

Grants Online Grant Recipient Organization Profiles

January 2024

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)

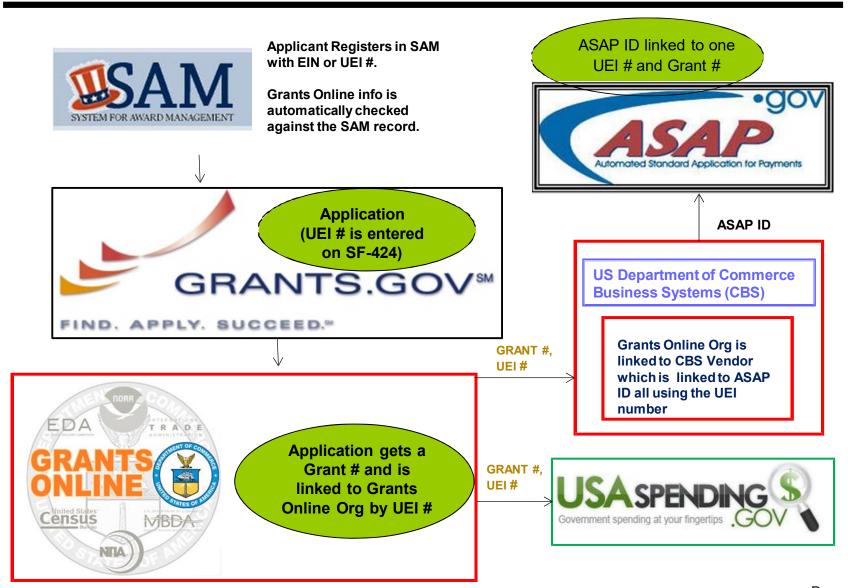
SLIDE 18: ASAP Enrollment Process (EDA)

SLIDE 19: ASAP Drawdown Award Action Request

SLIDE 20: Department of Commerce ASAP Contacts

Federal Grants System UEI Relationships

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



DATA Act

Digital Accountability and Transparency Act (DATA)

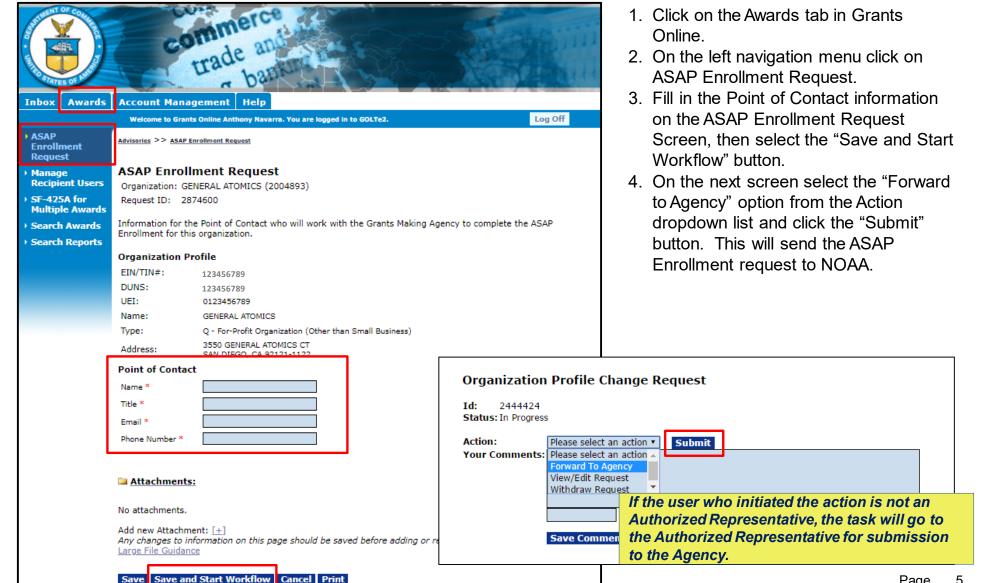
 The objective is to transform U.S. Federal Government spending from isolated documents to government-wide standards that can be used to report financial, payment, and award information. As required by this mandate, agencies will adopt common data elements and a universal schema across all spending information.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

System Interfaces

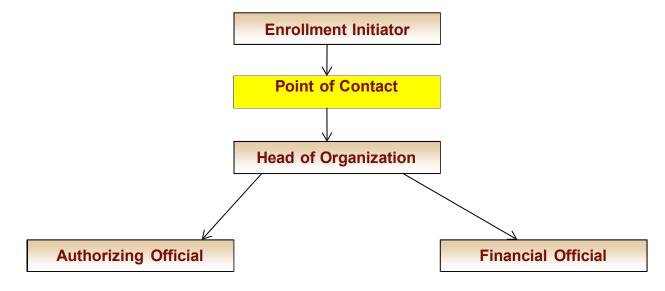
 As automation increases there are fewer points of human interaction in the flow of data from one system to another; therefore, there is reduced opportunity to manually correct mistakes during the processing of a grant award.

Process Update for Organization Profile Changes

As a result of DATAAct, 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.

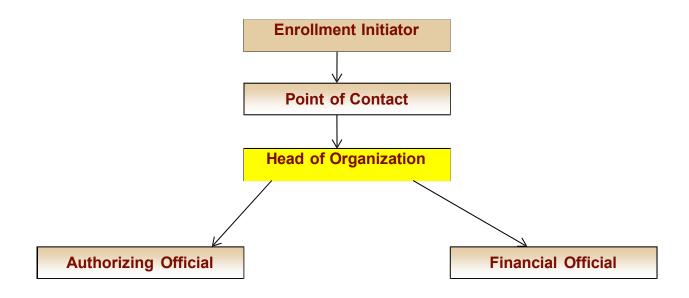


After the data is entered into ASAP by the Agency Enrollment Initiator at NOAA, the Point of Contact at the Recipient Organization will receive an ASAP user ID via e-mail and a password will be sent via the Post Office by Treasury.

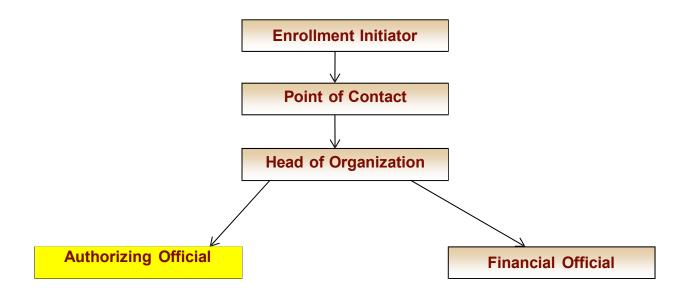


After receiving their ASAP user ID and password, the Recipient Organization's Point of Contact logs into ASAP and verifies the UEI number, TIN, and official organization name entered by the Enrollment Initiator. This data must match what is entered into the System for Award Management (SAM).

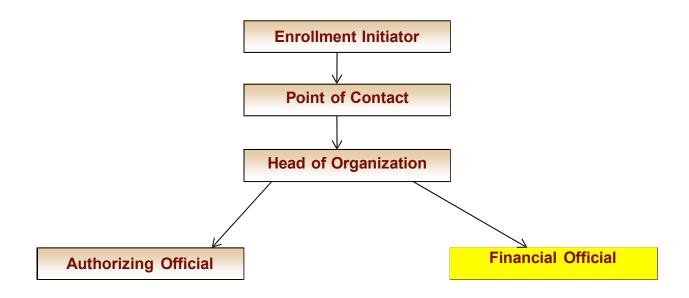
The Point of Contact then enters their Head of Organization, Authorizing Official, and Financial Official into the ASAP system.



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.
- 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.
- 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.

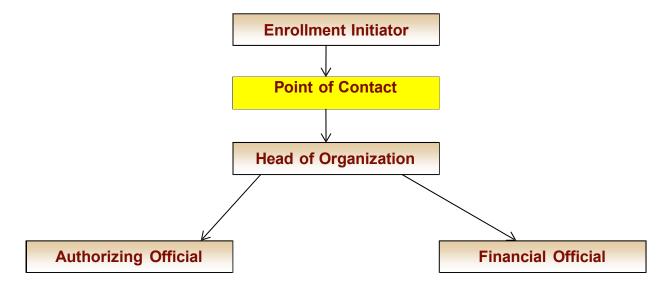
The steps in this manual assume that the award has been processed in Grants Online with a recipient organization that is marked NOT ASAP in Grants Online and has been sent to NIST for Obligation (CBS 1st and 2nd Approval task).

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:

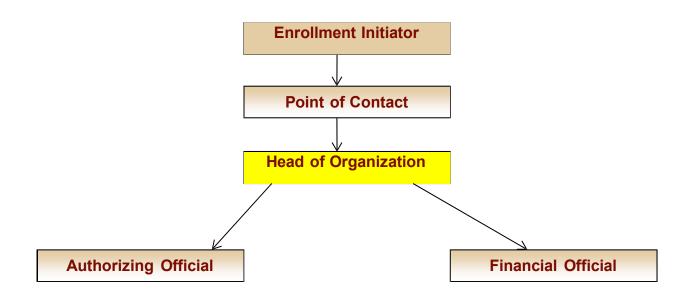
- EIN/TIN # (Tax Identification Number)
- UEI # (Unique Entity Identifier requested in, and assigned by SAM.gov)
- Name of Organization
- Type of Organization (Non-profit, State, University, etc.)
- Address
- Point of Contact
- Point of Contact's Title
- Point of Contact's Email Address
- Point of Contact's 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.

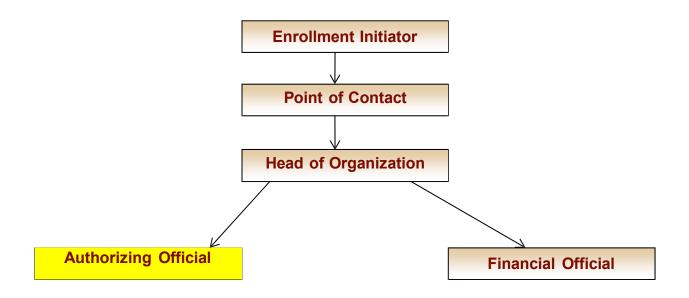


After receiving their ASAP user ID and password, the Recipient Organization's Point of Contact has 45 days to log into ASAP and verify the UEI number, TIN, and official organization name entered by the Enrollment Initiator. This data must match what is entered into the System for Award Management (SAM).

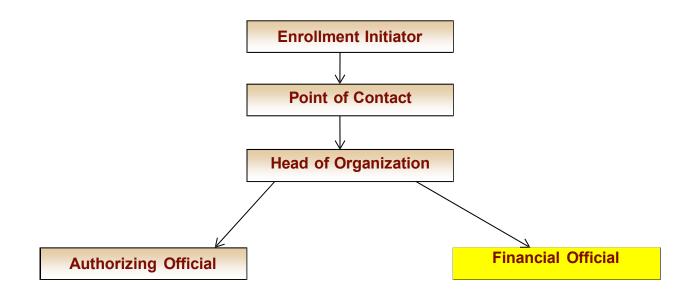
The Point of Contact then enters their Head of Organization, Authorizing Official, and Financial Official into the ASAP system.



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.

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:

- 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.

- 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.)

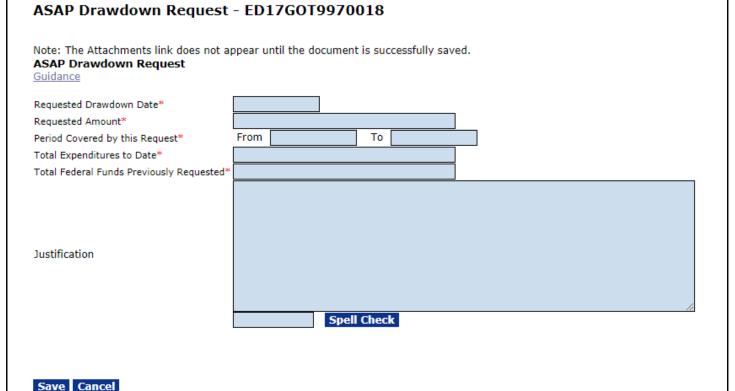
Note: Steps 6 & 7 may take one to two business days to complete.

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).

ASAP Drawdown Award Action Request in Grants Online

Award Action Request Index - ED17G0T9970018 * No Cost Extension - Prior Approval Required No Cost Extension - Prior Approval Waived (Research Terms and Conditions) Extension to Close Out * Change in Scope Change in Principal Investigator/Project Director Foreign Air Carrier for Travel Change in Key Person Specified in the Application Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI Satisfy Specific Conditions Inclusion of Costs Requiring Prior Approval in Cost Principles Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense * Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application Re-budget - Prior Approval Waived (Research Terms and Conditions) Rebudget - Prior Approval Required Pre-Award Costs More than 90 Days * Termination by Consent Submit Additional Closeout Documents ASAP Drawdown Request



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