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# Grants Online Grant Recipient Organization Profiles

July 2015

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# Topics

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- **SLIDE 3: Flow of DUNS Number through Federal Grant Systems for NOAA, ITA, MBDA and EDA Grants**
- **SLIDE 4: Why One DUNS per Organization?**
- **SLIDES 5-11: ASAP Enrollment Process (NOAA)**
- **SLIDE 12: ASAP Enrollment Process (EDA)**
- **SLIDE 13: ASAP Drawdown Award Action Request**
- **SLIDE 14: Department of Commerce ASAP Contacts**
- **SLIDE 15: Changing other Organization Profile Information**



# Federal Grants System DUNS Relationships

**\* An award must be linked to the SAME DUNS Number in all Federal Systems \***



Applicant Obtains DUNS # from Dun and Bradstreet



Applicant Registers in SAM with DUNS. Grants Online info is manually checked against the SAM record.



Application (DUNS is entered on SF-424)

ASAP ID linked to **one** DUNS and Grant # (previously allowed 2 DUNS)



US Department of Commerce Business Systems (CBS)

Grants Online Org is linked to CBS Vendor which is linked to ASAP ID all using the DUNS Number

ASAP ID

Application gets a Grant # and is linked to Grants Online Org by DUNS

GRANT #, DUNS

GRANT #, DUNS





# Why One DUNS per Organization?

## ▪ Federal Financial Assistance Transparency Act (FFATA)

- Prior to FFATA the EIN number was the key identifying number for a grant recipient's organization.
- The FFATA required all grant recipients (with the exception of Individuals) to obtain DUNS numbers.
- The FFATA required federal agencies to report data on grants using the grant recipient's DUNS number. The EIN is considered Personal/Business Identifiable Information (PII/BII) and cannot be used in data shared with the public.

## ▪ ASAP Change to One ID

- Previously ASAP allowed 2 different ASAP IDs to be linked to a grant award:
  - Recipient ID: The department in the grant recipient's organization that is performing the work described in the grant award
  - Requestor ID: The department in the grant recipient's organization that is responsible for handling the financial transactions and business reporting for the grant award
  - Each ID could be associated with different DUNS numbers under the same EIN
- ASAP phased out the use of 2 ASAP IDs and now only allows one ASAP ID per grant award.

## ▪ System Interfaces

- As automation increases there are fewer points of human interaction in the flow of data from one system to another; therefore, there is reduced opportunity to manually correct mistakes during the processing of a grant award
- System interfaces rely on accurate and precise data in order to correctly process transactions and move them from one system to another.



# 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
<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"/>
*Justification for Changes		

[Enroll in ASAP >>](#)

1. Click on the Awards tab in Grants Online.
2. On the left navigation menu click on Organization Profile Change Request.

To enroll in ASAP, start by clicking on the “Enroll in ASAP” hyperlink towards the bottom right of the screen under the data entry fields. See next several slides for subsequent steps.



# ASAP Enrollment Process (NOAA)

**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 of Higher Education)  
 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:**

0 / 4000 **Spell Check**

**Save Comment**

***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.***

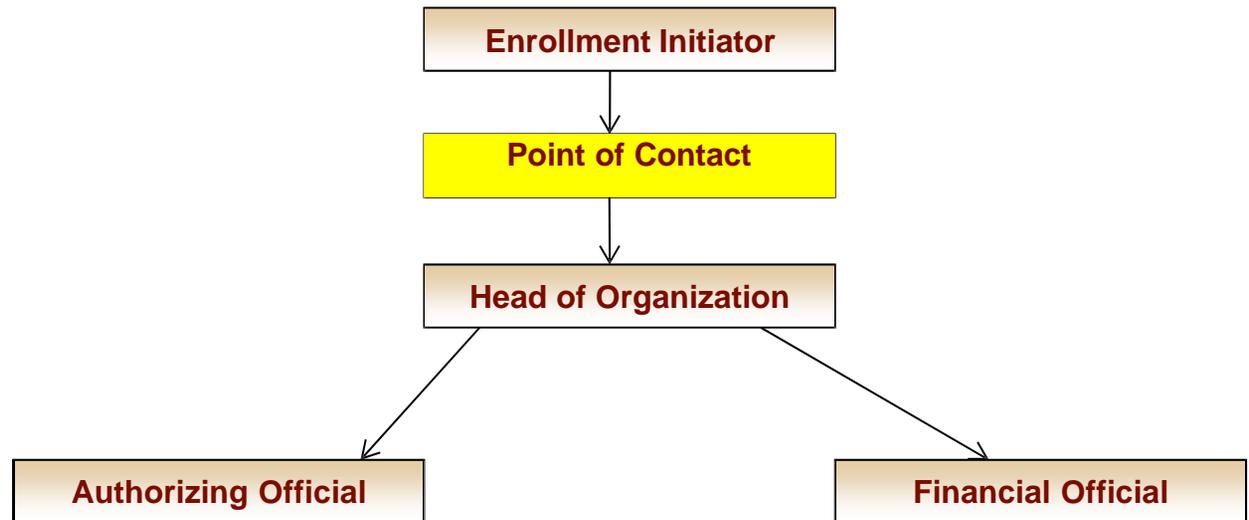
Fill in the Point of Contact information on the ASAP Enrollment Request Screen, then select the "Save and Start Workflow" button. On the next screen select the "Forward to Agency" option from the Action dropdown list and click the "Submit" button. This will send the ASAP Enrollment request to NOAA.

**NOTE:** *These Grants Online steps are also used to move non-ASAP awards to an already established ASAP account if the DUNS numbers are the same. No actual enrollment in ASAP is needed since the ASAP account already exists.*



# ASAP Enrollment Process (NOAA)

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

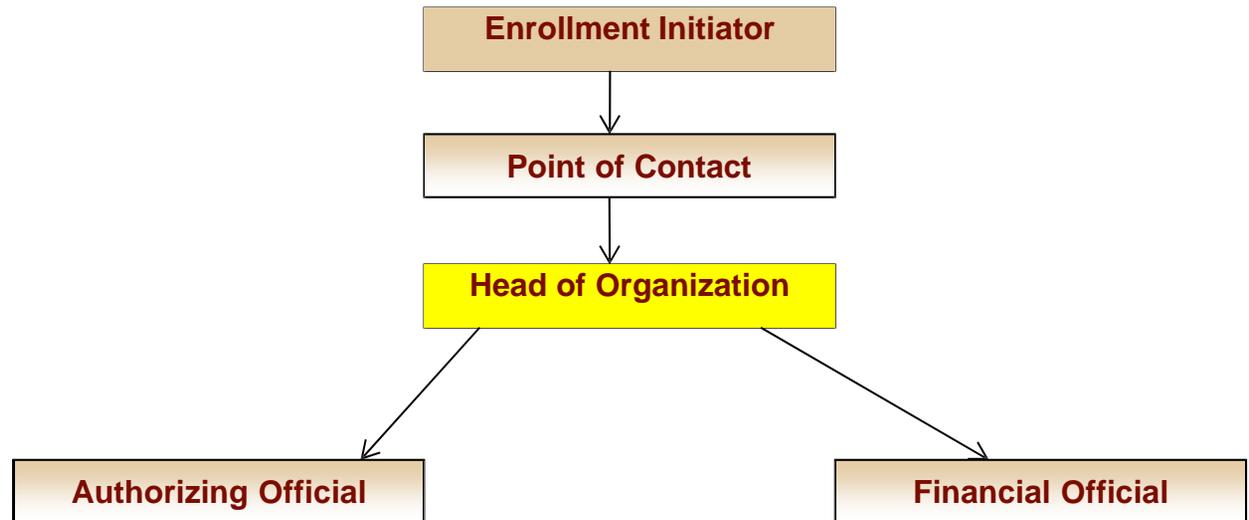


After receiving their ASAP userid and password, the Recipient Organization's Point of Contact logs into ASAP and verifies the DUNS, TIN, and official organization name entered by the Enrollment Initiator. *This data must match what is entered into the System for Award Management (SAM).*

The Point of Contact then enters their Head of Organization, Authorizing Official, and Financial Official into the ASAP system.



# ASAP Enrollment Process (NOAA)

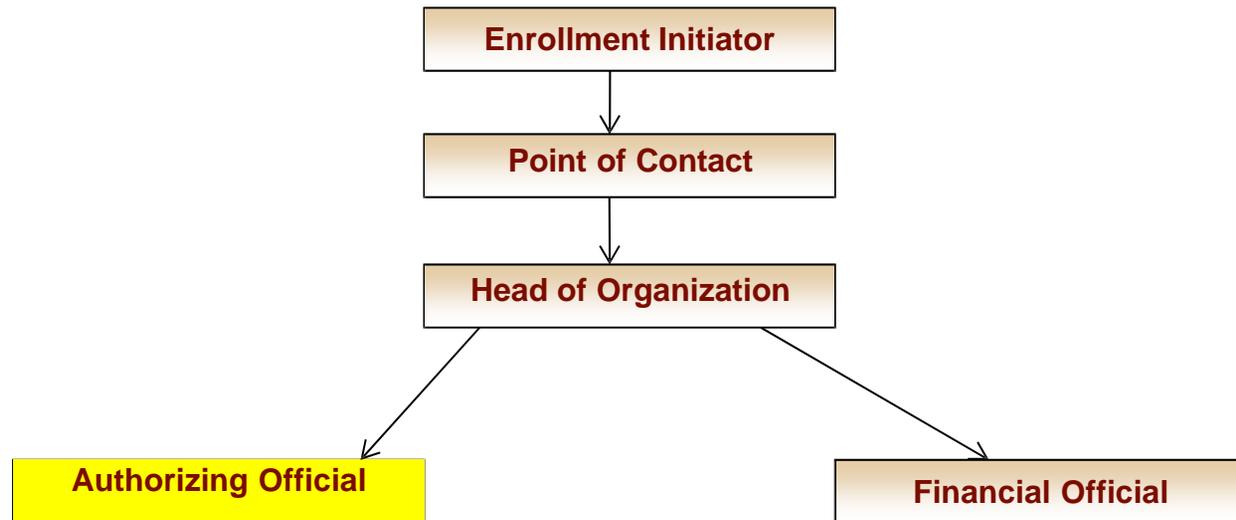


The next step in initiating the enrollment of a new Recipient Organization is for the Head of Organization to establish authority for the Organization to use ASAP and approve the Authorizing and Financial Officials identified by the Point of Contact. (Please note that each person will get an individual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



# ASAP Enrollment Process (NOAA)

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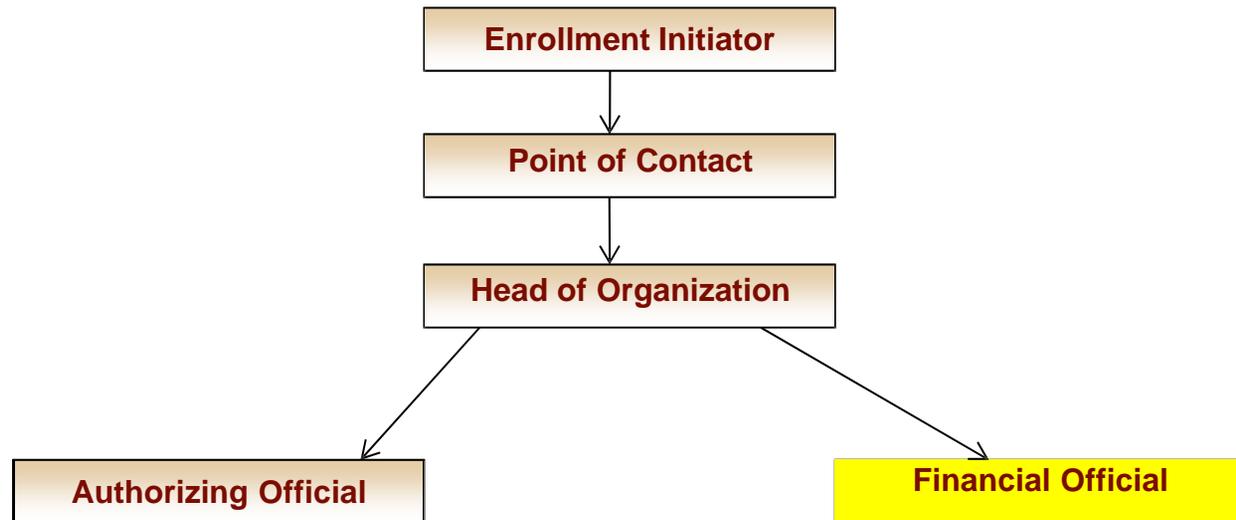


Once the Authorizing Official is approved, the Recipient enters the organization's profile and identifies users and their roles for the organization. At least one payment requestor must be identified in ASAP.



# ASAP Enrollment Process (NOAA)

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Once the Financial Official is approved, that person enters and maintains the banking information for the new ASAP 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.



# ASAP Setup – Final Steps (NOAA)

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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. The following additional steps must be taken within NOAA to complete the ASAP setup:

1. A new ASAP organization profile for the recipient is created in Grants Online by the Grants Online Program Management Office (PMO).
2. A new ASAP vendor record for the recipient is created in NOAA's accounting system (CBS) by NOAA's Finance Office and linked with the award and the new ASAP organization record in Grants Online.
3. The NOAA Grants Management Division approves the ASAP enrollment checklist.
4. The remaining funds get re-obligated to the new ASAP vendor in NOAA's accounting system.
5. The funds get authorized in ASAP on the new account by NOAA's ASAP Authorizer.
6. The funds get certified by NOAA's Finance Office.

***NOW the Recipient can draw down their grant award funds from ASAP!!***



# ASAP Enrollment Process (EDA)

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The EDA process is currently done outside of Grants Online. The EDA steps are as follows:

1. EDA Project Officers initiate the contact with the recipients to get their enrollment forms and forward that information to NOAA Finance/AOD.
2. AOD works with the recipient to complete the ASAP enrollment process.
3. After the recipient has been set up in ASAP and the vendor information has been updated in CBS, AOD will send an email to the Grants Online Help Desk with the vendor no, vendor ids, and ASAP ID so that the recipient's non-construction awards can be switched to an ASAP organization profile in Grants Online. AOD will cc: the Project Officer on the Help Desk request so EDA will know that the ASAP setup is now complete for that award.
4. For Grants Online awards, EDA will notify the recipient of their ability to request ASAP payments, but that they will be using the "ASAP Drawdown" Award Action Request in Grants Online (with an attached SF-270) before submitting the request in ASAP (See next slide).



# ASAP Drawdown Award Action Request in Grants Online

## Award Action Request Index - ED15HDQ3330010

[\\* No Cost Extension - Prior Approval Required](#)

[Extension to Close Out](#)

[\\* Change in Scope](#)

[\\* Transfer of Award](#)

[Change in Principal Investigator/Project Director](#)

[Change in Key Person Specified in the Application](#)

[Satisfied Special Award Conditions](#)

[Transfer of funds allotted for training to other categories of expenses](#)

[Pre-Award Cost](#)

[Submit Additional Closeout Documents](#)

[Other](#)

[No Cost Extension - Prior Approval Waived \(Research Terms and Conditions\)](#)

[Reprogram or Rebudget](#)

[Equipment Purchase](#)

[Foreign Travel](#)

[Sole Source Contract](#)

[Absence of more than 3 months or 25% by project director or PI](#)

[Inclusion of cost that require prior approval based on cost principles](#)

[\\* Sub award, transfer or contracting out of any work under the award if not described in the approved application](#)

[\\* Termination for Convenience](#)

[ASAP Drawdown Request](#)

## ASAP Drawdown Request - ED15HDQ3330010

Note: The Attachments link does not appear until the document is successfully saved.

### ASAP Drawdown Request

[Guidance](#)

Requested Drawdown Date\*

Requested Amount\*

Period Covered by this Request\*

From  To

Total Expenditures to Date\*

Total Federal Funds Previously Requested\*

Justification

[Spell Check](#)

[Save](#) [Cancel](#)



# Department of Commerce ASAP Contacts

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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**

<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>
	<b>Darius Porter</b>	<b>301-628-1321</b>	<b>Darius.Porter@noaa.gov</b>
<b>ITA:</b>	<b>Janet Russell</b>	<b>301-628-1318</b>	<b>Janet.J.Russell@noaa.gov</b>
<b>MBDA:</b>	<b>Freddie Isaac</b>	<b>301-628-1330</b>	<b>Fredrick.L.Isaac@noaa.gov</b>
<b>NTIA/BTOP:</b>	<b>Darius Porter</b>	<b>301-628-1321</b>	<b>Darius.Porter@noaa.gov</b>
<b>EDA:</b>	<b>Roberta Duncan</b>	<b>301-444-2753</b>	<b>Roberta.Duncan@noaa.gov</b>



# OTHER Organization Profile Change Requests

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

Profile Field	Current Value	Requested Change
<b>Legal Name or DBA</b>	Institute for Community Managed Resources (ICMR)	<input type="text"/>
<b>Physical Address</b>		
<b>Street Address</b>	123 Main Street	<input type="text" value="135 Main Street"/>
<b>City</b>	Washington	<input type="text"/>
<b>State</b>	DC - District of Columbia	<input type="text"/>
<b>Zip/Postal Code</b>	20000	<input type="text"/>
<b>Country</b>	USA - United States	<input type="text"/>
<b>Phone</b>	301-555-1212	<input type="text"/>
<b>Mailing Address</b>		
<b>Mailing Name</b>	ICMR	<input type="text"/>
<b>Street Address</b>	123 Main Street	<input type="text"/>
<b>City</b>	Washington	<input type="text"/>
<b>State</b>	DC - District of Columbia	<input type="text"/>
<b>Zip/Postal Code</b>	20000	<input type="text"/>
<b>Country</b>	USA - United States	<input type="text"/>
<b>Business Identifiers</b>		
<b>EIN</b>	98-7654321	<input type="text"/>
<b>DUNS</b>	123456789	<input type="text"/>
<b>DUNS Plus4</b>		<input type="text"/>
<b>CAGE / NGAGE</b>		<input type="text"/>
<b>ASAP ID</b>		<input type="text"/>
<b>Applicant Type</b>	M - Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	<input type="text"/>
<b>Justification for Changes</b>		
<input type="text" value="Moved Across Street"/>		

Only the data being changed needs to be entered on the right side. Other data fields can be left blank. This request can only be submitted to the Agency by the Authorized Representative.

***EIN and DUNS number changes will result in closing out the current grant award(s) and issuing one or more new grant for the remaining funds.***