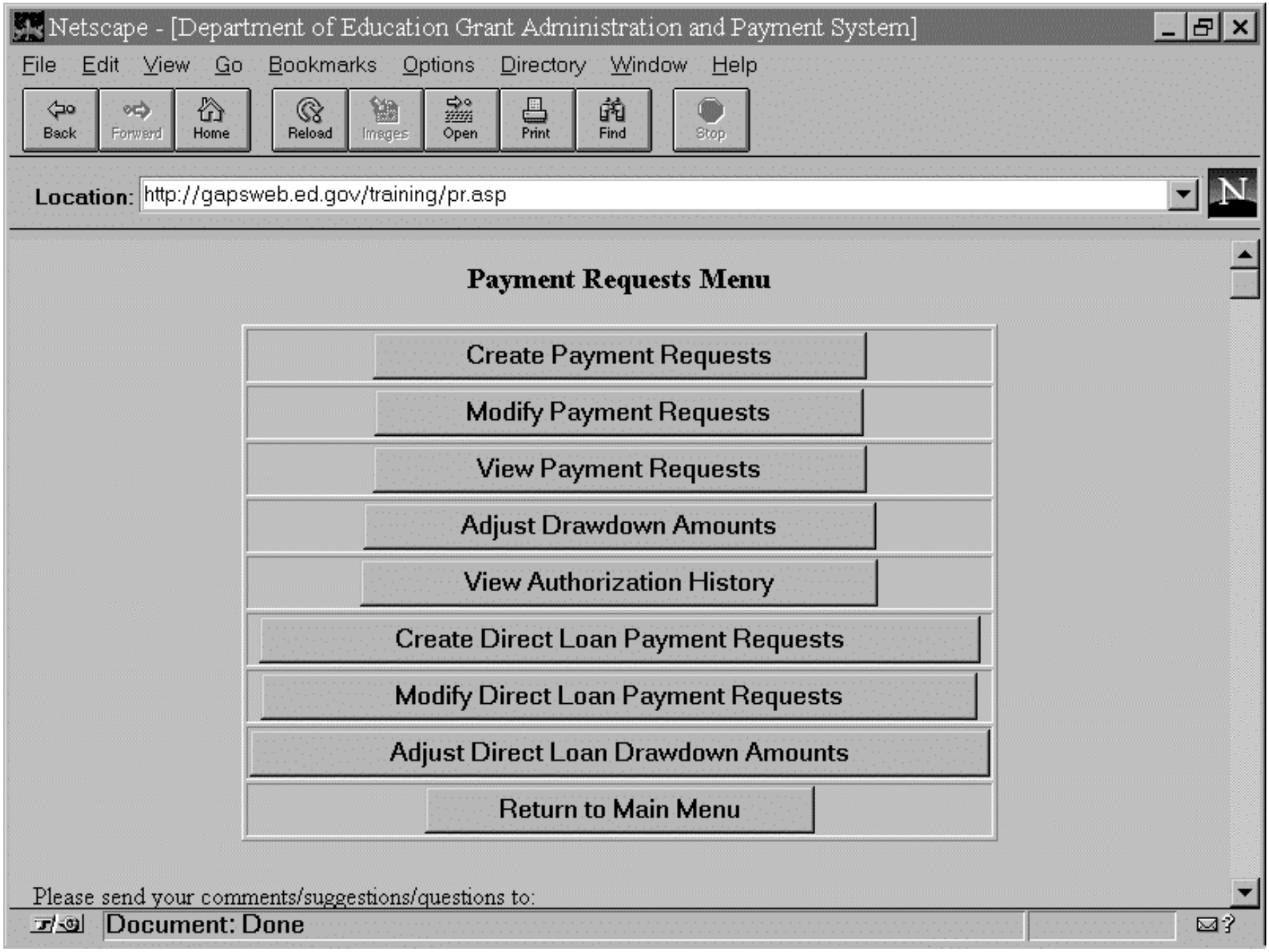
Please send your comments/suggestions/questions to:

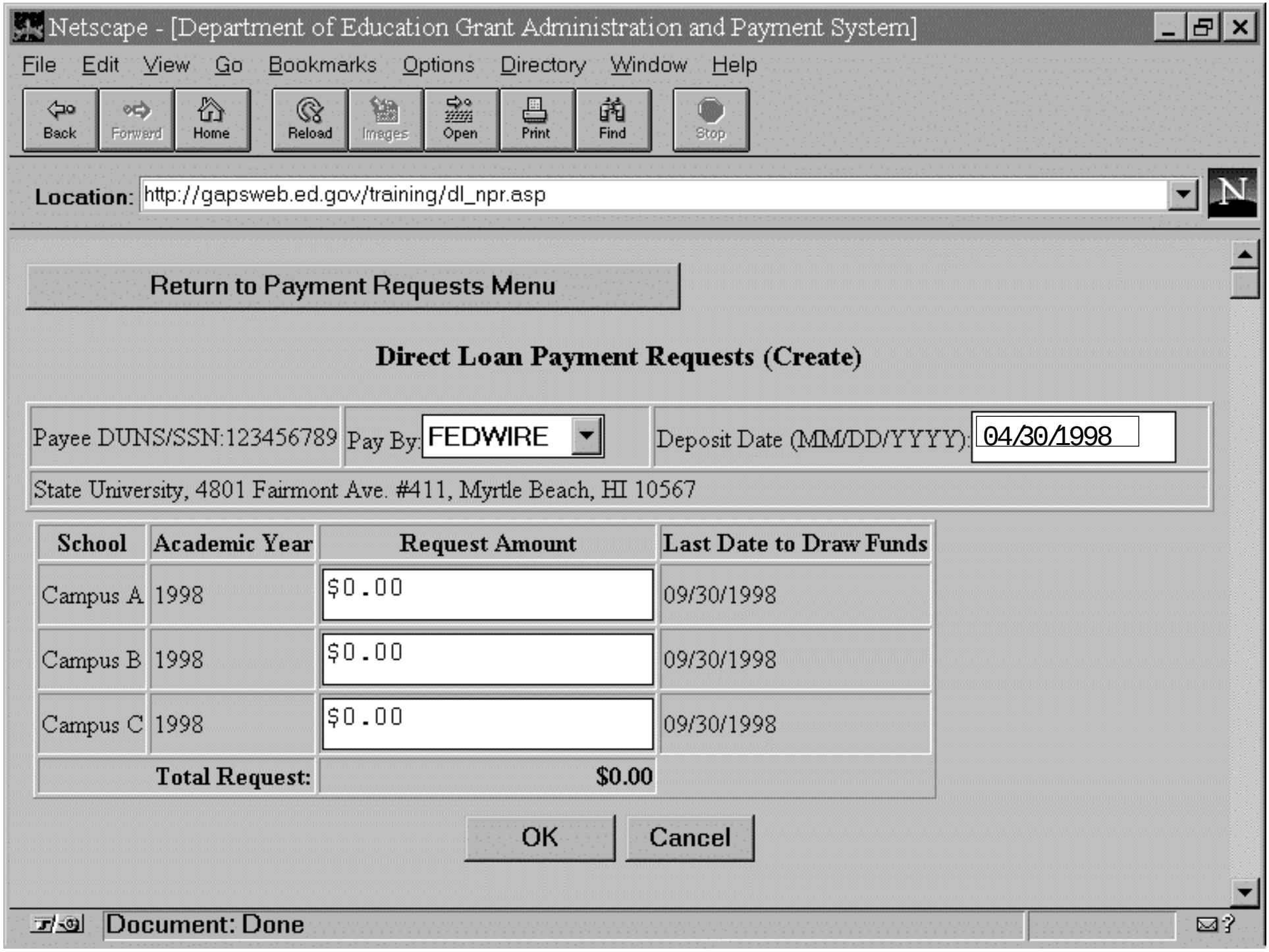
Document: Done

GAPS External Access System

CREATE, MODIFY, and ADJUST Direct Loan Payment Requests

Users can perform payment functions against their Direct Loan awards.

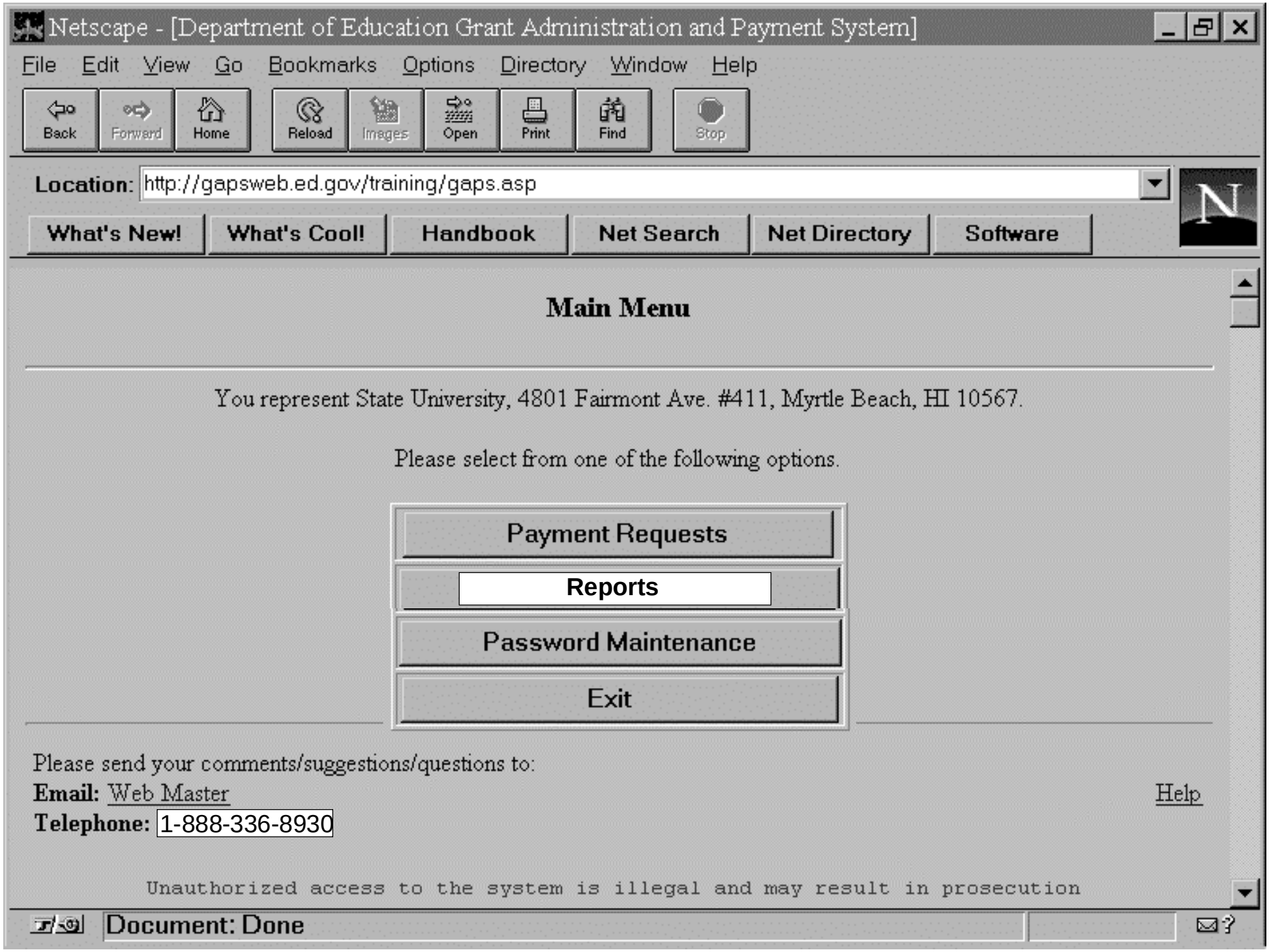

Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/pr.asp
Payment Requests Menu
Create Payment Requests
Modify Payment Requests
View Payment Requests
Adjust Drawdown Amounts
View Authorization History
Create Direct Loan Payment Requests
Modify Direct Loan Payment Requests
Adjust Direct Loan Drawdown Amounts
Return to Main Menu
Please send your comments/suggestions/questions to:
Document: Done

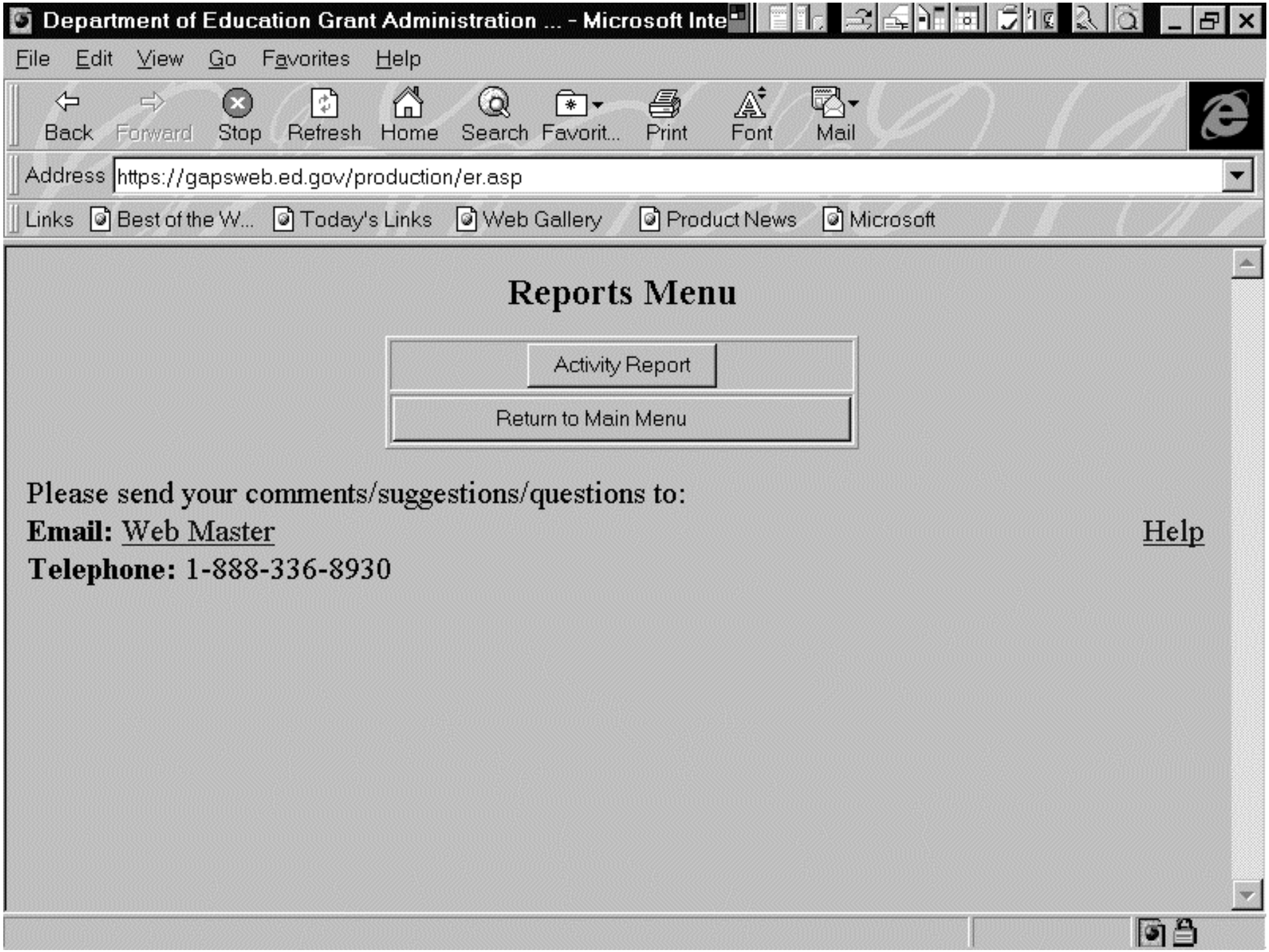

Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/dl_npr.asp
Return to Payment Requests Menu
Direct Loan Payment Requests (Create)
Payee DUNS/SSN:123456789
Pay By: FEDWIRE
Deposit Date (MM/DD/YYYY): 04/30/1998
State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567
School
Academic Year
Request Amount
Last Date to Draw Funds
Campus A 1998 $0.00 09/30/1998
Campus B 1998 $0.00 09/30/1998
Campus C 1998 $0.00 09/30/1998
Total Request: $0.00
OK
Cancel
Document: Done

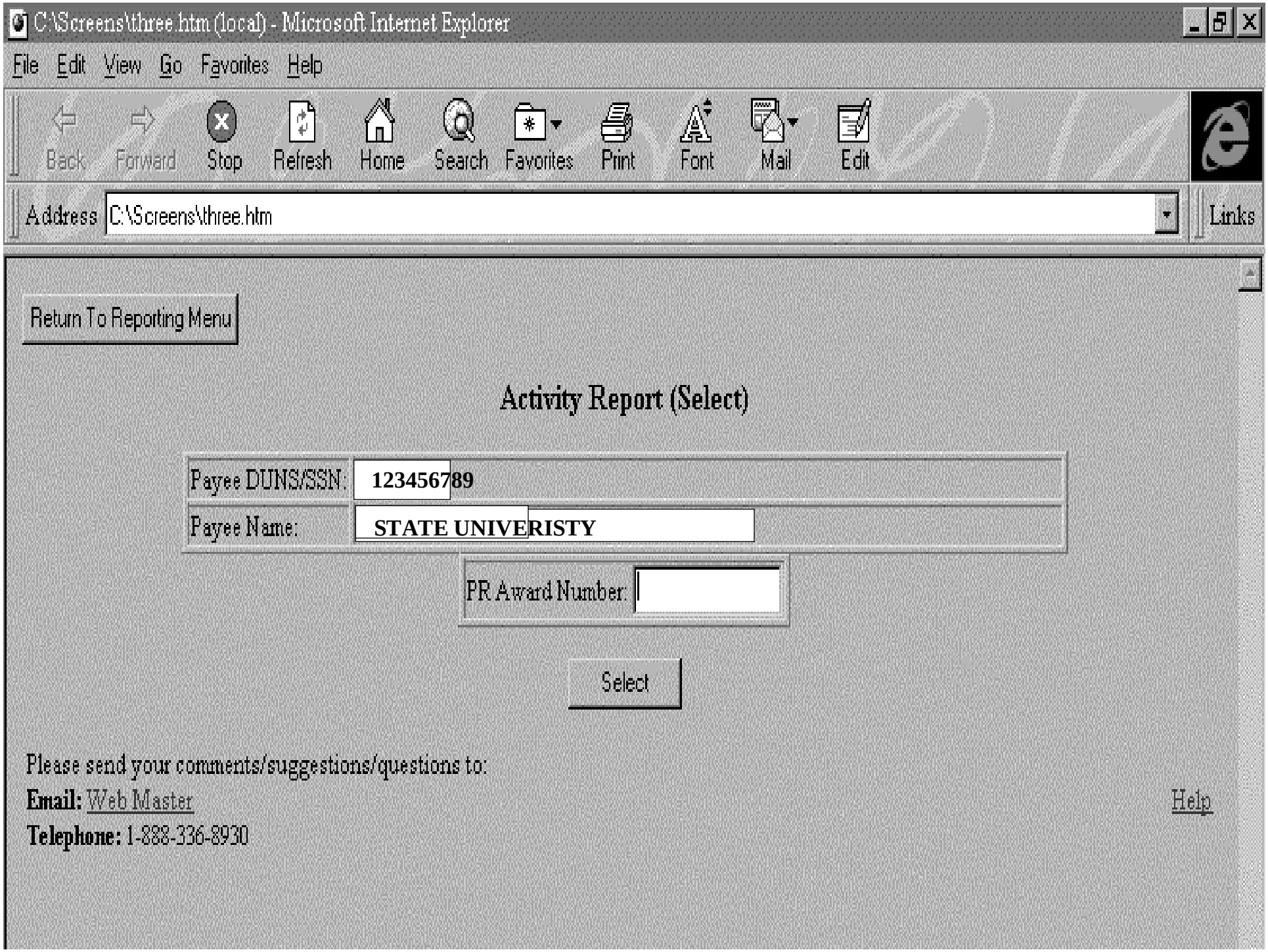
GAPS External Access System

GAPS Activity Report

Users will be able to view summary and detail financial information on all of their grant awards or on a specific grant award using the GAPS Activity Report.


Netscape - [Department of Education Grant Administration and Payment System]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://gapsweb.ed.gov/training/gaps.asp
What's New! What's Cool! Handbook Net Search Net Directory Software
Main Menu
You represent State University, 4801 Fairmont Ave. #411, Myrtle Beach, HI 10567.
Please select from one of the following options.
Payment Requests
Reports
Password Maintenance
Exit
Please send your comments/suggestions/questions to:
Email: Web Master
Help
Telephone: 1-888-336-8930
Unauthorized access to the system is illegal and may result in prosecution
Document: Done


Department of Education Grant Administration ... - Microsoft Inte
File Edit View Go Favorites Help
Back Forward Stop Refresh Home Search Favorit... Print Font Mail
Address https://gapsweb.ed.gov/production/er.asp
Links Best of the W... Today's Links Web Gallery Product News Microsoft
Reports Menu
Activity Report
Return to Main Menu
Please send your comments/suggestions/questions to:
Email: Web Master
Help
Telephone: 1-888-336-8930


C:\Screens\three.htm (local) - Microsoft Internet Explorer
File Edit View Go Favorites Help
Back Forward Stop Refresh Home Search Favorites Print Font Mail Edit
Address C:\Screens\three.htm
Links
Return To Reporting Menu
Activity Report (Select)
Payee DUNS/SSN: 123456789
Payee Name: STATE UNIVERISTY
PR Award Number:
Select
Please send your comments/suggestions/questions to:
Email: Web Master
Telephone: 1-888-336-8930
Help

C:\Screens\FOUR.HTM (local) - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites Print Font Mail Edit

Address C:\Screens\FOUR.HTM Links

Return to Select Activity Reporting

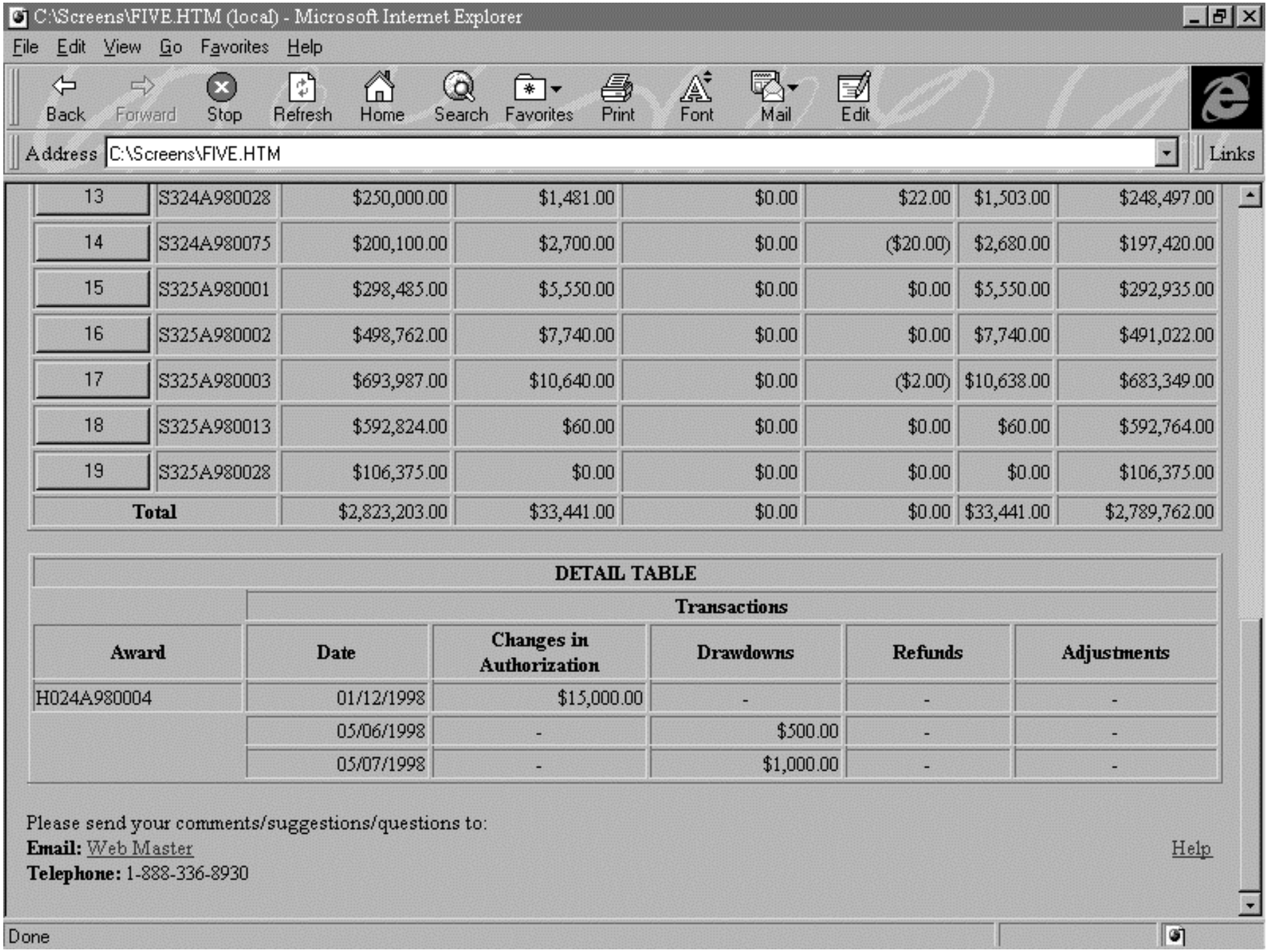
ED Logo

Activity Report

Payee DUNS/SSN:	123456789
Payee Name:	STATE UNIVERSITY
Payee Address:	4801 Fairmont Ave. #411, Myrtle Beach, HI 10567
PR Award:	

CUMULATIVE SUMMARY TABLE
(As of)

Row ID	Award	(A) Net Authorizations	(B) Cumulative Draws	(C) Cumulative Refunds	(D) Net Adjustments	(E) (B-C+D) Net Draws	(F) (F=A-E) Available Balance
1	H024A980002	$30,000.00	$0.00	$0.00	$0.00	$0.00	$30,000.00
2	H024A980004	$15,000.00	$1,500.00	$0.00	$0.00	$1,500.00	$13,500.00
3	H024A980009	$26,670.00	$0.00	$0.00	$0.00	$0.00	$26,670.00
4	H026C980003	$30,000.00	$900.00	$0.00	$0.00	$900.00	$29,100.00
5	H026C980004	$6,000.00	$0.00	$0.00	$0.00	$0.00	$6,000.00


C:\Screens\FIVE.HTM (local) - Microsoft Internet Explorer
File Edit View Go Favorites Help
Back Forward Stop Refresh Home Search Favorites Print Font Mail Edit
Address C:\Screens\FIVE.HTM
Links
13 S324A980028 $250,000.00 $1,481.00 $0.00 $22.00 $1,503.00 $248,497.00
14 S324A980075 $200,100.00 $2,700.00 $0.00 ($20.00) $2,680.00 $197,420.00
15 S325A980001 $298,485.00 $5,550.00 $0.00 $0.00 $5,550.00 $292,935.00
16 S325A980002 $498,762.00 $7,740.00 $0.00 $0.00 $7,740.00 $491,022.00
17 S325A980003 $693,987.00 $10,640.00 $0.00 ($2.00) $10,638.00 $683,349.00
18 S325A980013 $592,824.00 $60.00 $0.00 $0.00 $60.00 $592,764.00
19 S325A980028 $106,375.00 $0.00 $0.00 $0.00 $0.00 $106,375.00
Total $2,823,203.00 $33,441.00 $0.00 $0.00 $33,441.00 $2,789,762.00
DETAIL TABLE
Transactions
Award Date Changes in Authorization Drawdowns Refunds Adjustments
H024A980004 01/12/1998 $15,000.00 - - -
05/06/1998 - $500.00 - -
05/07/1998 - $1,000.00 - -
Please send your comments/suggestions/questions to:
Email: Web Master
Telephone: 1-888-336-8930
Help
Done

Managing
Grant Funds

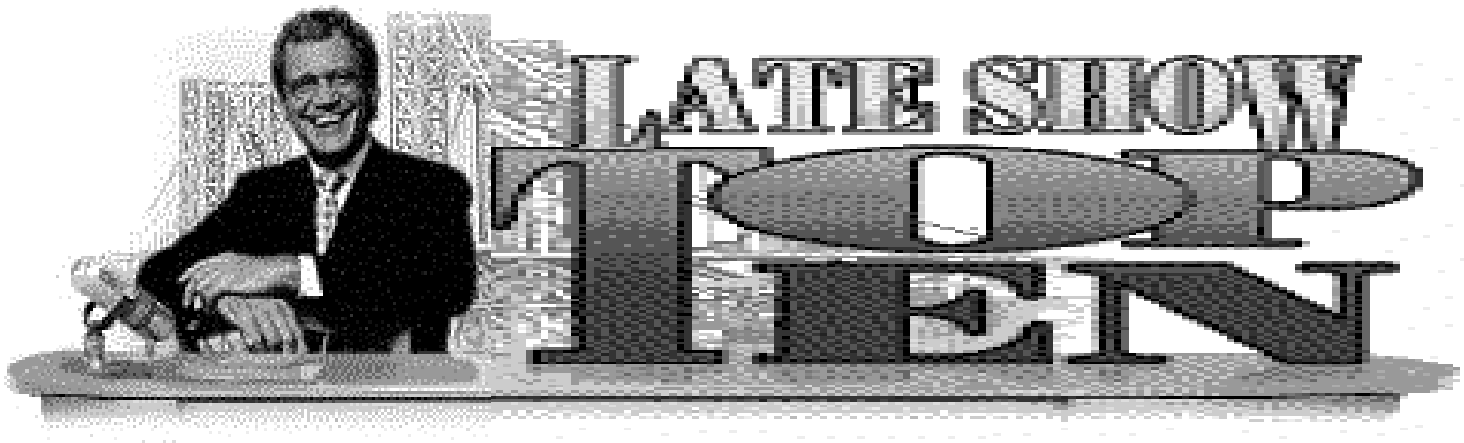
Cash Management

- **Cash management regulations still apply under GAPS.**
- **Drawn funds must be expended within three business days after they are deposited in your bank account.**
- **After three days you have EXCESS CASH -- return to the Department**

Accountability/Compliance

- **Trust/Partnership between ED and Grantees**
- **Certify at Time of Draw**
- **Program Reviews**
- **Audits**

Concerns About GAPS



Top Ten Concerns Surrounding GAPS

10) I haven't received my user ID and Password

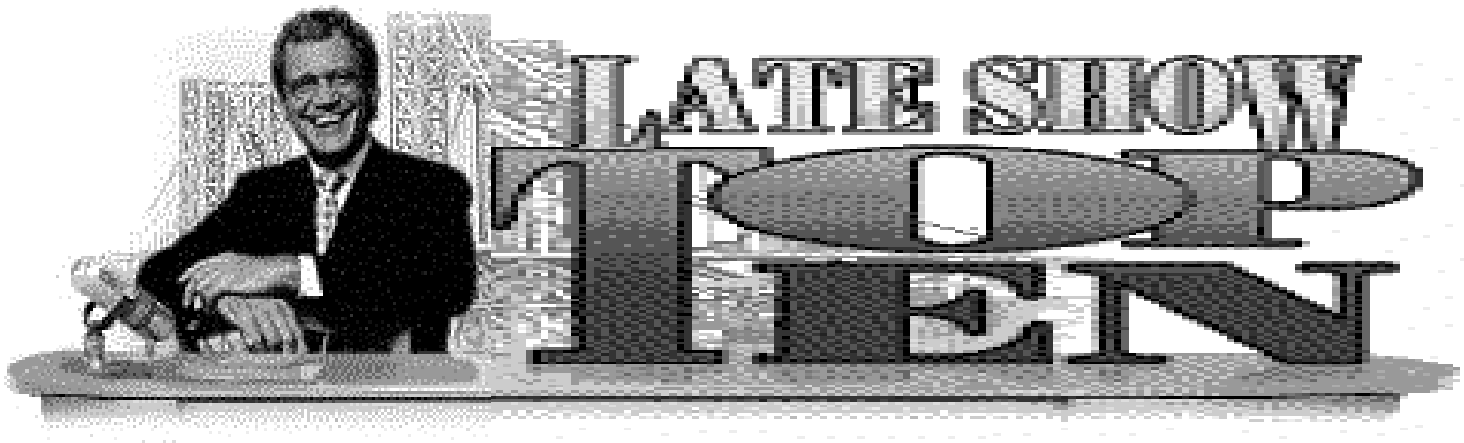
9) My Account Balance Is Incorrect

8) I don't have enough cash to draw against an award

7) Program Authorization is incorrect

6) I have two different DUNS Numbers

Concerns About GAPS



Top Ten Concerns Surrounding GAPS

5) My available balance in GAPS does not agree with my books

4) I received my funds ACH instead of Fedwire

3) System keeps locking me out

2) When I go into GAPS, none of my awards show up

1) I can not log onto the GAPS Web Site

CONTACT INFORMATION

Contact/Additional Information

- **GAPS Web Page:**

  http://gapsweb.ed.gov/
- **GAPS Training Web site:**

  Accessed from the GAPS Web Page
- **GAPS Payee's Guide:**

  Download at the GAPS Web Page
- **GAPS Payee Hotline:**

  1-888-336-8930