ASAP Enrollment for NIFA Grant Recipients New to ASAP

What are the steps to complete an enrollment for NIFA grant recipients new to ASAP?

Step 1: Initiate Enrollment

At the time that a NIFA award is executed, NIFA's Award Management Division (AMD) of the Office of Grants and Financial Management (OGFM) sends an email to the Recipient Organization (RO) with the NIFA-2009, Award Face Sheet; the associated budget; and a NIFA Introduction Letter to ASAP. AMD copies the NIFA's ASAP Team in the Financial Management Division (FMD) in OGFM. Within **two days**, NIFA's ASAP Team, serving as the Federal Agency Enrollment Initiator, initiates the enrollment by entering the following data for the recipient:

Recipient Name

Organization Type – State Agency, Local Government, University/College, University/College-State, Other Educational Organization, Non-Profit, For-Profit, Indian Tribal Organization, or Financial Institution.

DUNS – Dun and Bradstreet Data Universal Numbering System Number.

EIN – Employer Taxpayer Identification Number.

The NIFA ASAP Team also identifies a Point of Contact (POC) who is the person at the RO responsible for identifying the officials for the organization who are needed to complete the organization's enrollment. The POC's address information, including email address is required. For the POC information, the NIFA ASAP Team enters the contact information for the Authorized Representative (AR) identified in block 19 of the SF-424(R&R), Application for Financial Assistance. If the RO or POC already exists in ASAP, the system displays the information for selection or requires the NIFA ASAP Team to enter new data to start the enrollment.

After the NIFA ASAP Team selects the POC from the list provided by ASAP or enters new POC data, the Recipient POC receives an email notifying them that NIFA has initiated the ASAP enrollment process. This email includes the ASAP User ID and a link to set up security questions and a password. However, this step cannot be completed until a temporary password is received by the POC by regular mail. If the POC does not want to wait for the password to arrive by regular mail or they have not received a temporary password, the POC can call the U.S. Treasury's Help Desk at 855-868-0151 Option 2 Payments, then Option 3, ASAP. The Federal Reserve will send a temporary password via email.

If the RO is enrolled in ASAP with another Federal agency, the POC receives an email notifying them that the banking information must be entered to connect with the NIFA agency location code (ALC) (i.e., 12402200). Please go to the "ASAP Enrollment for Financial Assistance Recipients Already Enrolled with One or More Federal Agencies" for the remaining steps.

Step 2: Define Officials

After receiving the email notification, the POC has 45 days to act on a pending enrollment. It is the responsibility of the POC to define the organization's officials which include the Head of Organization (HOO), Authorizing Official (AO) (the individual responsible for defining and maintaining the RO information, including individual(s) who will have access to perform the payment requests for the organization, Payment Requestor (PR)), and Financial Official (FO). A Re-delegated HOO (RHOO) and another POC also can be defined.

Once entered, each official identified is assigned a User ID in ASAP and receives an email notification with the User ID and a link to set up security questions and a password. This step cannot be completed until a temporary password is received by the RO's official. The temporary password is sent to the official by regular mail. If they do not want to wait for the password to arrive by regular mail or have not received a temporary password, the official can call the U.S. Treasury's Help Desk at 855-868-0151 Option 2 Payments, then Option 3, ASAP. The Federal Reserve will send a temporary password via email.

Upon initial entry into ASAP, the POC must accept the POC role or decline the POC role and provide a reason for doing so. If declined, the NIFA ASAP Team as the Enrollment Initiator is notified, and corrections are made and/or a new POC defined.

The POC can add and modify officials at any point during or following an organization's enrollment process.

Step 3: Approve Officials

After receiving email notification, the HOO has up to 45 days to act on a pending enrollment. The HOO is the top management official who established the authority for the RO to use ASAP. This is done by approving the AO and FO, and, if entered by the POC, the Re-delegated HOO (RHOO). The HOO also can add or modify officials when enrollment is pending for the RO. Once the RO is enrolled, the HOO can only approve officials.

If the HOO chooses, a RHOO can assume the responsibility for approving officials at the time of enrollment or for managing changes to officials in the future. To do so, the HOO needs to approve or enter/approve the RHOO.

Whether the RO is pending enrollment or active, all new and modified officials must be approved, if entered by the POC, before the changes go into effect. Once approved, the officials are sent email notifications. As with the previous roles, their User IDs are sent by email while the temporary passwords are sent by regular mail. If the HOO does not want to wait for the password to arrive by regular mail or has not received a temporary password, the HOO can call the U.S. Treasury's Help Desk at 855-868-0151 Option 2 Payments, then Option 3, ASAP. The Federal Reserve will send the HOO a temporary password via email.

Step 4: Define Users and Roles

Before a RO becomes active, the AO must complete the organization's enrollment profile and name the RO's users. After receiving email notification, the AO has up to 45 days to define the RO profile. This involves reviewing the prepopulated data; making changes, if applicable; and submitting to ASAP. This step must be completed before naming the RO's users and roles in ASAP.

The RO users are responsible for the day-to-day operations for the RO. At least, one user with the role of PR must be named for a RO. The PR is the individual who will be requesting funds on behalf of the RO.

The AO can add and modify users at any point during or following a RO's enrollment process.

Step 5: Add Banking Information

After receiving email notification, the FO has up to 45 days to add at least one valid bank account. The FO can add up to 8 unique bank accounts with a corresponding payment method (i.e., ACH or Fedwire). A bank account that is designated as "ACH/Fedwire" is counted as 2 separate accounts.

The FO can add and modify banking information at any point during or following a RO's enrollment process.

Step 6: Enrollment Activation

After a new RO's profile is completed by the AO (with one defined PR) and the FO entering the banking information for at least one valid bank account, the organization is ready to be activated. This is an automated process that occurs within 24 hours after these enrollment actions have been completed.

Step 7: Treasury Validation Period

Even though the enrollment is activated, Treasury imposes a 10 business day bank validation period that begins on the date the RO enrollment status becomes "Active." During this period, the Federal agency cannot send funding authorizations to the newly activated account. Once the 10 business day bank validation period ends, additional steps must be taken by the NIFA ASAP Team before funding authorizations are made available to the recipient to submit payment requests. These additional steps may take up to 30 additional days.

For additional assistance on ASAP RO enrollment, the recipient can view the NIFA ASAP Enrollment Flowchart. Further guidance also is available when the RO logs into ASAP by clicking on "Recipient Enrollment" under the "Help" tab for Step-By-Step Instructions, Procedures, and Tips & Tricks. If after reviewing these resources, a RO still needs additional assistance with their ASAP enrollment, they should email the NIFA ASAP Team at ASAPCustomerService@nifa.usda.gov with the following information:
Recipient Name:

Person to Contact:
Phone Number for Person to Contact:
Email address for Person to Contact:
ASAP Recipient ID:
NIFA Award Numbers:
Description of the Error Message and/or Questions:

Recipients should be specific and, if applicable, provide screen shots.