



UNITED STATES
DEPARTMENT OF THE INTERIOR



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

INFORMATION FOR RECIPIENTS

How to Prepare for a Financial Assistance Award

Potential recipients of Federal financial assistance awards (cooperative agreements) from the Bureau of Land Management (BLM) 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 the [System for Award Management](#) (SAM).
3. Register at [www.Grants.gov](#) in order to respond and receive Financial assistance from the Federal Government.
4. Enroll in the Department of the Treasury's [Automated Standard Application for Payments](#) (ASAP) system in order to receive payments.
5. Consider registering at [www.FedConnect.net](#) where recipients may review posting information in addition to that on [www.Grants.gov](#) and have the ability to communicate with BLM for award notifications (registration is optional).

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

1. DUNS Number from Dun & Bradstreet: <http://fedgov.dnb.com/webform>

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 information with Dun & Bradstreet. To obtain a DUNS number, contact Dun & Bradstreet at their website above, or by calling 1-866-705-5711. This will take about 10 minutes and is free of charge. This step must be completed before completing the next step, registering in SAM.

2. System for Award Management (SAM): <http://www.sam.gov/>

SAM was implemented Government-wide on July 30, 2012, and is now the required online registration location for Federal Government vendors and recipients. Registration is free. SAM incorporates the Central Contractor Registration (CCR), the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS).

The information input into SAM is the primary method through which the Government facilitates payments through the Department of the Treasury's ASAP system. See Item 4 for information concerning ASAP.

SAM Customer Service: Federal Service Desk

URL: <http://www.fsd.gov>

Hours: 8:00 am – 8:00 pm Eastern Time

Toll Free: 866-606-8220

Quick Start guides and other materials are available at www.SAM.gov for help with using SAM.gov.

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.

4. Financial Management Service's (FMS), Automated Standard Application for Payments (ASAP): <http://www.fms.treas.gov/asap/index.html>

ASAP is a recipient-initiated, on-line payment and information system for financial assistance agreements. Recipients must be registered in ASAP in order to receive payments 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, requesting only the amount of funds required for disbursements to be made within the next 3-7 days. 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 SAM, as the ASAP system is the mechanism from which funds flow, while SAM information is the avenue that provides for electronic funds transfers to a recipient's designated financial institution. To receive payments all recipients must remain active in SAM. New recipients must complete the attached ASAP Enrollment Procedures and Participation Request form and fax it to the number indicated on the form to initiate ASAP enrollment.

Questions on the ASAP Participation Request may be directed to:
Bureau of Land Management
National Business Center
Audrey McCray: 303-236-1089
Fax: 303-236-7124

5. FedConnect: <https://www.fedconnect.net/FedConnect>

Telephone: 800-899-6665

FedConnect is a web portal that bridges the gap between government agencies and their vendor and grants applicant/recipient communities to streamline the process of doing business with government. Becoming registered in FedConnect is fast and free. Through this portal recipients will be able to review opportunities and receive awards.

FedConnect will eventually enable Recipients to have a channel of communication with the Government by which recipients can ask questions, submit responses, acknowledge receipt of documents, receive awards, and submit post-award reports such as, required Federal financial status reports and Performance reports. Currently, the BLM uses US Mail for award notification and e-mail for communications. Financial and Performance reports should be submitted via e-mail to the following address: [BLM OR SO FA Reports@blm.gov](mailto:BLM_OR_SO_FA_Reports@blm.gov)

6. Contacts for More Information at BLM's OR/WA State Office

Walter B. "Bert" Ullrey, Grants Management Specialist (Team Lead)

Telephone: 503-808-6302, Fax: 503-808-6312

E-mail: wullrey@blm.gov

Sheri Dowley, Grants Management Specialist

Telephone: 503-808-6243, Fax: 503-808-6312

E-mail: sdowley@blm.gov

Jessica Clark, Grants Management Specialist

Telephone: 503-808-6226, Fax: 503-808-6312

E-mail: j1clark@blm.gov

Kathy Smith, Grants Management Support

Telephone: 503-808-6550, Fax: 503-808-6312

E-mail: k3smith@blm.gov

ASAP - Authorized Standard Application for Payment RECIPIENT ENROLLMENT PROCEDURES

1. Recipient faxes the ASAP enrollment form to Denver (see form for fax #)
2. Denver inputs general information into ASAP, assigns Recipient ID
3. An automated email is sent to the POC (Point of Contact - the person who filled out the enrollment form) with the Recipient ID
 - Password is sent to recipient via mail or they can call the Federal Reserve Bank at 804-697-8384 if you do not want to wait.
4. The POC designates Head of Organization, Authorizing Official, and Financial Official
 - Head of Organization - approves officials designated by POC
 - Authorizing Official - enters the organization profile, and identifies users and their roles
 - Financial Official - enters and maintains banking information
5. Emails are sent to officials
 - **Officials must complete above tasks within 30 days after they are designated**
6. It takes 7-10 days for funds to get certified after recipient has completed enrollment

Please be sure to watch for emails regarding ASAP as mentioned above and respond promptly. If your responses are not received promptly you will be required to initiate the registration process again, which will cause delays in your ability to take drawdowns from your account.

PHONE NUMBER FOR RECIPIENT USE TO CONTACT ASAP HELP DESK: 855-868-0151, CHOOSE OPTION 2, THEN CHOOSE OPTION 3 (Kansas City) as of 12/11/2012

IN ORDER TO KEEP YOUR ASAP ACCOUNT ACTIVE - YOU MUST LOG INTO YOUR ACCOUNT EVERY 30 DAYS, EVEN IF YOU DO NOT HAVE ACTIVITY (THIS REQUIRES JUST LOGGING IN AND LOGGING OUT).

IF THE RECIPIENT HAS NOT LOGGED INTO THEIR ASAP ACCOUNT AND IT HAS BEEN MORE THAN 45 DAYS BUT LESS THAN 6 MONTHS THEY CAN CALL 804-697-8384 EXTENSION #3 AND BE REACTIVATED. IF IT HAS BEEN 6 MONTHS OR MORE THE RECIPIENT WILL NEED TO GO THROUGH REGISTRATION PROCESS AGAIN.

ASAP.GOV Participation Request

AGENCY INFORMATION
Bureau of Land Management National Operations Center Denver Federal Center, Building 50 Attn: ASAP Enrollment P.O. Box 25047 Denver, Colorado 80225-0047 FAX 303-236-7124
BLM Contacts For ASAP Enrollment: Audrey McCray 303-236-1089 or Hilde Hudson 303-236-6717
Fields marked with * are required. Failure to provide required data may result in delayed enrollment.

Organization Information

*Organization Name:	
*DUNS: Nine Digit Number	
*TIN/EIN: Nine Digit Number	
*Mailing Address:	
*City:	
*State:	
*Zip Code:	
*Phone:	

Point of Contact Information

*First Name:	
Middle Initial:	
*Last Name:	
Title:	
*Email:	

* Organization Type (choose one)

<input type="checkbox"/> Financial Institution <input type="checkbox"/> For-Profit <input type="checkbox"/> Indian Tribal Organization <input type="checkbox"/> Local Government <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other Educational Organization <input type="checkbox"/> State Agency <input type="checkbox"/> University / College <input type="checkbox"/> University / College - State
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FAX COMPLETED FORM TO - 303-236-7124 or mail to the address at the top of this form.