# ASAP Basics

<u>ASAP Help desk Contact Info</u>
kfc.asap@fms.treas.gov
1-855-868-0151 (option 2, then option 3)

<u>NPS ASAP Contact Info</u>
Trinity Lintz
asap_enrollment@nps.gov
(303)969-2170

**What is ASAP?**

ASAP is the Automated Standard Application for Payments. It is a web-based Treasury system used by many agencies and organizations to process disbursements. There are no fees to federal agencies or recipient organizations.
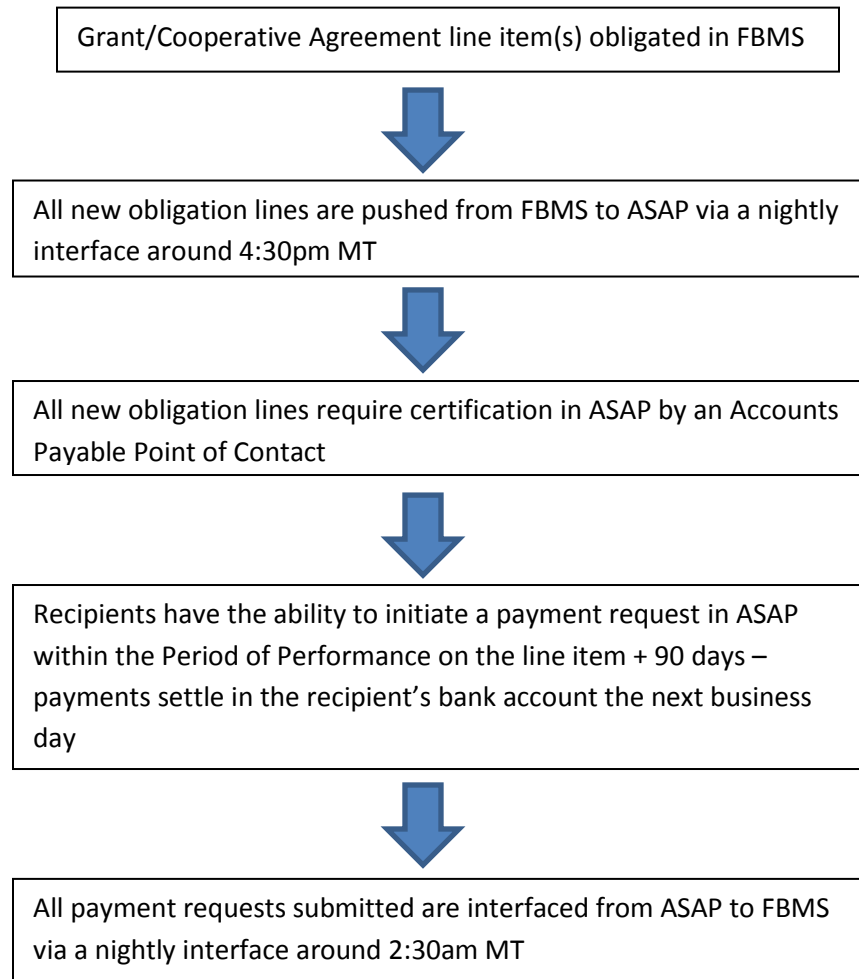
**How does NPS use ASAP?**

NPS uses ASAP to process almost all of our disbursements to our recipients for Financial Assistance awards. All domestic recipients are required to enroll in ASAP. Each obligation line item is sent to ASAP and creates a single Account ID in ASAP, which is then connected to that line item in FBMS for all payments disbursed from that line.

**What is the process for enrolling a recipient in ASAP?**

1. Each recipient is responsible for filling out the ASAP Participation Request Form and sending that form to asap_enrollment@nps.gov.
2. We verify the DUNS and Tax ID Number on the form against the recipient's registration in SAM (which must be in ACTIVE status), and in FBMS. If the recipient does not have a vendor record yet, we will often verify with the recipient and/or the AGO or Grants Specialist to confirm that an award is in progress.
3. We initiate the ASAP enrollment process by inputting the information from the form into ASAP. We take a screenshot of the confirmation page and send an email to the listed Point of Contact on the form with instructions for how to complete the enrollment.
   a. *\*\*NOTE: This step usually occurs within 7 business days of receipt of the ASAP Participation Form.*
4. The recipient is responsible for the enrollment steps. <u>If all enrollment steps are not completed within 45 days, the enrollment is deleted and the recipient will have to be re-initiated and start the process all over again, regardless of where they were in the enrollment steps,</u>
   a. For new recipients who are not currently in ASAP, the steps are as follows:
      i. Point of Contact Adds Officials
      ii. Head of Organization Approves Officials
      iii. Authorizing Official Defines the Recipient Profile
      iv. Authorizing Official Defines the Recipient Organization Users
      v. Financial Official Defines the Banking Information
      vi. *\*\*NOTE: These enrollment steps can take anywhere from1 day to 45 days.*
   b. Recipients who are already enrolled in ASAP with another bureau, the steps are as follows:
      i. Financial Official Verifies the Banking Information
5. Treasury requires a 7-10 business day banking verification period to verify the banking information for all new recipients.

a. **NOTE: Recipients who are already enrolled in ASAP with another bureau do not have to go through this banking verification period, unless they make changes to their banking information.*

6. We receive notification of the completion of the enrollment from ASAP via email. We request that the new ASAP Recipient ID be added to the FBMS vendor record, which also triggers a push of all existing obligations to go to ASAP.

**What is the process/timeline for sending awards to ASAP once the enrollment process is complete?**

Grant/Cooperative Agreement line item(s) obligated in FBMS

⬇

All new obligation lines are pushed from FBMS to ASAP via a nightly interface around 4:30pm MT

⬇

All new obligation lines require certification in ASAP by an Accounts Payable Point of Contact

⬇

Recipients have the ability to initiate a payment request in ASAP within the Period of Performance on the line item + 90 days – payments settle in the recipient's bank account the next business day

⬇

All payment requests submitted are interfaced from ASAP to FBMS via a nightly interface around 2:30am MT

## ASAP Account Status timeline

All ASAP accounts will remain in an Open status up to 60 days past the Period of Performance end date. After those 60 days, the account will then be changed to Liquidated status. Recipients will still be able to process drawdowns. The status of the accounts will change to Suspended after 90 days past the Period of Performance end date, which corresponds with the account end date in ASAP. This is in line with CFR Title 2.

Open – Agreement Start date, up to 60 days past PoP end date

Liquidated – 60 days past PoP date up to 90 days past PoP end date

Suspended - +90 days past PoP end date

**More Resources:**

[NPS FBMS Sharepoint Site – ASAP Section](#)

[Federal Agency Treasury ASAP Training Presentation](#)