

NOAA's Grants Management Division

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What's New In Financial Assistance

Automated Standard Application for Payment (ASAP) Enrollment Process

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Grants Management Division*



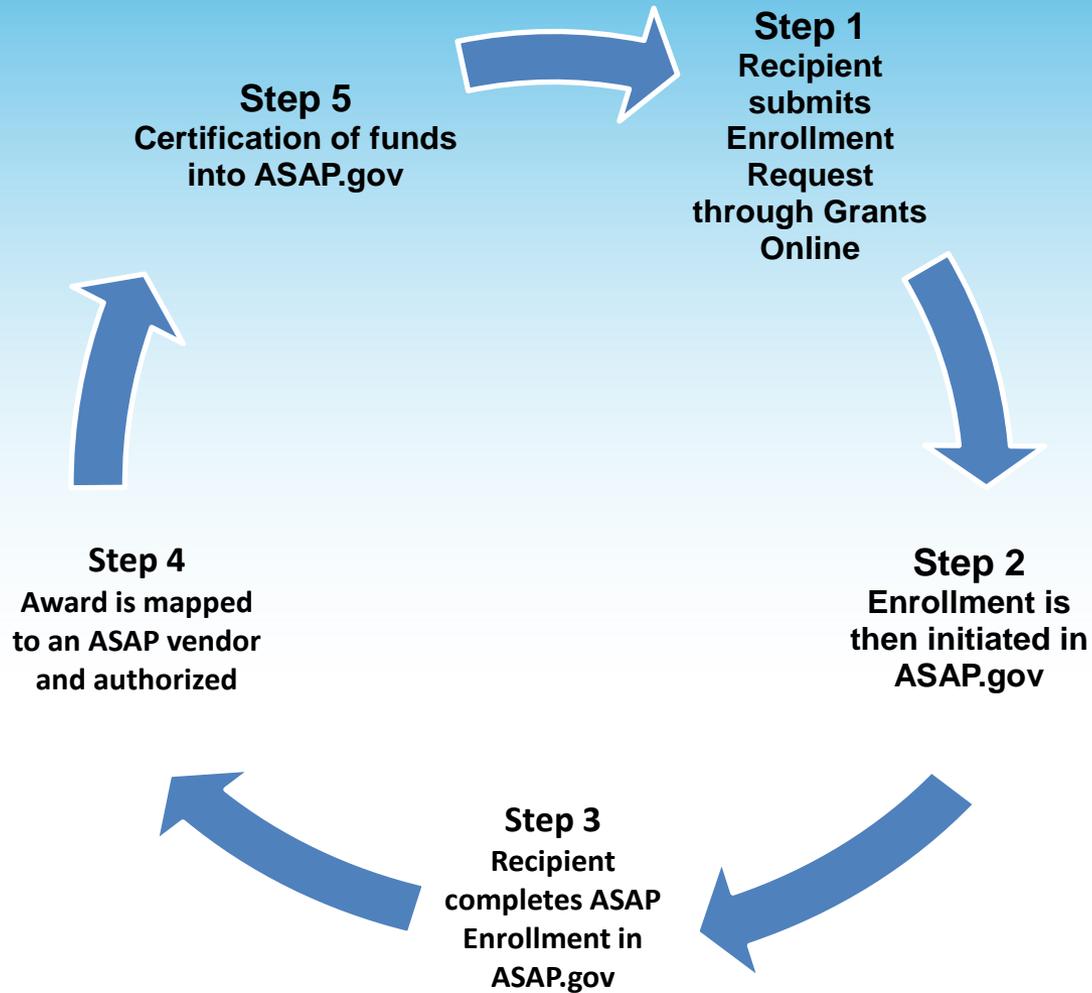
ASAP.gov Internet Enrollment Process

A Recipient Organization must be enrolled in the ASAP.gov system in order for the Federal Program Agency to establish and fund accounts for the organization. This involves input from different individuals with access to define and or approve information in the enrollment process.

Each individual must complete their portion of the enrollment process within 32 days, or the enrollment will be cancelled and would then have to be re-initiated.



ASAP Enrollment Workflow



ASAP.gov Internet Enrollment Process (Cont'd)

The ASAP Enrollment process for new Recipient Organization should begin immediately after acceptance of an award in Grants Online. The recipient must submit an Organization Profile Change Request (OPCR) via Grants Online to have the enrollment initiated into ASAP.gov. The enrollment initiator initiates the enrollment into ASAP.gov.



ASAP.gov Internet Enrollment Process (Cont'd)

The following steps should be taken by the recipient for an enrollment request to be initiated in ASAP.gov:

1. Log into Grants Online
2. Go to your award
3. Select the link on the left for, "Organization Profile Change Request."
4. Enter Point of Contacts name, e-mail address and telephone number
5. Select the link, "Enroll in ASAP," to forward to NOAA



ASAP.gov Internet Enrollment Process (Cont'd)

ASAP Enrollment Process (NOAA)



Organization Profile Change Request
Organization: Institute for Community Managed Resources (ICMR) (2002469)
Request ID: 2245527

| Profile Field | Current Value | Requested Change |
|----------------------|--|----------------------|
| Legal Name or DBA | Institute for Community Managed Resources (ICMR) | <input type="text"/> |
| Physical Address | | |
| Street Address | 123 Main Street | <input type="text"/> |
| City | Washington | <input type="text"/> |
| State | DC - District of Columbia | <input type="text"/> |
| Zip/Postal Code | 20000 | <input type="text"/> |
| Country | USA - United States | <input type="text"/> |
| Phone | 301-555-1212 | <input type="text"/> |
| Mailing Address | | |
| Mailing Name | ICMR | <input type="text"/> |
| Street Address | 123 Main Street | <input type="text"/> |
| City | Washington | <input type="text"/> |
| State | DC - District of Columbia | <input type="text"/> |
| Zip/Postal Code | 20000 | <input type="text"/> |
| Country | USA - United States | <input type="text"/> |
| Business Identifiers | | |
| EIN | 98-7654321 | <input type="text"/> |
| DUNS | 123456789 | <input type="text"/> |
| DUNS Plus4 | | <input type="text"/> |
| CAGE / NGAGE | | <input type="text"/> |
| ASAP ID | | <input type="text"/> |
| Applicant Type | M - Nonprofit with 501(C)3 IRS Status (Other than Institution of Higher Education) | <input type="text"/> |

[Enroll in ASAP >>](#)

*Justification For Changes



ASAP.gov Internet Enrollment Process (Cont'd)

After the Point of Contacts information is entered, select the button, "save and start workflow." This will take you to another page. At that point, you will select the drop down menu to forward the request to the agency. Please note, if the user is not an Authorized Representative the task will be forwarded to the Authorized Representative for submission to the Agency.



ASAP.gov Internet Enrollment Process (Cont'd)



ASAP Enrollment Request

Organization: Institute for Community Managed Resources (ICMR) (2002469)
Request ID: 2253308

Information for the Point of Contact who will work with the Grants Making Agency to complete the ASAP Enrollment for this organization.

Organization Profile

EIN/TIN#: 98-7654321
DUNS: 123456789
Name: Institute for Community Managed Resources (ICMR)
Type: M - Nonprofit with 501C3 IRS Status (Other than Institution)
Address: 123 Main Street
Washington, DC 20000

Point of Contact

Name *
Title *
Email *
Phone Number *

Attachments:

No attachments.

Add new Attachment: [\[+\]](#)
Any changes to information on this page should be saved before adding or removing attachments.
[Large File Guidance](#)

Organization Profile Change Request

Id: 2253307
Status: In Progress: RecipientAuthorizedRepresentativeActions - Not Started

Action:

Your Comments:

If the user who initiated the action is not an Authorized Representative the task will go to the Authorized Representative for submission to the Agency.

ASAP.gov Internet Enrollment Process (Cont'd)

After the initiation of the new Recipient Organization, and receipt of both User ID and Password from ASAP.gov, the Point of Contact then enters their Officials (Head of Organization, Authorization Official, and Financial Official) and can also modify and or delete Officials.



ASAP.gov Internet Enrollment Process (Cont'd)

The next step in initiating the enrollment of a new Recipient Organization is for the Head of the Organization to establish authority for the organization to use ASAP.gov and approve the officials identified by the Point of Contact. Each person identified will receive a user ID via e-mail and password via the Post Office.



ASAP.gov Internet Enrollment Process (Cont'd)

After the authorizing Official is approved, the recipient enters the organization profile and identifies users and their roles for the organization. At least one payment requestor must be identified in ASAP.



ASAP.gov Internet Enrollment Process (Cont'd)

After the Financial Official is approved, they enter and maintain the banking information for the new organization. Organizations can have up to four (4) ACH (Automated Clearing House) and four (4) Fedwire accounts for a maximum of eight accounts. After banking is identified, Treasury verifies the validity of the information. This process takes about 5-7 business days.

Note:

ACH- Recipients will receive funds the *next* business day

Fedwire- Recipients will receive funds the *same* day if requested before 5:45pm



After Enrollment into ASAP.gov is completed by the recipient

After the Enrollment process is completed by the Recipient Organization, NOAA is then notified by e-mail from Treasury-ASAP that the process is complete.

Grants Online is then notified of the completion and at the point, the award is mapped to an ASAP Vendor and a profile is set up in the Commerce Business system (CBS). This process generally takes 1-2 business days.

The following steps are then performed to complete the process of Authorizing and certifying the fund for the award

1. The funds are authorized in CBS and transmitted to ASAP electronically
2. The certifying officer in the Finance Office retrieves the authorization and performs the certification of funds.
3. Once the certification is completed funds are then released to the Recipient in the ASAP System.



Enrollment Status Process

Below are the steps indicating what needs to be completed before the award is changed from NON-ASAP to ASAP:

1. Agency- Enrollment Initiator Initiates Point of Contact
2. Recipient- Point of Contact names Organization Officials
3. Recipient- Head of Organization approves Officials
4. Recipient- Authorizing Officials defines Recipient Profile
5. Recipient- Authorizing Official defines Recipient Organization Users
6. Recipient- Financial Official defines Banking information
7. Treasury notifies the Agency of the completion
8. Agency- Authorizes then certifies funds



ASAP.gov Internet Enrollment Process

The following systems MUST ALL agree in order for the grant set up process to run smoothly.

1. Grants Online
2. SAM (System for Award Management)
3. Automated Standard Application for Payment (ASAP)

The verification step is very critical, the recipient must verify that their DUNS and TIN numbers match in all three systems



Initiate Payment Request

Below are the Payment Request steps:

Step 1 of 4: Select Bank Account

Step 2 of 4: Select Payment Method (ACH or FEDWIRE)

Step 3 of 4: Select the total requested amount (Here you will have the opportunity to review or change amounts requested in the previous step).

Step 4 of 4: Submit request. You will then receive a payment transaction confirmation from Treasury

Note:

Uniform Guidance states funds should **ONLY** be drawn for immediate expense. All unused funds should be returned within 30 business days via ASAP.gov.



NOAA Enforcement Method

SF-270/Agency Review is a program set up for recipients that have a poor credit rating, poor Financial management controls and are considered high risk. This is so that the agency can monitor the recipients drawdown and have the ability to release funds upon request

When a SF270 is submitted to the agency, via Grants Online, it is reviewed by the Grant Specialist to ensure compliance.

ASAP Recipients: The requested amount is authorized in CBS, certified by the NOAA Finance Office and made available in ASAP.gov for drawdown.



ASAP- Treasury Contact Information

Recipient having problems with the Enrollment Process are encouraged to contact the Bureau of the Fiscal Service ASAP Customer Service Number
Kansas City Financial Center

Phone: 855-868-0151

Email: kfc.asap@fms.treas.gov

For General Award information please contact your assigned Grants Specialist



NOAA ASAP CONTACTS

NOAA GRANTS MANAGEMENT DIVISION

ASAP Enrollment:

Darius Porter- 301-628-1321

Heather Cooper- 301-628-1320



GMD

Financial Assistance *Workshop*

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THANK YOU!