



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/AWSFR/FAPO

AUG 15 2011

Dear INDIVIDUAL Grant/Cooperative Agreement Recipient :

The following instructions apply to individual recipients of grant/cooperative agreements. You are considered an individual recipient if you are receiving grant/cooperative agreement funds in your name unrelated to any business or non-profit that you own or operate.

If you have already completed and sent your ASAP. Gov Participation Form or ASAP Waiver Request form you may disregard this letter. If you have not, follow the instructions in this letter to either enroll in the Automated Standard Application for Payments (ASAP) system or ask for a waiver from using ASAP.

The U. S. Fish and Wildlife Service (Service) must move to a new financial system on November 7, 2011. This changes how you will be paid by us for your grant/cooperative agreement. You must take the following actions to be able to receive your funds from us after November 7, 2011.

1. As soon as possible either:
 - a. Complete and send the attached ASAP.Gov Participation Form to us. You can also find the form at www.fws.gov/fbms. ASAP is an online payment system. As a recipient, you will go on-line to request payment from accounts authorized by us. If you have an existing ASAP account with another Federal agency, please indicate your ASAP ID on the form and send the form.

In Section 1 of the ASAP. Gov Participation Form:
Enter 00-0000000 in the DUNS number field. You are exempt from the DUNS number requirement. Enter your social security number in the TIN/EIN field.

In Section 3 of the ASAP. Gov Participation Form:
Select the organization type "For Profit." The organization type will not change your tax status with the U.S. Internal Revenue Service.

When we enroll you in ASAP, ASAP will send you an email telling you to login and complete the enrollment process. You will get an email with a user id. Call the phone number on that email to get a temporary password. Complete the ASAP enrollment process as soon as you receive the email. If you do not

complete your enrollment in the ASAP System by October 3, 2011, your payments will be delayed. More information about the enrollment process is attached.

OR

- b. Complete the attached ASAP Waiver Request form if using ASAP would be a hardship for you. Be sure to indicate the applicable reason for requesting a waiver. You do not need to enter a DUNS number in the Recipient Information section of the form. You are exempt from the DUNS number requirement. You can also find the form at www.fws.gov/fbms.
- c. Only complete one form, the ASAP.Gov Participation Request or the Waiver.

To send your ASAP or waiver form to us mail it to:

Michael Pyatt
Branch of Financial Assistance Policy and Oversight
Wildlife and Sport Fish Restoration Program
U.S. Fish and Wildlife Service
4401 N Fairfax Drive MS-4020
Arlington, VA 22203

Your grant or cooperative agreement numbers will change when we move to the new system. Your grant or cooperative agreement program contact will provide you with your new numbers as soon as they are available.

If you have any questions or concerns, please call your Service program contact or the ASAP Enrollment Help Desk at (703) 358-1890 or email ASAPEnrollment@fws.gov. The helpdesk hours are from 8 a.m. to 5 p.m. Eastern Monday through Friday.

Sincerely,



Hannibal Bolton
Assistant Director
Wildlife and Sport Fish Restoration Program

Attachments:

ASAP.GOV Participation Request Form

ASAP Waiver Request Form

Appendix A: ASAP Recipient Enrollment Process

ASAP.GOV Participation Request

Please fill in the requested information to initiate the Automated Standard Application for Payments (ASAP) enrollment process. Fields marked with * are required. Failure to provide required data may result in delayed enrollment. **If applying for an ASAP Waiver, please only complete the ASAP Waiver Request.**

Section 1: Organization Information

Provide the recipient organization's information.

Is your organization enrolled in ASAP for another Federal Agency? Yes No

If yes, provide your Organization Recipient ID:

<i>* Organization Name</i>	<i>* DUNS (Nine Digits)</i>	<i>* TIN / EIN (Nine Digits)</i>

Section 2: Point of Contact Information

List contact information for the individual responsible for receiving ASAP communications.

Name:	<i>* First Name</i>	<i>Middle Initial</i>	<i>* Last Name</i>
Title:			
Address:	<i>* Mailing Address</i>		
	<i>* City</i>	<i>* State</i>	<i>* Zip Code</i>
	Contact Information:		<i>* Phone Number</i>
	<i>* Email</i>		

Section 3: Organization Type

* Choose the category that most appropriately describes the recipient organization.

- | | |
|--|--|
| <input type="radio"/> Financial Institution | <input type="radio"/> State Agency |
| <input type="radio"/> For-Profit | <input type="radio"/> University / College |
| <input type="radio"/> Non-Profit | <input type="radio"/> University / College -State |
| <input type="radio"/> Local Government | <input type="radio"/> Other Educational Organization |
| <input type="radio"/> Indian Tribal Organization | |

Section 4: Submission Information

Submit via Fax:	Fax completed request to (703) 358-1837
Submit via Email:	Email completed request to ASAPEnrollment@fws.gov
Submit via Mail:	Mail a hard copy of the completed request to: Michael Pyatt, Branch of Financial Policy and Oversight Wildlife and Sport Fish Restoration, U.S. Fish and Wildlife Service 4401 North Fairfax Drive MS-4020 Arlington, VA 22203

For questions, call the **FWS ASAP Enrollment Help Desk** at **(703) 358-1890** or visit www.fws.gov/fbms.

ASAP Waiver Request

On November 18, 2011, the Department of the Interior (DOI) will require the U.S. Fish and Wildlife Service (FWS) to begin processing all financial assistance payments to recipients using the Automated Standard Application for Payments (ASAP) system. DOI may exempt recipients from using ASAP under the conditions described below. If you believe you / your organization is eligible for a waiver, please mark the applicable condition and complete the information requested.

Waiver Requests for Hardship

<input type="radio"/> Condition 1	<ul style="list-style-type: none"> • The requirement to receive payment via ASAP is automatically waived for all individuals who do not have an account with a financial institution and who are not eligible to open an electronic transfer account (ETA) under Public Law 104-208, until such date as the Secretary of the Treasury determines that the ETA is available. • An individual [includes employees and sole proprietors] with or without an account with a financial institution determines that payment through ASAP would impose a hardship due to either a physical or mental disability, or a geographic, language, or literacy barrier, or would impose a financial hardship.
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Waiver Requests Involving Natural Disasters, Public Safety, or Foreign Payments

<input type="radio"/> Condition 2	Where the payment is to a recipient within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to payments made within 120 days after the disaster is declared.
<input type="radio"/> Condition 3	A response to contingency operations conducted by or in support of the Department of Defense.
<input type="radio"/> Condition 4	Where use of ASAP may pose a threat to national security, the life or physical safety of an individual may be endangered, or a law enforcement action may be compromised.
<input type="radio"/> Condition 5	Where an agency's need to deliver funding is of such unusual and compelling urgency that the public and / or the Government would be seriously injured unless payment is made by a method other than ASAP; or, where there is only one possible Recipient and the public and / or the Government would be seriously injured unless payment is made by a method other than ASAP.

Describe how you / your organization meets the selected condition.

Recipient Information

Recipient Name:		DUNS (Nine Digits)	
Recipient Address:			

Point of Contact Information

Name:		Phone:	
Email (if applicable):			

To submit your completed ASAP Waiver Request:
 Fax to (703) 358-2160; email to ASAPEnrollment@fws.gov; or mail a hardcopy to:
 U.S. Fish and Wildlife Service, 4301 North Fairfax Drive, MS 7029-43, Attn: ASAP Enrollment, Arlington, VA, 22203



Appendix A: The Automated Standard Application for Payment (ASAP) Recipient Enrollment Process

1. After receipt of the ASAP.Gov Participation Request, FWS will initiate the enrollment process for the financial assistance award Recipient Organization (RO).
2. ASAP creates the RO and assigns the RO's Point of Contact (POC) an ASAP User ID.
 - a. ASAP notifies the POC via email of enrollment in ASAP.
 - b. ASAP provides the ASAP User ID to the POC via email.
 - c. ASAP sends a temporary password via postal mail within four to seven days. Once the POC receives a User ID he / she may call to receive the temporary password rather than waiting for the password to arrive via postal mail.
3. The POC logs into ASAP with the User ID and temporary password. The POC has 45 days to sign in to ASAP and complete the following tasks. If this is not completed within 45 days the RO enrollment information will be deleted.
 - a. The POC enters the security question and answer, and changes the temporary password.
 - b. The POC verifies the Data Universal Numbering System (DUNS) / Taxpayer Identification Number (TIN) and Recipient Organization information that was initially entered by FWS.
 - c. The user accepts or declines the role of POC for the RO.
 - i. If the user declines the role of POC, ASAP will notify the FWS and the FWS will need to define a new POC to re-initiate the enrollment process.
 - ii. If the user accepts the role of POC, he / she defines the RO's officials. ASAP requires the POC to define the following three officials to complete the enrollment process:
 1. Head of Organization (HOO) – approves RO Officials
 2. Authorizing Official (AO) – verifies RO data, identifies and maintains RO users and roles
 3. Financial Official (FO) – enters and maintains RO bank information
 - iii. The RO must maintain these roles at all times by logging into ASAP every 90 days.
 - d. The POC's tasks for initial enrollment are complete when the HOO, AO and FO have been defined.



- e. One person may be assigned all ASAP roles. However, the person will have to log out and log back in to ASAP to complete the enrollment process for each role.
4. ASAP assigns the RO's Head of Organization (HOO) an ASAP User ID and notifies the user that access has been granted.
 - a. ASAP provides the HOO with a User ID via email the day after the POC completes the initial enrollment and sends a temporary password via postal mail.
 - b. ASAP sends a temporary password via postal mail within four to seven days. Once the HOO receives a User ID he / she may call to receive the temporary password rather than waiting for the password to arrive via postal mail.
5. The HOO logs into ASAP using the User ID and temporary password. The HOO has 45 days to sign in to ASAP and complete the following tasks. If this is not completed within 45 days the RO enrollment information will be deleted.
 - a. The HOO enters the security question and the answer, and changes the temporary password.
 - b. The HOO approves the POC, the FO, the AO, and the Re-delegated Head of Organization (RHOO).
 - c. Only the Head of Organization can approve an RHOO. The RHOO, acting on behalf of the Head of Organization, can only approve the POC, the FO, and the AO.
 - d. Once the HOO approves the AO and FO, ASAP notifies the AO, the FO, and any other defined official, that they have been granted access. ASAP provides the defined officers with their User IDs via email and temporary passwords via postal mail. This process begins the day after the HOO approves the defined officers' access. It may take from four to seven days to receive the temporary password via postal mail. The AO and FO may call to receive the temporary password rather than waiting for the password to arrive via postal mail.
6. The AO logs into ASAP with the User ID and temporary password. The AO has 45 days to sign in to ASAP and complete the following tasks. If this is not completed within 45 days the RO enrollment information will be deleted.
 - a. The AO enters the security question and answer, and changes the temporary password.
 - b. The AO then approves the RO profile information and defines users that will serve as payment requesters and inquirers.
7. ASAP notifies the Payment Requestor and the Inquirer that they have been granted access to ASAP the day after the AO initially logs into ASAP. ASAP will then send User IDs via email and temporary passwords via postal mail to the Payment Requestor and the Inquirer.



8. The FO logs into ASAP with the User ID and temporary password. The FO has 45 days to sign in to ASAP and complete the following tasks. If this is not completed within 45 days the RO enrollment information will be deleted.
 - a. The FO enters the security question and answer, and changes the temporary password.
 - b. The FO defines and maintains the banking data for the RO.
 - i. If an Automated Clearing House (ACH) account is defined, the account will not become active for seven business days.
 - ii. If a FEDWIRE account is defined, the account will not become active for three business days.
 - c. Once the FO receives confirmation that the banking data is defined, the account active date will display.
9. ASAP activates the RO enrollment and changes the profile to "Active." The RO enrollment is complete.
 - a. ASAP will notify the FWS the next business day that the RO enrollment is complete.
 - b. The FWS will then be able to authorize funds to your account for financial assistance awards.
10. Online training is available for the RO upon enrollment in ASAP. Recipients will use ASAP to drawdown or request payments for financial assistance awards.

Note: If users do not receive their temporary password in the mail within four to seven days or do not want to wait until receipt of the temporary password, contact the Federal Reserve Bank of Richmond at (804) 697-8384.