Topics

- **SLIDE 3**: Flow of UEI Number through Federal Grant Systems for NOAA, ITA, MBDA and EDA Grants
- **SLIDE 4**: Why One UEI Number per Organization?
- **SLIDES 5-10**: ASAP Enrollment Process (NOAA)
- **SLIDES 11-16**: ASAP Enrollment Process (NTIA/ITA/MBDA)
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- **SLIDE 19**: ASAP Drawdown Award Action Request
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Federal Grants System UEI Relationships

* An award must be linked to the SAME UEI number in all Federal Systems *

Applicant Registers in SAM with EIN or UEI #.
Grants Online info is automatically checked against the SAM record.

Application (UEI # is entered on SF-424)

ASAP ID linked to one UEI # and Grant #

US Department of Commerce Business Systems (CBS)

Grants Online Org is linked to CBS Vendor which is linked to ASAP ID all using the UEI number

Application gets a Grant # and is linked to Grants Online Org by UEI #
DATA Act

- **Digital Accountability and Transparency Act (DATA)**
  - The objective is to transform U.S. Federal Government spending from isolated documents to government-wide standards that can be used to report financial, payment, and award information. As required by this mandate, agencies will adopt common data elements and a universal schema across all spending information. The remuneration will be automated reporting that reduces compliance costs for grantees and contractors.

- **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.

- **Process Update for Organization Profile Changes**
  - As a result of DATA Act, Recipients must update their organization profile in SAM.gov. Grants Online now receives a daily extract from SAM.gov that will automatically update the organization’s profile in Grants Online.
ASAP Enrollment Process (NOAA)

1. Click on the Awards tab in Grants Online.
2. On the left navigation menu click on ASAP Enrollment Request.
3. Fill in the Point of Contact information on the ASAP Enrollment Request Screen, then select the “Save and Start Workflow” button.
4. 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 UEI number is the same. No actual enrollment in ASAP is needed since the ASAP account already exists.

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 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 user ID via e-mail and a password will be sent via the Post Office by Treasury.

After receiving their ASAP user ID and password, the Recipient Organization’s Point of Contact logs into ASAP and verifies the UEI number, 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.
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 user ID via e-mail and a password via the Post Office.)
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.
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)

After the Enrollment process is completed by the Recipient Organization, NOAA is notified by e-mail from ASAP that the process is complete. No additional activity can take place on the award until the ASAP setup is completed. 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 (NTIA/ITA/MBDA)

The steps in this manual assume that the award has been processed in Grants Online with a recipient organization that is marked NOT ASAP in Grants Online and has been sent to NIST for Obligation (CBS 1st and 2nd Approval task).

NIST Finance will go ahead and obligate the award in CBS while it is still listed as NON-ASAP.

After the recipient accepts the award in Grants Online, GMD initiates enrollment in ASAP by logging into ASAP at www.asap.gov and hovering over the enrollment tab. Then choose initiate Recipient Organization Enrollment and complete the following based on the Recipient’s application:

- EIN/TIN # (Tax Identification Number)
- UEI # (Unique Entity Identifier requested in, and assigned by SAM.gov)
- Name of Organization
- Type of Organization (Non-profit, State, University, etc.)
- Address
- Point of Contact
- Point of Contact's Title
- Point of Contact's Email Address
- Point of Contact's Phone Number
After the data is entered into ASAP by the Grants Management Specialist (GMS), the Point of Contact at the Recipient Organization will receive an ASAP user ID via e-mail and a password will be sent via the Post Office by Treasury.

After receiving their ASAP user ID and password, the Recipient Organization’s Point of Contact has 45 days to log into ASAP and verify the UEI number, 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.
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 user ID via e-mail and a password via the Post Office.)
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.
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 Enrollment Process (NTIA/ITA/MBDA)

After the Enrollment process is completed by the Recipient Organization, External Recipients POC are notified by e-mail from ASAP that the process is complete. No additional activity can take place on the award until the ASAP setup is completed. The following additional steps must be taken within NIST to complete the ASAP setup:

1. Recipient profiles are then set up in the Department of Commerce accounting system (CBS) and accounts are created in ASAP by GMS.

2. GMD is responsible for notifying NIST that the Recipient enrollment is complete.

3. GMD will send NIST the CD450 (Financial Award Document), the Award Finance Department (Out of Grants Online), and ASAP e-mail of completion.

4. NIST Finance will notify the GMD ASAP Authorizer when the ASAP vendor has been set up in CBS.
ASAP Enrollment Process (NTIA/ITA/MBDA)

5. GMD ASAP Authorizer will update the Grants Online Organization Profile with the ASAP Enrollment Date and ASAP Recipient ID. (The Organization Profile page can be accessed from the GMD Checklist.)

6. GMD ASAP Authorizer will create and release an ASAP Profile and Authorization for the award. There will be NO task in Grants Online for this action.

7. NIST Finance will Certify the Authorization. (Also NO Task in Grants Online.)

Note: Steps 6 & 7 may take one to two business days to complete.
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).
Department of Commerce ASAP Contacts

- Recipients having problems with the Enrollment Process should call the ASAP Finance Branch: Central Time Zone – Kansas City 816-414-2100

**NOAA:**
- Darius Porter 301-628-1321  Darius.Porter@noaa.gov

**ITA:**
- Helen Pham 301-628-1304  Helen.Pham@noaa.gov

**MBDA:**
- Darius Porter 301-628-1321  Darius.Porter@noaa.gov

**EDA:**
- Roberta Duncan 301-444-2753  edagrants@noaa.gov

**NTIA:**
- Jessica Paulk 240-653-9144  Jessica.Paulk@noaa.gov