



UNITED STATES  
DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT  
Oregon/Washington State Office  
PO Box 2965  
(333 SW 1<sup>st</sup> Avenue)  
Portland OR 97208-2965



## INFORMATION FOR POTENTIAL RECIPIENTS

### How to Prepare for a Financial Assistance Award

Potential recipients of Federal financial assistance awards (cooperative agreements) from the Bureau of Land Management can help ensure their success in obtaining an award by following a few important steps. All recipients must accomplish the following:

1. Obtain a DUNS number from Dun & Bradstreet.
2. Register in Central Contractor Registration (CCR).
3. Register with Grants.gov in order to respond and receive financial assistance from the Federal Government.
4. Enroll in the Department of Treasury's Automated Standard Application for Payments (ASAP) system in order to receive payments.

Each one of these four important steps is further described below with website addresses or information to help you complete each step.

#### **1. DUNS Number from Dun & Bradstreet:** <http://www.dnb.com/>

A Data Universal Numbering System (DUNS) number is required for all recipients. This number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities. The recipient shall register and maintain their own information with Dun & Bradstreet. To obtain a DUNS number, contact Dun & Bradstreet at their website above, or by calling 800-333-0505. This will take about 10 minutes and is free of charge. This step must be completed before completing the next step (below).

#### **2. Central Contractor Registration (CCR):** <http://www.ccr.gov/>

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency assistance awards. Please note that the term

"assistance awards" includes grants, cooperative agreements and other forms of federal assistance.

The information input into CCR is the primary method through which the Government facilitates payments through electronic fund transfer (EFT). See Item 4 for information on the two EFT payment options available through the Department of Treasury's "ASAP" system, or through the Automated Clearing House (ACH).

Entities (private non-profits, educational organizations, state and regional agencies, etc.) that already have an award from the Federal Government, or entities that apply for assistance awards through Grants.gov must complete a one-time registration to provide basic information, and must update or renew their registration at least once per year to maintain an active status. However, registration in no way guarantees that an assistance award will be awarded.

When completing the CCR registration process, be sure to complete the Marketing Partner ID (MPIN), which will become your password, and Electronic Business Primary Point of Contact fields. These are mandatory fields that are required when submitting grant applications through Grants.gov. The registration process will take approximately 30 minutes, and you should receive your CCR registration within 7-10 business days.

### **3. Grants.gov:** <http://www.grants.gov/>

Grants.gov was born as a governmental resource named the E-Grants Initiative, part of the President's 2002 Fiscal Year Management Agenda to improve government services to the public: "Agencies will allow applicants for Federal Grants to apply for and ultimately manage grant funds online through a common web site, simplifying grants management and eliminating redundancies."

The concept has its origins in the Federal Financial Assistance Management Improvement Act of 1999, also known as Public Law 106-107. P.L. 106-107 was enacted in November 1999 and the purposes are to:

- A. Improve the effectiveness and performance of Federal financial assistance programs.
- B. Simplify Federal assistance application and reporting requirements.
- C. Improve the delivery of services to the public.
- D. Facilitate greater coordination among those responsible for delivering the services.

As a Department of the Interior agency, the Bureau of Land Management is a partner with Grants.gov. We want you and your organization to learn more about Grants.gov so that you can electronically **Find**, **Apply**, and **Succeed!**

**It is strongly recommended that your organization begin the process of registering with Grants.gov, as you must utilize Grants.gov to receive awards for Federal financial assistance.**

**What is Grants.gov?** Grants.gov is the home of Federal government grant information and applications. **The two key features of Grants.gov are:**

1. **Find** Grant Opportunities
2. **Apply** for Grants

The Grants.gov **Find** and **Apply** features simplify the grants management process and create a centralized, online process to find and apply for over 900 grant programs from the 26 Federal grant-making agencies.

While you can begin searching for grant opportunities for which you would like to apply immediately, it is recommended that you complete the registration process in Grants.gov sooner rather than later, so that when you find an opportunity for which you would like to apply, you are ready to go.

**What is the Find feature?** The **Find** Grant Opportunities feature allows the grant community to search for information on available grant opportunities using a number of criteria, including key words or a specific agency. It also includes a registration function to receive email updates as new grant opportunities are added. Federal agencies are required to post all discretionary grant opportunities to the Grants.gov site.

**What is the Apply Feature?** The **Apply** for Grants feature enables users to apply for Federal grant opportunities through a single, unified process.

**Getting started with Grants.gov is easy!** Go to [www.Grants.gov](http://www.Grants.gov) and following the steps and links located on the web site under the “Get Started” tab.

#### **4. Financial Management Service’s (FMS), Automated Standard Application for Payments (ASAP)**

ASAP is a recipient-initiated, on-line payment and information system for financial assistance agreements. If a recipient is registered in ASAP, payments will be made through the ASAP system by the United States Department of Treasury, Financial Management Services. The recipient will request federal funds that are due directly from the Federal Reserve Bank on a reimbursable basis. If the recipient is not subject to payment review, a decision of the BLM Grants Management Officer (GMO), funds will be deposited in their designated financial institution in one to two days.

ASAP should not be confused with CCR, as the ASAP system is the mechanism from which funds flow, while the CCR information is the avenue that provides for electronic funds transfers to a recipient’s designated financial institution. Remember, to receive any payment, all recipients must remain active in CCR for renewing or updating their registration at least once a year.

The use of ASAP became mandatory on October 1, 2008. Potential recipients are advised to complete their ASAP registration as soon as possible to avoid possible reimbursement delays. Completion of the attached ASAP participation request is the first step in the process. Once this form is completed and sent to the BLM's National Business Center in Denver as instructed on the form, further instructions and materials will be provided by the Department of Treasury to complete the registration process.

## Contacts for More Information

1. Dun & Bradstreet  
800-333-0505
2. Central Contractor Registration  
888-227-2423  
269-961-5757
3. Grants.gov  
800-518-4726
4. ASAP Participation Request  
Bureau of Land Management  
National Business Center  
Diana Medina  
Telephone: 303-236-3332  
Fax: 303-236-6599  
Email: [diana\\_medina@blm.gov](mailto:diana_medina@blm.gov)
5. General Questions  
Bureau of Land Management  
Oregon State Office  
Pam Sterling, Grants Management Officer (GMO)  
Telephone: 503-808-6221  
Fax: 503-808-6312  
Email: [pam\\_sterling@blm.gov](mailto:pam_sterling@blm.gov)  
  
Bureau of Land Management  
Oregon State Office  
Teresa (Teri) Spickerman, GMO  
Telephone: 503-808-6243  
Fax: 503-808-6312  
Email: [teresa\\_spickerman@blm.gov](mailto:teresa_spickerman@blm.gov)

Updated: 1/27/2009

**ASAP.GOV Participation Request**

<b>AGENCY INFORMATION (Return this information to the address or FAX number below)</b>
Bureau of Land Management National Business Center Denver Federal Center, Building 50 P.O. Box 25047, BC – 620 Denver, Colorado 80225-0047 FAX <b>303-236-6599</b>
CONTACT PERSON NAME: <b>DIANA MEDINA 303-236-3332 or LORI ESQUIBLE 303-236-6330</b>

<b>ARE YOU A CURRENT BLM ASAP PARTICIPANT:</b> YES <input type="checkbox"/> NO <input type="checkbox"/> If YES do not fill out the bottom half of this form	<b>ASAP RECIPIENT ID NUMBER:</b> ___ ___ ___ ___ ___ ___ <b>ASAP PAYMENT REQUESTOR ID NUMBER:</b> ___ ___ ___ ___ ___ ___ ___
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IN ORDER FOR US TO PROCESS YOUR REQUEST EVERY PORTION OF THIS FORM WITH AN ASTERISK (\*) MUST BE COMPLETELY FILLED IN.

Please print clearly

**ENTER THE FOLLOWING:**

<b>*Recipient Organization Name:</b>	
<b>*DUNS:</b>	
<b>*EIN:</b>	
<b>*Organization Type:</b>	

<b>*First Name:</b>	
<b>Middle Initial:</b>	
<b>*Last Name:</b>	

(e.g., Jr, III)

<b>Title:</b>	
<b>*Organization Name:</b>	
<b>*Email:</b>	
<b>*Mailing Address 1:</b>	
<b>Mailing Address 2:</b>	
<b>U.S. Address</b>	
<b>*U.S. City:</b>	
<b>*U.S. State:</b>	
<b>*U.S. Zip:</b>	
<b>*U.S. Phone:</b>	