



# 2016



NOAA's Acquisition and Grants Office  
presents

# CONNECTING the CHANNELS

Partnership in  
Grants  
Management



Seattle, WA

Silver Spring, MD



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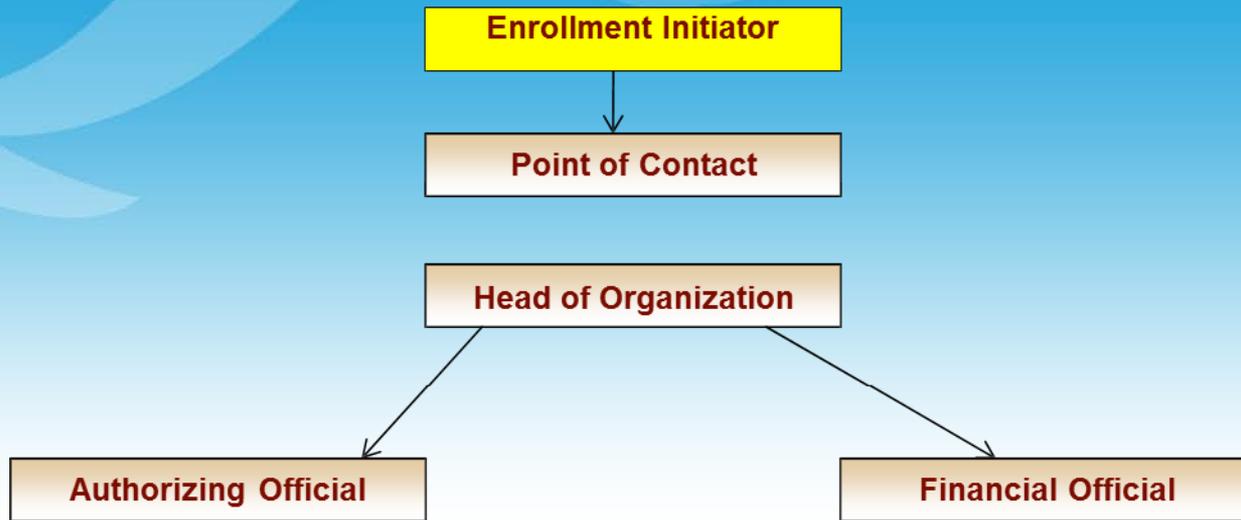
Partnership in  
Grants Management



## Automated Standard Application For Payment (ASAP) Enrollment

**Presented By:** Heather Cooper- Grants Management Specialist

# Enrollment Process



**NOAA:** After the recipient accepts their Grant Award in Grants Online, the recipient should then submit (via Grants Online) and Organization Profile Change Request for ASAP Enrollment. The enrollment process takes 4-6 weeks for completion so it is recommended that the request be submitted as soon as the award is accepted so that the recipient can access their funds in ASAP.gov.

# Enrollment Process (NOAA)

To begin the ASAP enrollment process for NOAA initiate an Organization Profile Change Request in Grants Online and click the “Enroll in ASAP” link:

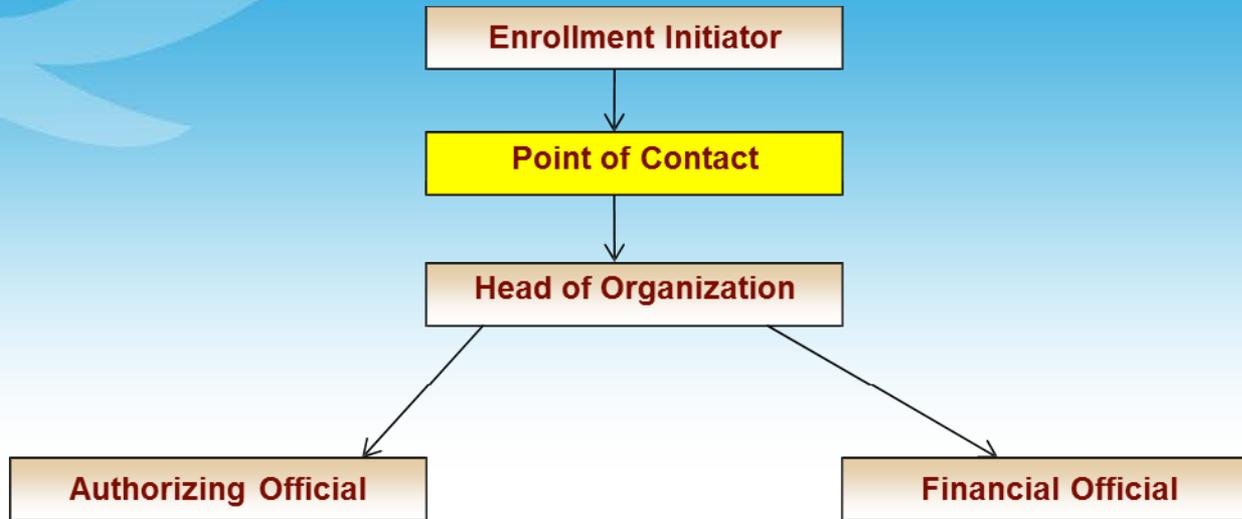


Organization Profile Change Request  
Organization: Institute for Community Managed Resources (ICMR) (2002469)  
Request ID: 2245527

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 501C3 IRS Status (Other than Institution of Higher Education)	<input type="text"/>
*Justification for Changes		

[Enroll in ASAP >>](#)

# Enrollment Process



**Point of Contact-** is the person who will define and update the recipient organization officials designated by the Head of Organization. After enrollment is initiated, the POC receives both a ASAP User ID and password from Treasury. Verification of the Organizations DUNS, EIN and Organization name entered by the Enrollment Initiator should be done. Also, delegation of the Head of Organization, Authorization Official and Financial Official should then be entered into the ASAP System.

# ASAP Enrollment Initiation

## Automated Standard Application for Payments Recipient Enrollment Status Inquiry - FPA

ALC/Region : 13140001/  
DUNS :  
ASAP ID : [REDACTED]  
State :  
Originating From Date : 03/07/2016      To Date : 03/07/2016  
Enrollment Status : Pending, Completed And Rejected

Federal Agency : NATIONAL OCEANIC AND ATMOSPHER  
ALC/Region : 13140001

Recipient Name : [REDACTED]

DUNS : [REDACTED]  
EIN : [REDACTED]  
ASAP ID : [REDACTED]  
Status : Pending

Enrollment Task	Business Days Remaining	Status	Date Completed
EI Initiates RO and POC		Completed	03/07/2016
Point of Contact Names Organization Officials	33	Pending	
Head of Organization Approves Officials			
Authorizing Official Defines Recipient Profile			
Authorizing Official Defines Recipient Organization Users			
Financial Official Defines Banking Information			

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# Enrollment Process (NOAA)

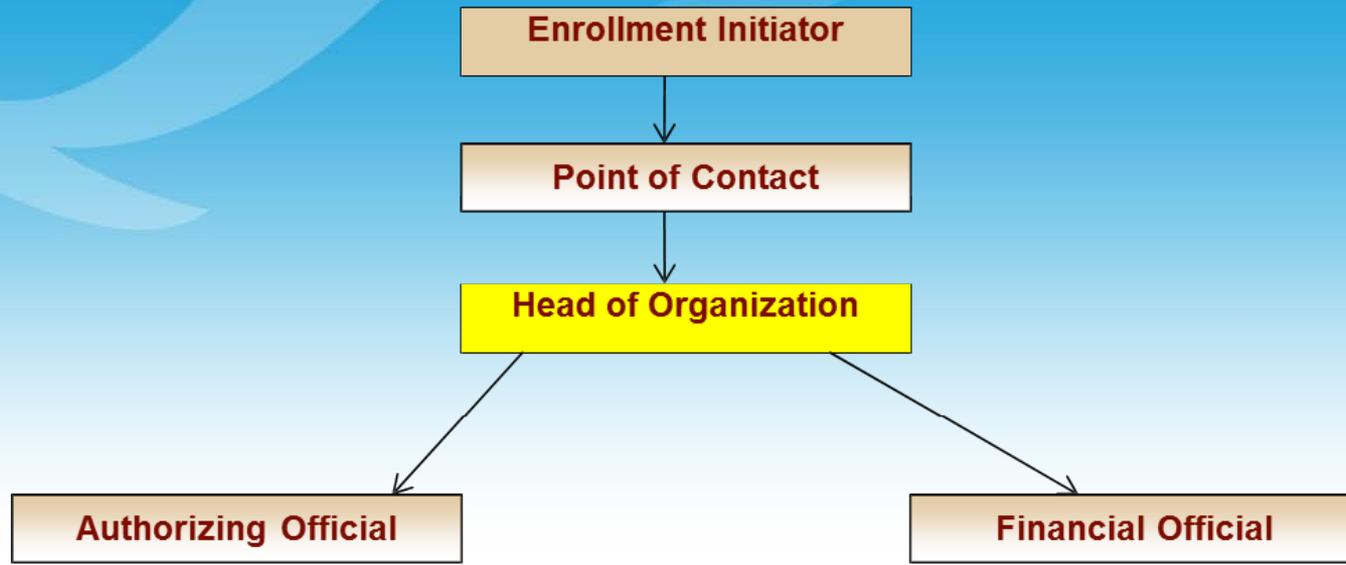
- The following systems **MUST ALL AGREE** in order for the grant set up process to run smoothly.
  1. Grants on Line
  2. SAM (System for Award Management)
  3. ASAP
- The verification step is very critical, grantees must verify their DUNS and EIN and be certain they match in all three systems.

**NOTE:** ALL USERS MUST COMPLETE THEIR ASSIGNED TASK WITHIN 33 DAYS FROM BEING NOTIFIED BY [ASAP.GOV](https://www.asap.gov). IF YOU DO NOT TAKE ACTION WITHIN 33 DAYS, THE ENROLLMENT FOR YOUR RECIPIENT ORGANIZATION WILL BE DELETED, AND THE RECIPIENT ORGANIZATION WILL NOT BE ABLE TO DRAW FEDERAL FUNDS FROM [ASAP.GOV](https://www.asap.gov).

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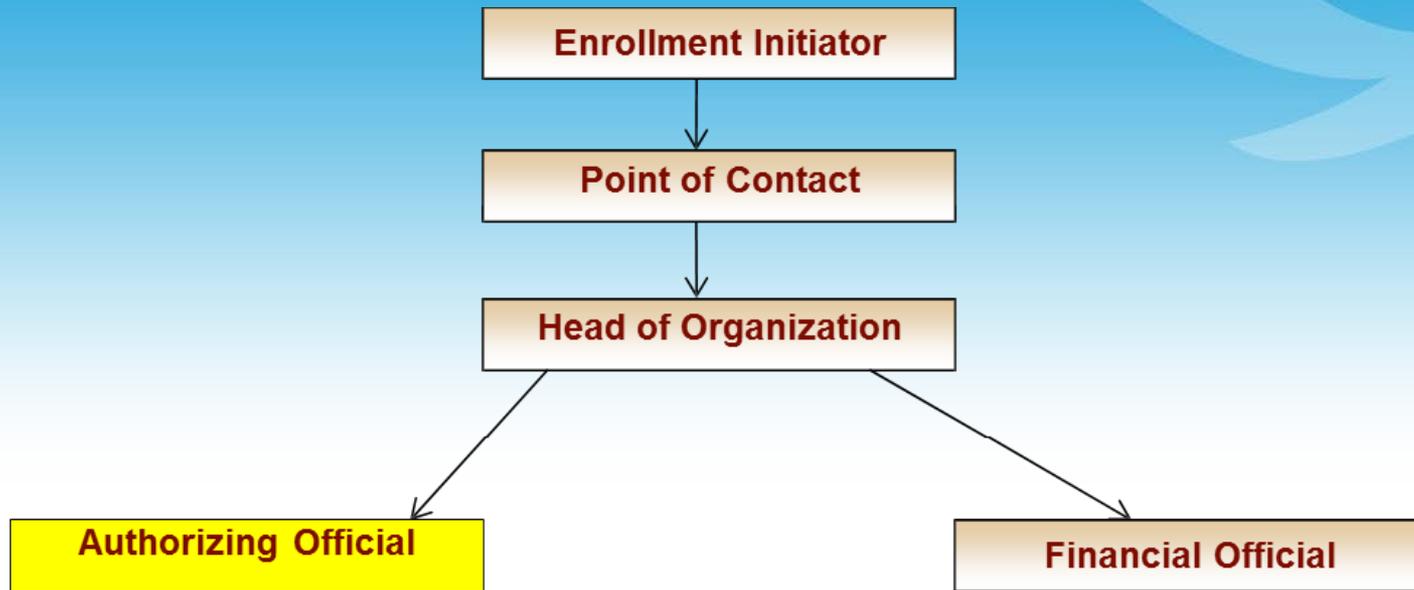
# Enrollment Process



**Head of the Organization-** is the management official of the Recipient Organization who establishes authority for the organization to use ASAP and approves and or reject the Authorizing and Financial Officials identified by the Point of Contact.

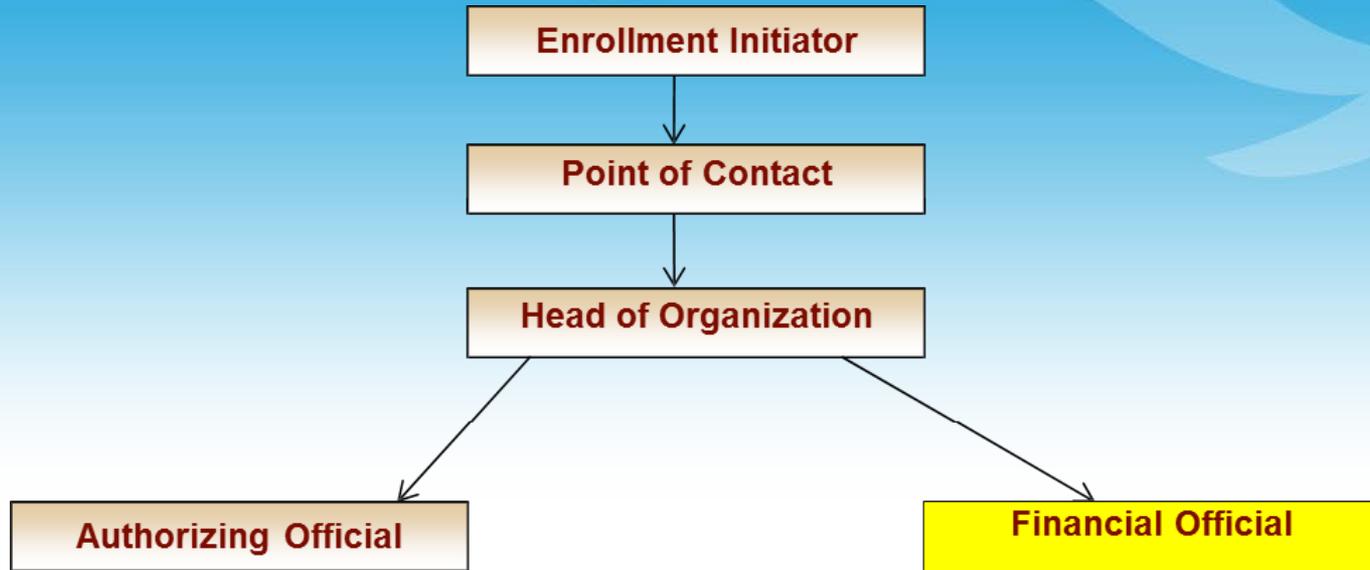
**Note:** Each person will get an individual User ID and Password

# Enrollment Process



**Authorizing Official-** is the person who will be asked to complete the Recipient Organization's basic information and designate users (i.e. payment requestors and inquirers) who will need access to ASAP.gov

# Enrollment Process



**Financial Official-** is the person responsible for accurately defining the bank account(s) for the recipient organization to which payments drawn from ASAP.gov will be deposited. After banking is identified, Treasury then verifies the validity of the information. This process takes approximately seven (7) business days.

**Note:** An organization can have up to eight accounts: Four (4) Automated Clearing House (ACH) accounts (funds are released the next day after request and four (4) Fed-wire accounts (funds are released immediately if the request is made before 5pm).

# Enrollment Process

- Recipients having problems with the Enrollment Process should call the ASAP Kansas City Financial Center:

**Central Time Zone: 855-868-0151**

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# Authorization and Certification

After the Enrollment process is completed by the Recipient Organization, NOAA is notified by e-mail from Treasury that the recipient's enrollment has been completed. The award/s are then mapped to an ASAP vendor and the funds are then authorized in the Department of Commerce Accounting System (CBS) by the Grants Office and certified by the NOAA Finance Office and made available to the recipient in ASAP.gov for draw down.

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# Dept of Commerce ASAP Contacts

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# Any Questions ?



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