ASAP Enrollment for NIFA Grant Recipients Already Enrolled with One or More Federal Agencies

Recipient data is not shared across all Federal agencies in ASAP. Each Federal entity has access to ASAP recipient data based on that data being connected to the Agency Locator Code (ALC) in ASAP. As a result, the recipient must still enroll in ASAP with NIFA in order to connect their current banking information with their NIFA ASAP account. The recipient does not have to go through a complete enrollment; however, there are steps that NIFA and the recipient must take in ASAP in order to process NIFA grant payments.

What are the steps the recipient must take to complete the enrollment in ASAP if they are already enrolled in ASAP with another Federal agency?

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 if applicable, 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 initiates the enrollment by entering in ASAP 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.

If a RO is already enrolled, ASAP displays the names of the Point of Contact (POC) for that organization. The NIFA ASAP Team selects the POC who has been identified as the Authorized Representative (AR) in block 19 of the SF-424(R&R), Application for Financial Assistance.

The RO POC receives an email notifying them that NIFA has initiated the enrollment and the Financial Official (FO) also receives an email instructing them to link their existing banking information to the NIFA Agency Locator Code (ALC) (i.e., 12402200). If they do not know their password or need to reset their password, the POC or FO should call the U.S. Treasury's ASAP Help Desk at 855-868-0151 Option 2 Payments, then Option 3 ASAP.

Step 2: Add Banking Information

The FO must log into ASAP and enter the RO's banking information. 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 method of payment, ACH and Fedwire. A bank account that is designated as "ACH/Fedwire" is counted as two separate accounts.

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

Step 3: Enrollment Activation

After the banking information is added, the RO enrollment is ready to be activated. This is an automated process that occurs 24 hours after the FO satisfies the enrollment requirements.

Step 4: 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 bank validation period ends, additional steps must be taken by the NIFA ASAP Team before the funding authorizations are made available for the RO to submit payment requests. These additional steps may take up to 30 calendar 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.