



# DOC Grants Process (NOAA, MBDA, ITA, NTIA)

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## Set-Up for Department of the Treasury's Automated Standard Application For Payment (ASAP)



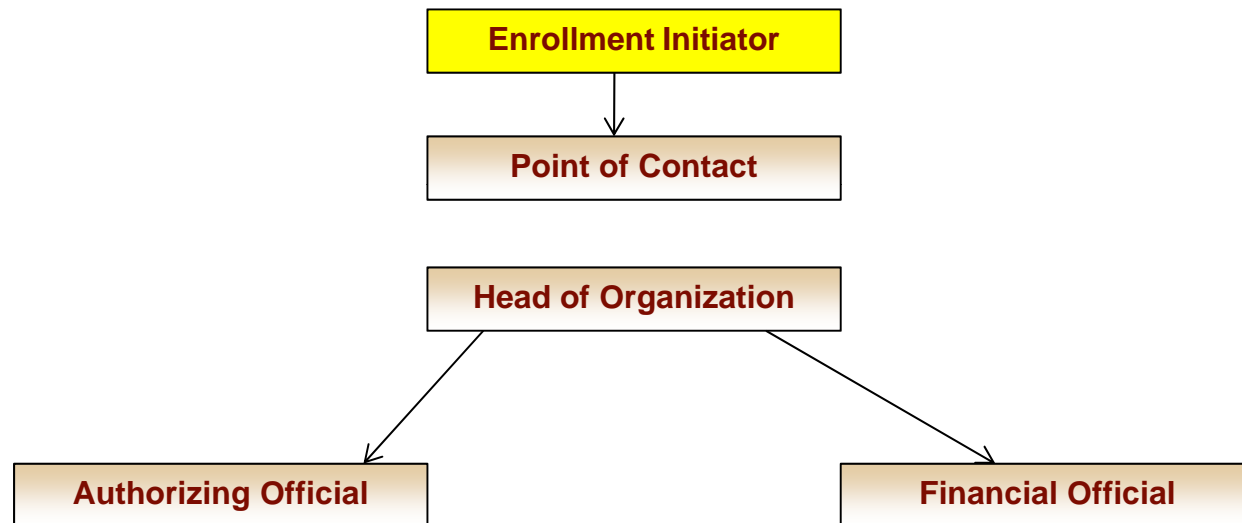
# TOPICS

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- ❖ **Recipient Enrollment**
- ❖ **ASAP Certification**



# Enrollment Process



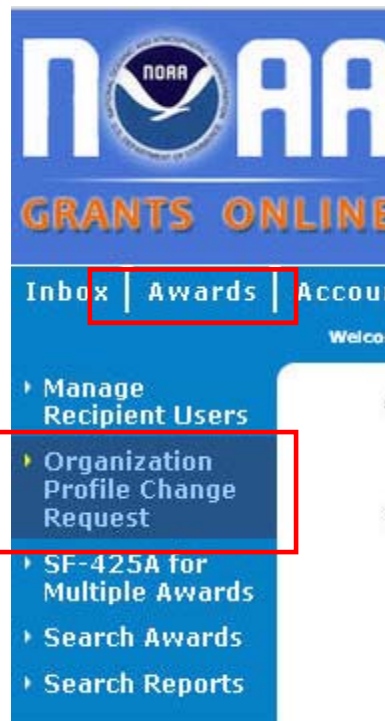
**NOAA:** The ASAP enrollment process for a new Recipient Organization should begin immediately after acceptance of their grant award. The recipient must use the Organization Profile Change Request in Grants Online to send Point of Contact info to the Enrollment Initiator (*Heather Cooper*). (See next two slides)

**ITA, MBDA, NTIA:** The ASAP enrollment process is initiated by the Enrollment Initiator (*Donald Gooding*) after the Grants Officer signs the award but before it has been sent to the recipient. No additional information is needed from the recipient.



# 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
<b>Physical Address</b>		
Legal Name or DBA	Institute for Community Managed Resources (ICMR)	<input type="text"/>
<b>Street Address</b>		
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"/>
<b>Mailing Address</b>		
Mailing Name	ICMR	<input type="text"/>
<b>Street Address</b>		
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"/>
<b>Business Identifiers</b>		
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"/>
<a href="#">Enroll in ASAP &gt;&gt;</a>		

\*Justification for Changes



# Enrollment Process (NOAA)

Fill in the Point of Contact information on the ASAP Enrollment Request Screen, then select the “Save and Return to Main” button:

**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 Institu  
 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](#)

**Save** **Save and Start Workflow** **Cancel** **Print**

**Organization Profile Change Request**  
 Id: 2253307  
 Status: In Progress: RecipientAuthorizedRepresentativeActions - Not Started

**Action:**  **Submit**

**Your Comments:**   
 Forward To Agency  
 Return Request to Initiator  
 View/Edit Request  
 Withdraw Request

**Spell Check**

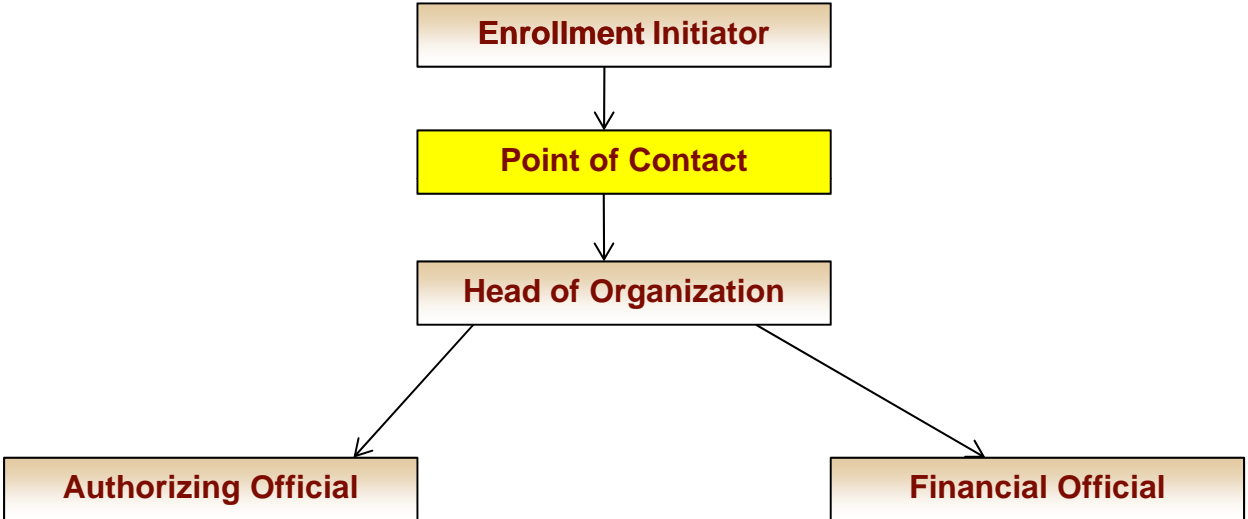
**Save Comment**

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

After the data is entered into ASAP by the Agency Enrollment Initiator , the Point of Contact at the Recipient Organization will receive a userid via e-mail and a password will be sent via the Post Office by Treasury.



# Enrollment Process



After receiving their ASAP userid and password, the Organization’s Point of Contact logs in and verifies the DUNS, TIN, and official organization name entered by the Enrollment Initiator. Then they enter their Head of Organization, Authorizing Official, and Financial Official into the ASAP system.





# Enrollment Process

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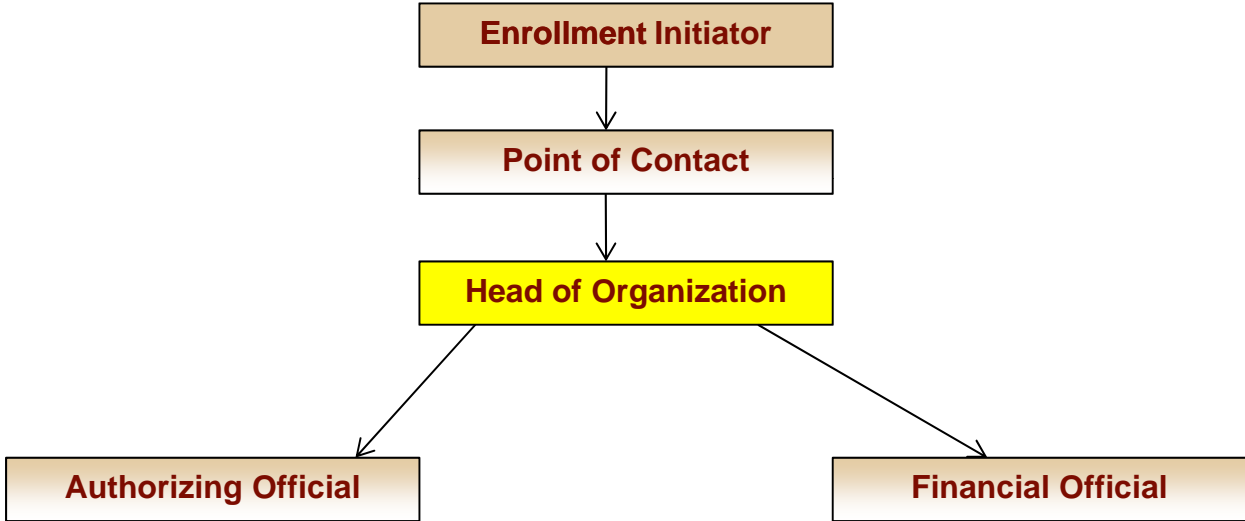
**The following systems MUST ALL AGREE in order for the grant set up process to run smoothly.**

- 1. Grants on Line**
- 2. SAM (System for Award Management)**
- 3. ASAP**

**The verification step is very critical, grantees must verify their DUNS and TINS and be certain they match in all three systems.**



# Enrollment Process

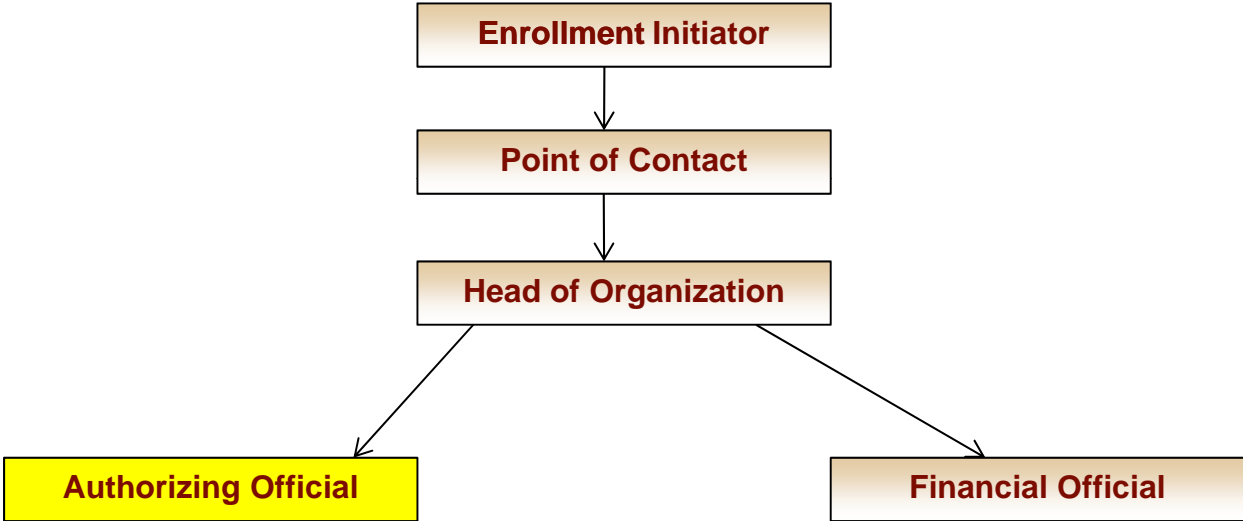


**The next step in initiating the enrollment of a new Recipient organization is for the Head of Organization to establish authority for the organization to use ASAP and approve the Authorizing and Financial Officials identified by the Point of Contact. (Please note that each person will get an individual userid via e-mail and a password via the Post Office)**





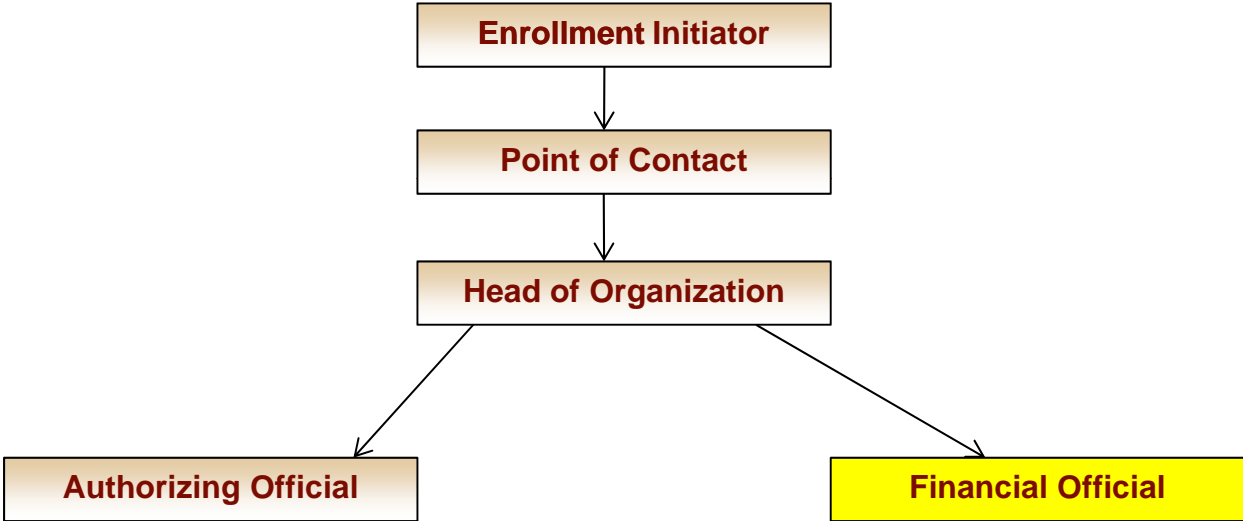
# Enrollment Process



**Once the Authorizing Official is approved, the Recipient enters the organization's profile and identifies users and their roles for the organization. At least one payment requestor must be identified in ASAP.**



# Enrollment Process



Once the Financial Official is approved, they enter and maintain the banking information for the new organization. Organizations can have up to four (4) ACH and four (4) Fedwire accounts for a maximum of eight (8) accounts. After banking is identified Treasury verifies the validity of the information, this process takes about 5 working days.



# Enrollment Process

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- Recipients having problems with the Enrollment Process should call the ASAP Finance Branch:

**Central Time Zone – Kansas City 816-414-2100**



# Authorization and Certification

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After the Enrollment process is completed by the Recipient Organization, NOAA is notified by e-mail from ASAP that the process is complete. Recipient profiles are then set up in the Department of Commerce accounting system (CBS) and accounts are created in ASAP. This takes 1 – 2 business days.

The following steps are then performed to complete the process of *Authorizing and Certifying* the funds for the award:

1. *After the set up process is complete, the NOAA or NIST Finance Office notifies Grants Management Division (GMD) to authorize the funds in the CBS system. This authorization is transmitted electronically to the ASAP system.*
2. *The following day, the certifying officer in the Finance Office retrieves the authorization and performs the certification after reviewing the required supporting documentation.*
3. *Once certification is completed funds are released to the Recipient in the ASAP system.*



# Dept of Commerce ASAP Contacts

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<b>NOAA:</b>	<b>Heather Cooper</b>	<b>301-628-1320</b>	<b>Heather.Cooper@noaa.gov</b>
	<b>Halima Turner</b>	<b>301-628-1315</b>	<b>Halima.Turner@noaa.gov</b>
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<b>ITA, MBDA, NTIA:</b>	<b>Donald Gooding</b>	<b>301-628-1335</b>	<b>Donald.Gooding@noaa.gov</b>
	<b>Eugene Reid</b>	<b>301-628-1332</b>	<b>Eugene.Reid@noaa.gov</b>