

Payments to U.S. Grant Recipients

Enroll

U.S. Fish and Wildlife Service (FWS) grants to U.S. recipients are paid through U.S. Treasury's Automated Standard Application for Payments (ASAP). ASAP is a Federal-wide system. State and local governments, non-profits, universities, as well as some individuals are already using the system to draw funds for awards received through other Federal agencies.

ASAP:

- Eliminates the requirement for SF-270, Request for Advance or Reimbursement, or SF-271, Outlay Report and Request for Reimbursement for Construction Programs;
- Makes funds available to recipients so they reduce the time between doing the work and getting paid for it; and
- Is available to anyone who has access to a computer with Internet service

For you to receive your payments on time, you must:

- Have a Data Universal Numbering System (DUNS). You do not need a DUNS number if you are an individual who is not connected to a business you own or operate. Dun and Bradstreet issues the DUNS number to federal grant applicants free of charge online at <http://fedgov.dnb.com/webform>.
- Have an active registration in the Central Contractor Registry (CCR). If you are receiving funds as an individual not operating as a business, you are not required to register in CCR. You can register in CCR or obtain additional CCR information online at <https://www.bpn.gov/ccr/default.aspx>.
- Complete and send the [ASAP.Gov Participation Form](#) to us. If you have an existing account with another Federal agency, please indicate your ASAP ID on the form. You will receive further instructions as soon as we initiate your ASAP enrollment.

When completed, send an electronic copy of your ASAP enrollment form to your FWS Grant Officer via email.

If you are unable to use an electronic payment management system such as ASAP, please contact your FWS Grant Officer to initiate a waiver request.

After you submit your ASAP.gov Participation Form to FWS, our ASAP team will initiate your enrollment. The ASAP.gov system will send an email to you containing your ASAP User ID and notify you that your password will be mailed to you.

If your organization is already enrolled, your Point of Contact will receive an email informing him/her that FWS has initiated enrollment and your Financial Officer will receive an email instructing him/her to link existing banking information to the FWS Agency Locator Code in ASAP.gov.

Once you have received your password, your organization's Point of Contact (POC) must log onto ASAP.gov and confirm him/herself as POC and identify the Head of Organization (HOO), Authorizing Official (AO), and Financial Officer (FO).

When POC completes identification of officials, the ASAP.gov system sends email to the HOO containing ASAP User ID and notification that password will be mailed to HOO. Once the HOO receives the password, he or she must log on to ASAP.gov and approve the officials identified by the POC.

When the HOO completes approval of the officials, the ASAP.gov system sends emails to the AO and FO containing their User IDs and notification that passwords will be mailed to them. Once they have received their passwords they must log into ASAP.gov and complete these actions:

- FO enters organization's banking information;
- AO defines recipient organization information and adds new users assigned as Payment Requestors and other roles.

Then enrollment is complete. It takes the U.S. Treasury up to 10 business days to validate your bank information. Only after this validation period can we deposit grant funds to your ASAP account.