

# INFORMATION FOR POTENTIAL RECIPIENTS

## How to Prepare for a Financial Assistance Award

Potential recipients of Federal financial assistance awards 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.
5. Consider registering at FedConnect where you may review posting information in addition to that on Grants.gov, and receive the ability to communicate with BLM for post-award financial and performance reporting purposes (registration is currently optional).

Each one of these five 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/>

Telephone: 800-333-0505

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 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/> Telephone: 888-227-2423 or 269-961-5757

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 EFT payment method through the Department of Treasury's "ASAP" system.

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/>

Telephone: 800-518-4726

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:**

- **Find** Grant Opportunities
- **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) [www.ASAP.gov](http://www.ASAP.gov)**

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.

#### **5. FedConnect (<https://www.fedconnect.net/FedConnect>) Telephone: 800-899-6665**

FedConnect is an online marketplace where federal agencies post opportunities in addition to the required posting on Grants.gov. Any vendor can view public postings without registering. However, becoming a registered FedConnect user is fast, free and gives you the ability to review and communicate electronically with Federal agencies to submit post-award reports, such as required federal financial status reports and performance reports.

## **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.

ASAP Help Desk: 816-414-2100 **Ask for ASAP Group** (Kansas City) a/o 7/2/2010

**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

<b>AGENCY INFORMATION</b>
Bureau of Land Management National Operations Center Denver Federal Center, Building 50 Attn: ASAP Enrollment P.O. Box 25047 Denver, Colorado 80225-0047 <b>FAX 303-236-7124</b>
<b>BLM Contacts For ASAP Enrollment: Audrey McCray 303-236-1089, Tim Woolums 303-236-6344, Hilde Hudson 303-236-6717</b>
<b>Fields marked with * are required. Failure to provide required data may result in delayed enrollment.</b>

### Organization Information

*Organization Name:	
*DUNS: <small>Nine Digit Number</small>	
*TIN/EIN: <small>Nine Digit Number</small>	
*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.