



DOC Grants Process (NOAA, MBDA, ITA, OS)

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

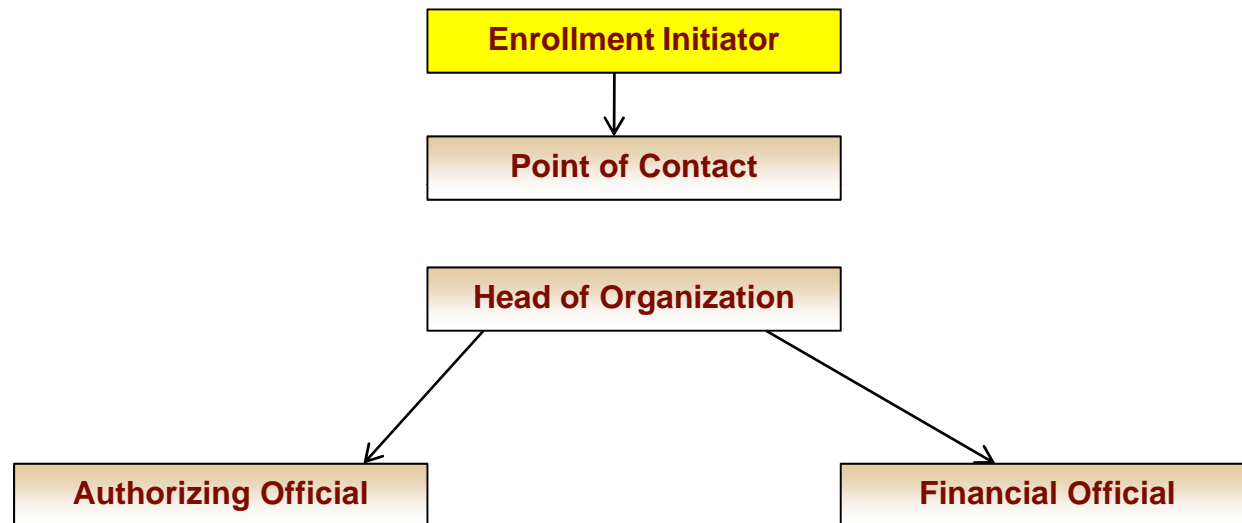


TOPICS

- ❖ **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 send specific information to the Enrollment Initiator (*Heather Cooper*) as identified in the Bureau Specific Administrative Standard Terms and Conditions on their award. (See next slide)

ITA, MBDA, OS: The ASAP enrollment process is initiated by the Enrollment Initiator (*Latoya Larker*) after the Grants Officer signs the award. No additional information is needed from the recipient.



Enrollment Process

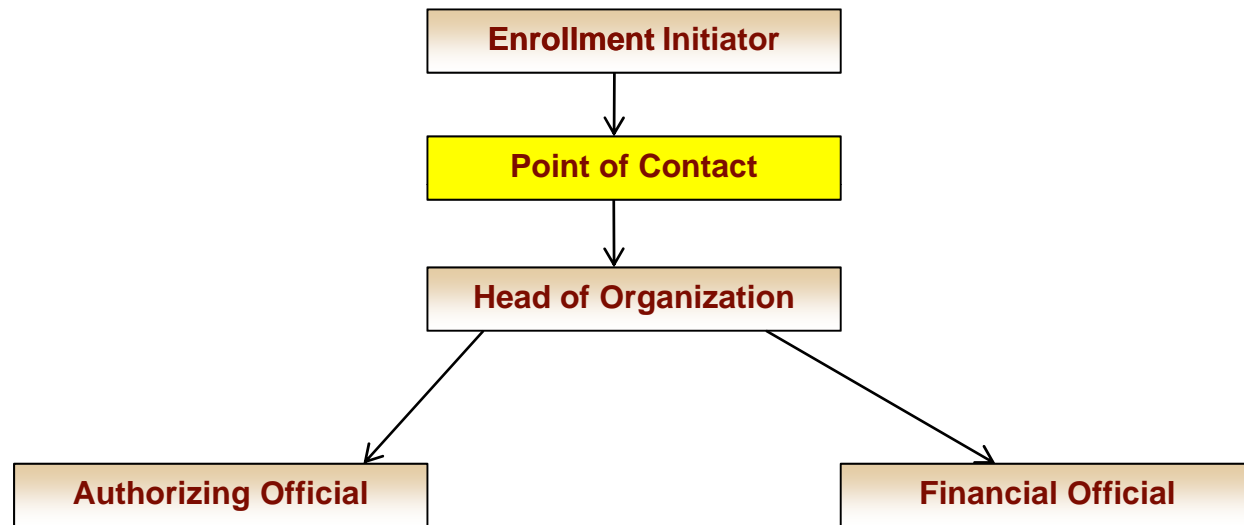
For NOAA Awards the following information must be provided to the Enrollment Initiator to begin the process

1. EIN/TIN # [Tax Identification Number, Social Security]
2. DUNS # [Data Universal Numbering System (Dun & Bradstreet)}
3. Name of Organization
4. Type of Organization (Non-profit, State, University, ect)
5. Address
6. Point of Contact
7. Point of Contact's Title
8. Point of Contact's Email Address
9. Point of Contact's Phone Number

After the data is entered into ASAP by the 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

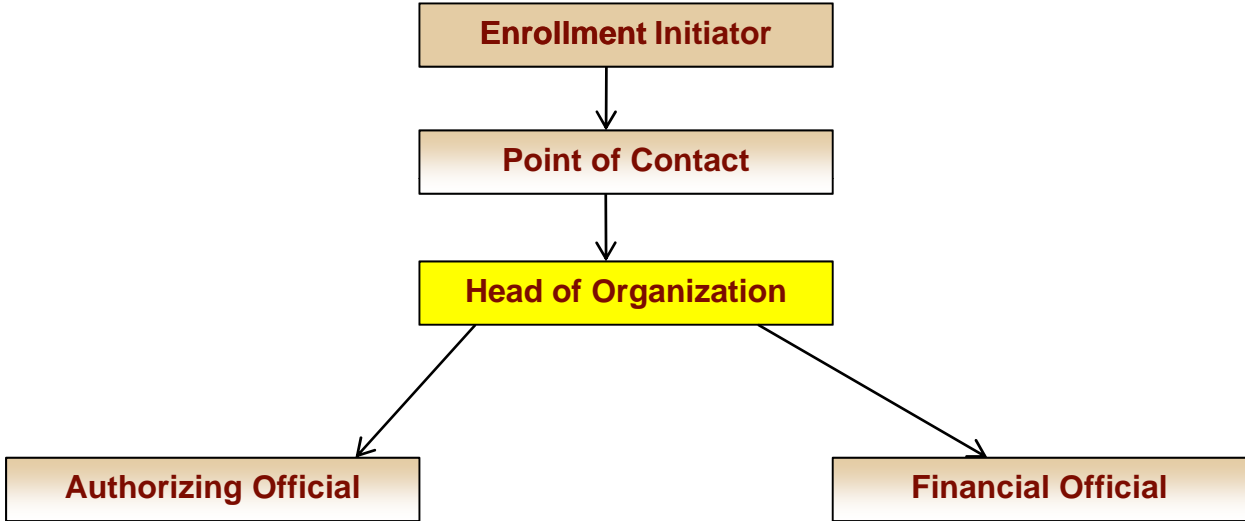
The following systems MUST ALL AGREE in order for the grant set up process to run smoothly.

- 1. Grants on Line**
- 2. CCR (Central Contractor Registration)**
- 3. ASAP**

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



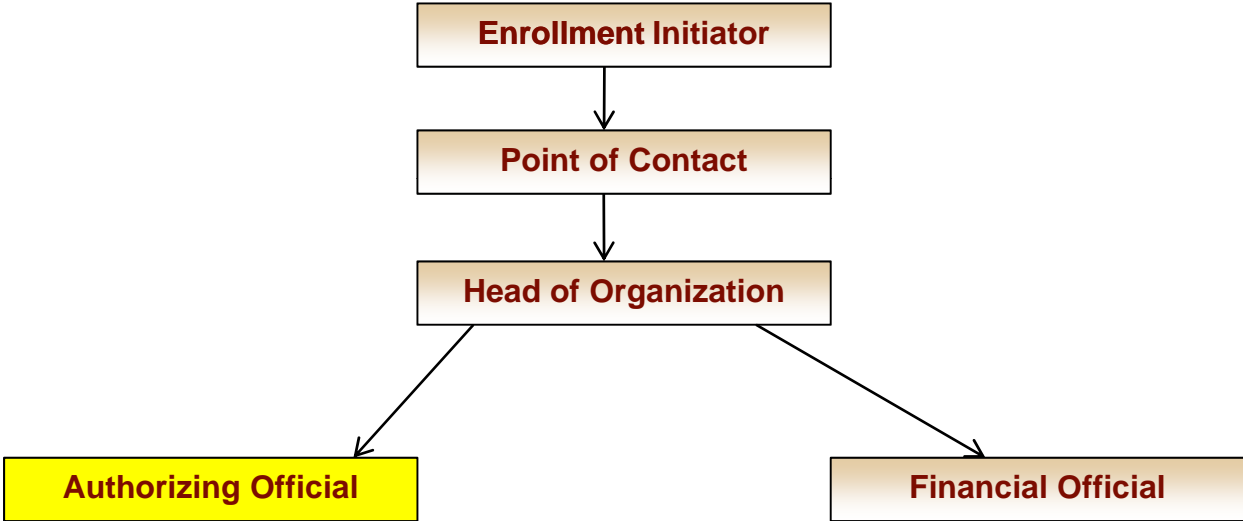
Enrollment Process



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)



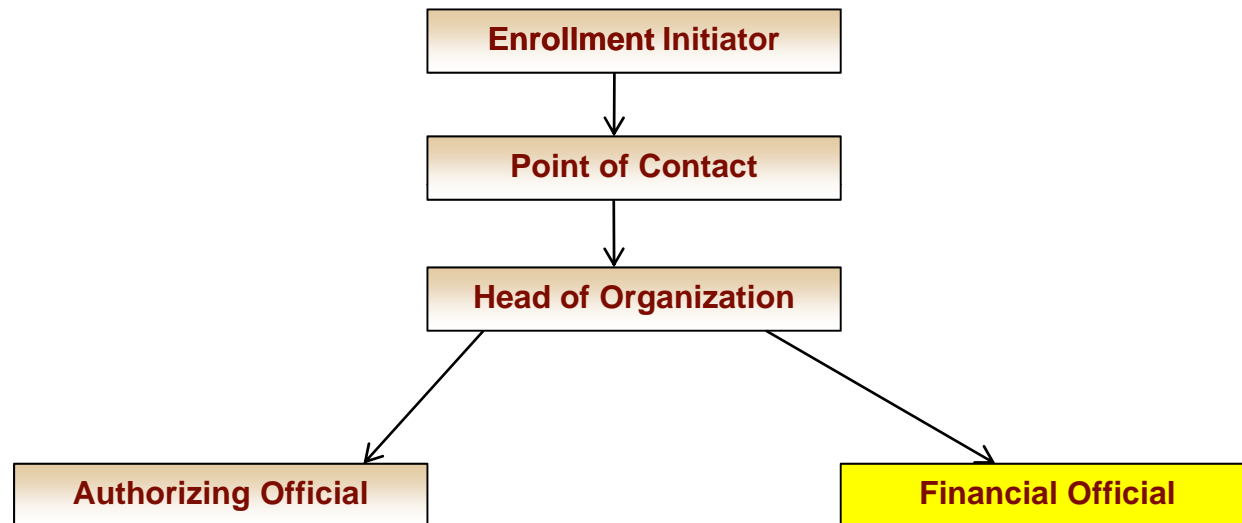
Enrollment Process



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

- **Recipients having problems with the Enrollment Process should call their Regional ASAP Finance Branches:**
 - Eastern Time Zone – Philadelphia 216-516-8021
 - Central Time Zone – Kansas City 816-414-2100
 - Pacific/Mountain Time Zone – San Francisco 510-594-7182



Authorization and Certification

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

ASAP Enrollment:

NOAA:	Heather Cooper	301-713-0922 x106	Heather.Cooper@noaa.gov
	Halima Turner	301-713-0922 x105	Halima.Turner@noaa.gov
ITA, MBDA, OS:	Donald Gooding	301-713-0922 X213	Donald.Gooding@noaa.gov
	Tracy Jackson	301-713-0922 X213	Tracy.jackson@noaa.gov

ASAP Setup:

NOAA:	Diana Carpenter	301-444-2778	Diana.Carpenter@noaa.gov
ITA, MBDA, OS:	Donald Gooding	301-713-0922 X213	Donald.Gooding@noaa.gov
	Tracy Jackson	301-713-0922 X213	Tracy.jackson@noaa.gov