



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240



In Reply Refer To:  
FWS/AWSFR/FAPO

**JUN 23 2011**

Dear Grant/Cooperative Agreement Recipient:

The Department of the Interior (DOI) is requiring the U.S. Fish and Wildlife Service (FWS) to begin using a new Financial and Business Management System (FBMS) on November 7, 2011. As a result, there are two important changes to your FWS financial assistance awards.

First, if you are not an individual, the Office of Management and Budget (OMB) requires you to have a Data Universal Numbering System (DUNS) number. Also, you are required to maintain current registration in the Central Contractor Registry (CCR).

Duns and Bradstreet issues the DUNS number to federal grant applicants free of charge online at <http://fedgov.dnb.com/webform>.

CCR is the primary registrant database for the U.S. Federal Government. You can register in CCR or obtain additional CCR information online at <https://www.bpn.gov/ccr/default.aspx>.

Second, the way you are paid will change. FWS will begin using the Department of the Treasury's Automated Standard Application for Payments (ASAP) for all grants and cooperative agreements. ASAP is an online payment system. As a recipient organization, you will go on-line to request payment from accounts pre-authorized by FWS.

DOI requires all recipients of financial assistance to use ASAP. Some recipients may request a waiver of this requirement. For example, if you are an individual and using ASAP would be a hardship for you, you may be waived from using ASAP and continue to be paid through the current manual process if you meet specific requirements. If you are applying for an ASAP waiver, please do not complete the ASAP.GOV Participation Request form. Instead, complete the ASAP Waiver Request form. Be sure to indicate the applicable condition for the waiver.

FWS will begin using ASAP on November 18, 2011.

ASAP requires a one-time enrollment process. FWS begins the enrollment by entering your organization's information. As a result, you will need to complete and return the enclosed *ASAP.GOV Participation Request* by fax to (703) 358-2160 or email to [ASAPenrollment@fws.gov](mailto:ASAPenrollment@fws.gov) no later than **Monday July 18, 2011**. The form is also available at: [www.fws.gov/fbms](http://www.fws.gov/fbms).



If your organization is already participating in ASAP for another federal agency, you will still need to provide this information to FWS and indicate your ASAP ID. After FWS verifies your enrollment, you will enter your bank account information into ASAP. When completed, your FWS awards will be connected to your current ASAP account.

Once FWS begins your ASAP enrollment, ASAP will send you an email telling you to login and complete the enrollment process. Please complete the ASAP enrollment process by **Monday, October 3, 2011**. If you do not complete your enrollment in the ASAP System by October 3, 2011, your payments will be delayed. Enclosed is more detailed information about the enrollment process.

After we begin using FBMS, your Program Officer will notify you of changes to your grant or cooperative agreement number. These changes will only affect the grant or cooperative agreement number, not any terms or conditions.

If you have any questions or concerns, please contact the FWS ASAP Enrollment Help Desk at (703) 358-1890 or your FWS grant/cooperative agreement point of contact.

Sincerely,

A handwritten signature in black ink that reads "Hannibal Bolton". The signature is written in a cursive style.

Assistant Director  
Wildlife and Sport Fish Restoration Program

Enclosed:  
ASAP.GOV Participation Request  
Appendix