# ASAP PRESENTATION BUREAU OF INDIAN AFFAIRS ANCHORAGE, AK 2019

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Automated Standard Application for Payments (ASAP) is a centralized all-electronic payment and information system

In Fiscal Year (FY) 2012, the Bureau of Indian Affairs (BIA) changed its financial system from the Federal Financial Systems (FFS) to the Financial and Business Management System (FBMS).

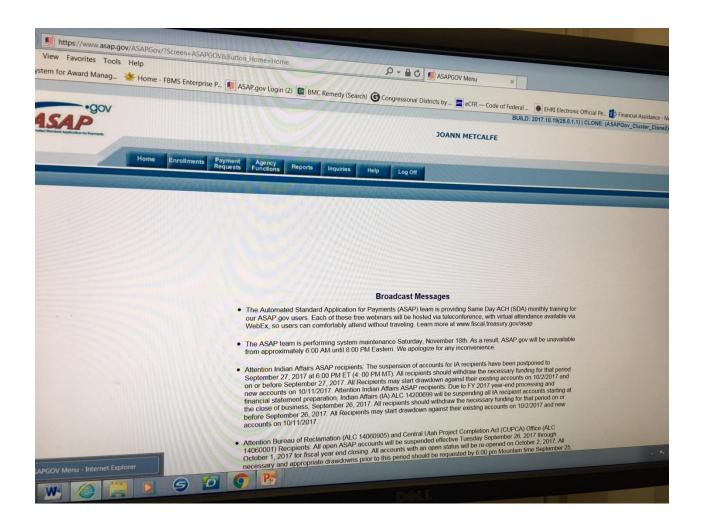
Allows grantee organizations to draw from accounts pre-authorized by federal agencies

Highly Secure and 508 compliant

Internet Based and User-Friendly

Similar to Internet-Based Home Banking or Bill Payment Technology

#### FIRST SCREEN YOU WILL SEE



### IMPORTANCE OF WWW.SAM.GOV

For you to receive your ASAP payments, you must:

Have a Data Universal Numbering System (DUNS) and keep it active. If it expires the BIA will suspend your funds.

Vendors are responsible for maintaining an active registration in SAM (see handbook online at <u>www.sam.gov</u>).

To update an active status, the vendor must log into their account yearly at <a href="https://www.sam.gov">www.sam.gov</a> and renew/update their registration

If you have problems updating, SAM Help Desk which is the Federal Service desk can be contacted at <u>www.fsd.gov</u> or via calling 1-866 606 8220 (free service).

If the DUNS number is not found in SAM, it can mean one of two things.

- 1. You have not registered with DUNS and Bradstreet. If this is the case, contact DUNS and Bradstreet to obtain one, and register it at <u>www.sam.gov</u>.
- 2. You have a DUNS number but it expired: If this is the case, start the re-activation process at <u>www.sam.gov</u>.

## WHY IS YOUR REGISTRATION IN <u>WWW.SAM.GOV</u> IMPORTANT

#### **DUNS number in SAM and ASAP must match!!!**

If DUNS number in SAM does not match your ASAP DUNS, and you want to use the one in SAM, you must file a form with ASAP to change your DUNS. The ASAP contact will assist you with this process.

Tribe/school/vendor fills out and signs form, submits to BIA ASAP contact or to ASAP. Once accepted, email verification is received by IA, and sent to PMO to change on vendor table. A Help Desk ticket will add any accounts to that DUNS number which is handled internally at the BIA.

If DUNS in ASAP is the one you want to use, go into SAM and correct the DUNS to match.

### ASAP ENROLLMENT FORM

*					d Application for Payments (ASAP) enrollment process. Fields marked with * are nt. If applying for an ASAP Waiver, please only complete the ASAP Waiver				
Section 1: Organization Information									
Provide the recipient organization's information	tion.								
Is your organization enrolled in ASAP for an	nother	Federal	Agency	/? OY	Yes ONo				
If yes, provide your Organization Recipient	ID:								
*Organization Name			DUNS Digits		*TIN/EIN (Nine Digits)				
Section 2: Point of Contact Information									
List contact information for the individual re	esponsi	ble for 1	receivin	g ASA	AP communications				
Name:		ïr Middle *j m Initial		*Las	Last Name				
Title:									
Address:	+								
	*Mail	ing Add	lress						
	*City		*S te	'ta *	Zip Code				
Contact									
Information:	*Ema	il		*	Phone Number				
Section 3: Organization Type									
*Choose the category that most appropriatel	y desci	ibes the	e recipie	ent org	anization.				
OFinancial Institution		0	State A	.gency					
OFor-Profit			Univers						
OFor-Profit ONon-Profit				OUniversity / College-State					
OLocal Government				OOther Educational Organization					
OIndian Tribal Organization									
Section 4: Submission Information									
Submit via Fax:	Fax completed request to (703) 390-6333								
Submit via Email: Email				l completed request to jo.metcalfe@bia.gov,					
	М	ail a har	rd copy	of the	competed response to:				
		S. Bure							
Submit via Mail:	Attn: ASAP Enrollment								
	12	220 Su	nrise Va	alley					
	Re	eston, V	A 2019	1					
For questions, contact the BIA at jo.metcalf	e@bia.	<u>gov</u> ,							

# WHAT HAPPENS NEXT?

- On the same day IA enrolls a recipient, ASAP/Treasury sends an automated email to the recipient's Point-of-Contact to review all their user information, It is important the POC reviews all information submitted to Treasury and accepts or makes necessary changes. This email also gives them a User ID (print and save) and they are told their password will arrive within 10 business days by US Mail. If this does not happen, please call the ASAP contact at BIA for assistance.
- Recipients Log into the system with their User ID and password and complete enrollment per their assigned role.
- Each appointed role has 30 days to complete their task to move toward completion of the enrollment. On the 31ST day the process must be started all over again until every role has done their job, or they will be deleted by Treasury.
- When the recipient completes the enrollment process, they are considered "ASAP Active". However, at this point it takes 7-10 business days while Treasury verifies banking information; before awards are loaded to their ASAP account.

### ASAP – KEY ROLES

Head of Organization approves the officials identified by the Point of Contact.

Authorizing Official confirms the recipient organization's information and identifies the users (Payment Requestor or Inquirer) who need access to the ASAP.gov application.

Financial Official enters the bank account information for the recipient organization. (Instructions sent with enrollment).

Payment requestor draws down payments.

ASAP notifies the Federal Agency that the organization enrollment has been completed and the BIA can create and fund accounts.

## WHAT HAPPENS IF ALL THE ASAP USERS LEAVE? Request this form

#### ASAP OFFICIALS AUTHORIZATION FORM

Organization Name:	Effective date:
	A SAP ID
Organization (HOO). The POC can add is the responsibility of the Point of Cont Organization and another Point of Cont.	is responsible for inputting, updating or deleting, the officials designated by the Head of and modify officials at any point during or following an organization's enrollment process. It act to define the Authorizing Official and Financial Official A Re-delegated Head of act can also be defined. Once entered and approved by the HOO, the officials are assigned a all and a tempor ary password in ASAP.GOV's access control system which is sent via regular
POINT OF CONTACT - (This is amanda	my role)
NAME (RASS PRINT OR TYPE)	TELEPHONE NUMBER.
	E-MAIL
	flue top management official who establishes flue antiburity for the organization to use

The Head Of Organization (HOO) is the top management difical who establishes the authority for the organization to use. ASAP. The HOO does not have to be the CED or President of the organization but can be the Manager or Supervisor of a section. The Head of Organization is the top management official who establishes the authority for Organization to use ASAP.gov. This is done by approving the Authorizing Official and Financial Official and, if entered by the POC, the Re- de k goted He ad of Organization. The HOO can also add or modify officials when the organization is pending enrollment. Once an organization is enrolled, the HOO can any approve officials.

1) HEAD OF OR GANIZATION - (This is a mandatory role)				
NAME (REASE PRINT OF TYPE)	SISNA TURE			
TITLE	TELEPHONE NOMBER.			
E-MAIL	ADD REVORE RENEWAL			

Sincerely,

Print Name Title/Position

## HOW TO COMPLETE THE ASAP OFFICIALS **AUTHORIZATION FORM**

#### "PLEASE TYPE OR PRINT LEGIBLY ON THE FORM."

#### READ CAREFULLY TO COMPLETE THE ASAP OFFICIALS AUTHORIZATION FORM:

The ASAP Officials Authorization Form is used by **existing** organizations in ASAP for designating officials within the organization when the ASAP users leave. This form must be completed on your Organization's official letterhead. If unable to align and print this form on your letter head, then on a blank letter head, type the following statement, "See Attached Authorization Form". State: We no longer have a Point of Contact in ASAP and need to submit the name of XXXX as an ASAP User. The Head of Organization must sign at the bottom of the form (if they are still there). If not, use the same name in both boxes for the POC and the HO. Sign and date the memo, please.

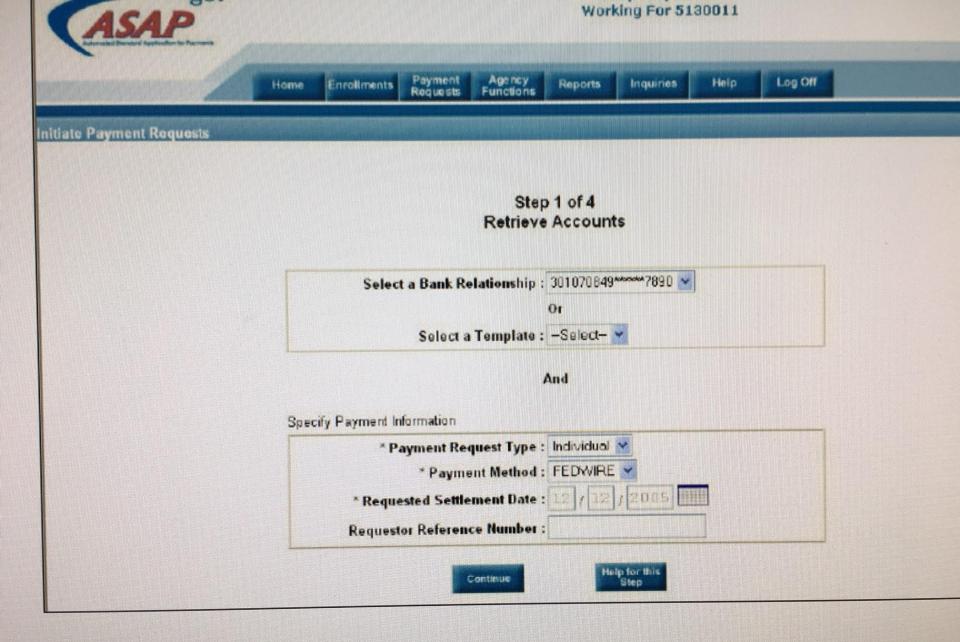
- Submitting Completed Forms and requesting additional information
- Submit the completed and signed form/memo to the BIA ASAP contact by email or ٠ fax or to the following address: Financial Management Service, Kansas City Financial Center, Attn: ASAP Customer Support Staff, P. O. Box 12599–0599, Kansas City, MO 64117-0599. For questions call ASAP Customer Support at (855) 868-0151. PRESS 2 THEN PRESS 3.

#### HOW ARE FUNDS MADE AVAILABLE IN ASAP

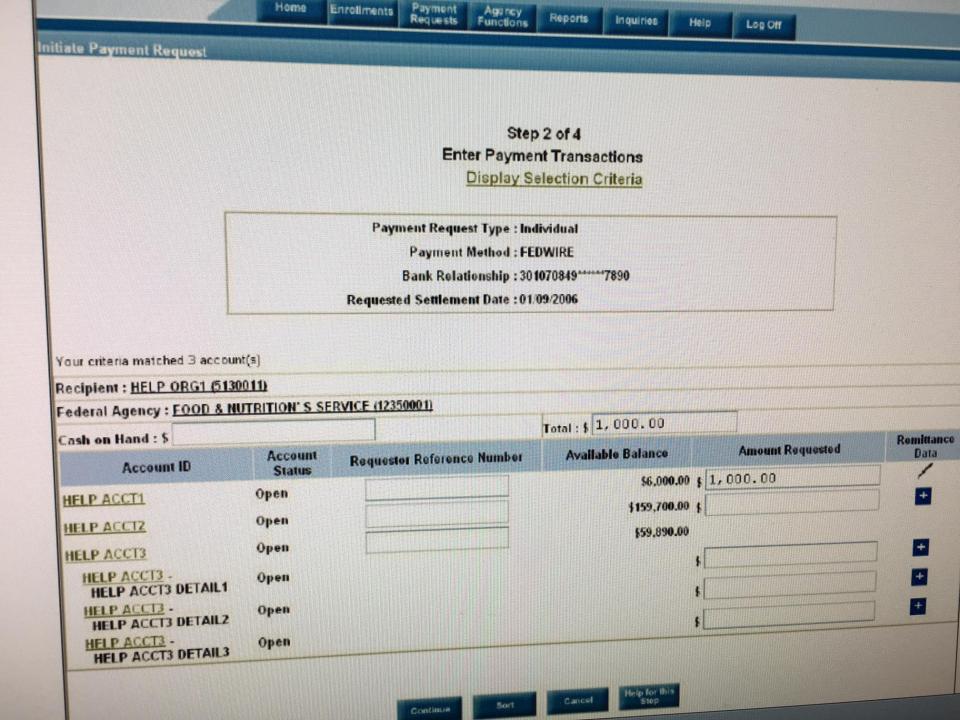
When the Payment method is ASAP, obligated funds are interfaced to Treasury's ASAP system Award is released in PRISM: Creates obligation in SAP IF88 outbound interface creates account and posts obligations as authorizations ASAP (Internal at the BIA) Interface sends award #, line number and last 4 digits of WBS as account number to ASAP (Internal at the BIA) Certifying Official certifies funds in ASAP (Internal at the BIA) Funds are available for drawdown by recipient

# HOW TO DRAW DOWN FUNDS

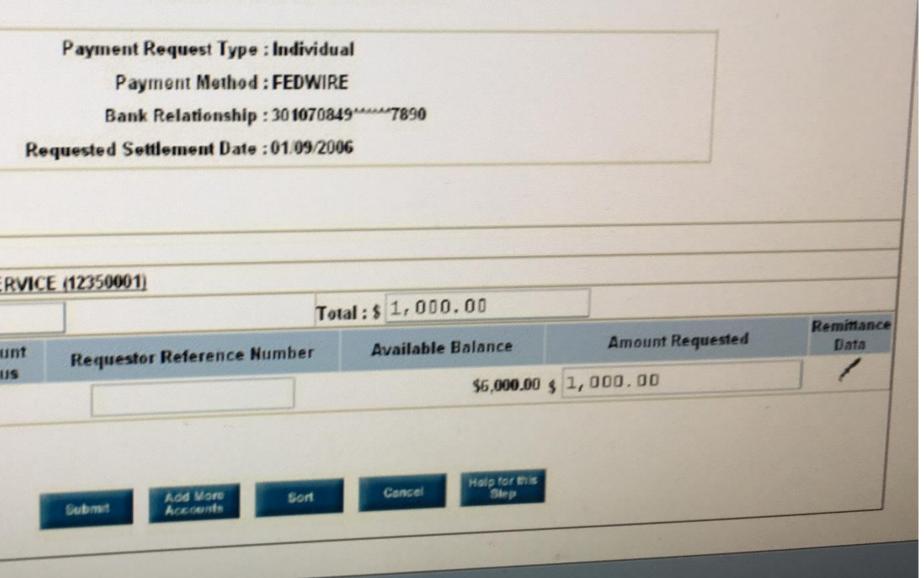
- Initiating Payments in ASAP
- When a Payment Requestor wants to request payments in ASAP
- The Payment Requestor logs onto ASAP using their ID and password.
- Payment Requestor hovers over the Payment Requests Tab.
- Payment Requestor Selects "Initiate Payment Requests" from the drop down menu.
- Recipient must know the following to proceed
  - 1.BIA's Agency Locator Code 14200699
  - 2. Recipient's ASAP ID
  - 3.Account ID Number/award followed by Line Number
  - (for example only: A19AV0001-0001)
  - 4. Recipient must choose individual payment/never summary payment
  - 5. Choose the following day's date-never the same date for settlement
  - 6.Follow the steps –fill in amount requesting and submit your request; confirmation occurs



#### ions for this Step



#### Step 3 of 4 Review Payment Transactions



## RESEARCHING and TROUBLESHOOTING TYPICAL ASAP SCENARIOS

You are enrolled in ASAP with another Department of Interior Bureau, but not with the Bureau of Indian Affairs.

You have an ASAP account with another federal bureau, but you must enroll with the U.S. Bureau of Indian Affairs, too, and list your ASAP ID on the ASAP.Gov Participation Request Form.

Award was made, but the recipient is not enrolled and can not access ASAP

Alt Payee accounts established in FFS did not have DUNS or TINS associated to the primary account (BIA corrects this)

If the DUNS number is not found in SAM, it can mean several things.

ASAP recognized these Alt Payee accounts as separate accounts not registered in ASAP.

Awards may have missing DUNS numbers

## RESEARCHING and TROUBLESHOOTING (CONTINUED)

- Incorrect DUNS numbers registered in ASAP
- Your DUNS number has expired in www.sam.gov
- Awards may have missing ASAP Recipient ID
- Bank data errors; linking banking information, changed banks or account numbers-changing bank account will keep you out of the system for about 5-10 days
- If a bank data error exists, the Certifying Officers or ASAP contact notifies the ASAP Account Maintainers about the error, holds the account, keeps trying to certify the award, pending confirmation of a completed enrollment or a change in banking information.
- If you are not able to see your awards or the amount of award is incorrect; please contact your awarding official or the ASAP contact to begin the review why they are not in your ASAP account or the amount of money differs.
- You are having trouble accessing your ASAP account
- You may need additional help with drawing down funds

## **RETURNING ASAP FUNDS**

### ONLY ASAP FUNDS THAT WERE DRAWN DOWN IN ASAP CAN BE RETURNED TO ASAP

- If Financial Assistance funds were drawn down prior to February 2013, and funds were <u>not</u> originally dispersed by ASAP, funds cannot be returned by the ASAP process.
- Or the obligated award was granted to incorrect elements of an account assignment such as an incorrect cost/fund center, incorrect functional area, or an ASAP ID tied to a vendor code in SAP that belongs to another recipient
- Or, the recipient drew down too much funding, or received double funds" from one award line as a result of a manual payment

# REASONS YOU MIGHT BE ASKED TO RETURN ASAP FUNDS

- If an ASAP ID tied to a vendor code in SAP was incorrectly used that belongs to another recipient/the tribe received the wrong tribe's funds
- If the award was granted to incorrect elements of an account assignment such as an incorrect cost/fund center, incorrect functional area
- Or, the recipient drew down too much funding, or received double funds" from one award line as a result of a manual payment

## **RETURNING FUNDS IN ASAP**

 To account for Financial Assistance funds, the funds must be returned through the same ASAP system from which they were drawn down. If these returned funds are returned by check to the BIA, or to IBC, these checks/funds will be marked as void and returned to the program office with instructions to contact Jo Ann Metcalfe for assistance in processing the return of funds through the ASAP system.

# RETURNING FUNDS IN LESS THAN 32 DAYS FROM DRAW DOWN:

- The Return ACH Payment feature allows the Payment Requestor to initiate an ACH Debit to their bank account to return an ACH payment made within the last 32 days online at
- www.ASAP.gov. The ACH Debit can be for the full or partial amount of the payment. By initiating an ACH Debit, the Payment Requestor will be requesting the U.S. Treasury Department to initiate an ACH debit against the bank account to which the original payment was sent. This feature will not allow a second ACH Debit to be initiated against the same payment.

## **RETURNING FUNDS MORE THAN 32 DAYS OLD:**

- If the drawn down date is <u>more than 32 days</u>, ASAP requires the recipient to fill out
- *Making Adjustments and Returning Funds to ASAP* (FUNDS TYPECODE 1000 AND 1002 FORMAT FOR RETURNING FUNDS TO ASAP).
- This form will be given to the recipients' financial institution and requires detailed information which includes the routing number for ASAP which is 051036803. When the bank looks for this routing number, please tell them their wireroom has to manually input the routing number and override the software as it is a Treasury Routing Number which is accurate.

## FORM USED TO GIVE TO THE BANK'S WIRE ROOM

#### FUNDS TYPECODE 1000 and 1002 FORMAT FOR RETURNING FUNDS TO ASAP

Insert Payment data for the Return and give this page to Financial Institution:

A LOCAL DR.	Field Tag / Element	Data Element Name	Field Length	Data Element Value	
	(3400) /01	Receiver ABA Number	9	051036803	
	{3400} /02	Receiver Short Name	13	ASAP FRB RICH	
	{3600}	Business Function	3	CTR	
	{4200} /01	Beneficiary ID Code	1	N	
*	{4200} /02	Agency Location Code (ALC)	8		
*	{4200} /02	Region Code	2		
*	{4200}/03 Recipient Organization ID		7		
*	{4200} /03		1		
*	{4200} /03	Account ID	20		
	{4200} /04	Beneficiary Name	10		
	{5000} /01	Originator 1D Code *	1	D	
*	{5000} <i>1</i> 02	Account Number	17*	-	
	{5000} /03	Originator's Name	35		
	(5000) /04	Originator's Address - Line 1	35		
	(5000) /05	Originator's Address - Line 2	35		
	{5000} /06	Originator's Address - Line 3	35		

# **STRINGENT COMPLIANCE**

Because government grants are funded by tax dollars, they require stringent compliance and reporting measures for ensuring the money is wellspent.

Grants from the federal government are authorized and appropriated through bills passed by Congress and signed by the president. Grant authority varies among agencies.

#### WHAT IS REQUIRED IF THIS IS NOT A 638 GRANT

#### THERE ARE TWO SETS OF REPORTS: NARRATIVE REPORT AND FINANCIAL SF425 REPORT

#### NARRATIVE PERFORMANCE REPORTS

The Recipient <u>must</u> submit quarterly performance reports to the Bureau Grant Officer pursuant to 2 C.F.R. § 200.328.

The quarterly reports shall, at a minimum, include the following:

A comparison of actual accomplishments of the Scope of Project established for the period, (What did you do for this quarter- hire a consultant, begin your project)?

The reasons for slippage if established objectives were not met;

Additional information including, when appropriate, analysis and explanation of cost overruns or high unit costs; and

Detailed performance information on the activities conducted.

## **REPORTING CONTINUED**

The Recipient <u>must</u> submit quarterly SF425 reports to the Bureau Grant Officer pursuant to 2 C.F.R. § 200.327.

The quarterly reports shall, at a minimum, include the following: AMOUNT OF FUNDS AWARDED/AMPOUNT OF FUNDS DISPERSED/TOTAL REMAINING THE NAME OF THE TRIBE OR RECIPIENT THE AWARD NUMBER THE QUARTER NUMBER FOR WHICH THIS IS BEING SENT

ALL REPORTS- BOTH NARRATIVE AND SF425'S ARE DUE 30 DAYS FOLLOWING EACH QUARTER AND A FINAL REPORT IS DUE 90 DAYS FOLLOWING THE END OF YOUR PERIOD OF PERFORMANCE.

# **FINANCIAL ASSISTANCE & ASAP**

- Managing your financial assistance awards
- Why is ASAP a good tool to help with your FA awards
- How can you use ASAP to track your FA awards
- What if you can not find your award in ASAP
- How do you run reports in ASAP

## **TREASURY ASAP CONTACT INFORMATION**

- Richmond Federal Reserve Bank, 804/697-8384
- RFC's Day-to-Day Operational Support
  - Kansas City 855/868-0151, Press 2, then Press 3
  - Last Name and Email Address Changes
  - ASAP Password Resets
- FMS ASAP General Information and Program Updates
  - http://www.fms.treas.gov/asap

### **BIA ASAP CONTACT INFORMATION**

- Michelle McCormick Self-Determination Officer (612-725-4588) CST <u>michelle.mccormick@bia.gov</u>
- Roya Tavakoli
   Systems Accountant
   (703 390 6565) EST
   roya.tavakoli@bia.gov
- Jo Ann Metcalfe
   ASAP Grant's Contact
   (703 390 6410) EST
   jo.metcalfe@bia.gov

# User Questions Open Forum and Wrap-up

