FACT SHEET
Broadband Technology Opportunities Program
Automated Standard Application for Payment (ASAP) Registration Process

Overview

All Broadband Technology Opportunities Program (BTOP) payments to award recipients will be made through electronic funds transfers using the U.S. Department of Treasury's Automated Standard Application for Payments (ASAP) system. Recipients are required to enroll in the ASAP system in order to draw down these funds. Failure to enroll will mean grant funds are not accessible.

If a recipient has an ASAP account, it is required to provide its seven-digit ASAP account number to its Grants Officer and Federal Program Officer (FPO). If a recipient does not yet have an ASAP account and needs to enroll, it should complete the two-step enrollment process outlined below as soon as possible.

ASAP Enrollment: Step One

BTOP grants are awarded by one of two Grants Offices. The recipient must know its correct grants office before beginning enrollment. The National Oceanic and Atmospheric Administration (NOAA) serves as Grants Office for Infrastructure recipients, and the National Institute of Standards and Technology (NIST) is the Grants Office assigned to Sustainable Broadband Adoption (SBA) and Public Computing Center (PCC) recipients.

Comprehensive Community Infrastructure (CCI) and infrastructure recipients must e-mail the following grant information to ASAP.Inquiries_Enrollment@noaa.gov. SBA and PCC recipients must e-mail the following information to ASAP.enrollment@nist.gov:

- Name of Organization
- Type of Organization
- Address
- Point of Contact
- Title of Contact
- Point of Contact's Email Address
- Phone Number
- Fax Number
- EIN # (Employee Identification Number)
- DUNS # (Data Universal Numbering System)

ASAP Enrollment: Step Two

Step Two of the ASAP enrollment process consists of five sub-parts. The table below outlines this process. The government is responsible for Parts A, D, and E. Recipients are responsible for Parts B and C.

Parts	Course of Action	Responsibility	Due Date
Part A	Enrollment official enters information collected in Step One into ASAP.	NIST and NOAA	■ Five days after Step One is completed.
Part B	Recipient receives e-mail confirmation from ASAP along with User ID/User Name immediately after entering the data. Within seven days, the recipient will receive a password via U.S. mail.	Recipient	■ N/A

Part C	Recipient logs in using User ID and password and identifies the organization officials:
	
	■ Head of Organization (HOO)
	  • HOO will designate Authorizing Official (AO) and Financial Official (FO) designees.
	■ Authorizing Official
	  • AO defines the Recipient Organization (RO) profile
	  • AO identifies the RO users (i.e., payment requestor).
	■ Financial Official
	  • FO defines the banking information and links to the NTIA Agency Location Code (ALC) (13060001) and Region Code (02).
	  • FO certifies and signs banking information form.
	
	All officials will receive their individual User IDs via email and their passwords via U.S. mail within seven days. Recipient enrollment steps are complete when AO and FO designees are approved and banking information is certified and submitted. Failure to comply with these steps could subject the award to a change in the method of payment to reimbursement only.
		Recipient	■ Initiate recipient enrollment within ten days of ASAP Notification Registration.
			
			■ HOO designates AO and FO.
			
			■ AO and FO complete their steps within five days of designation.

Part D	■ ASAP generates e-mail within 24 hours notifying NIST or NOAA enrollment official that enrollment is complete. ■ The NIST or NOAA Enrollment Official notifies NIST Finance Office via e-mail that enrollment is complete.	NIST and NOAA	■ One day after enrollment is complete.
Part E	■ After receiving confirmation that recipient has executed its CD-450 BTOP Award, the NIST Finance Office obligates,	NIST	■ Within 14 days.

Parts	Course of Action	Responsibility	Due Date
	authorizes, and certifies funds, and confirms interface with ASAP.gov is complete. This may take up to 14 days to complete. ■ The NIST Grants Office will notify all three officials for PCC and SBA projects via e-mail when funds are available for draw down. ■ The NOAA Grants Office will notify all three officials for CCI and Infrastructure projects when funds are available for draw down.		

Additional Resources

For additional information and guidance on ASAP, please refer to the following sites:

■ https://www.asap.gov

■ www.fms.treas.gov/asap/

■ www.fms.treas.gov/asap/background.html

The ASAP Support Hotline is (804) 697-8384. For regional office contact numbers, please refer to the table below. Recipients should call the center based in the same time zone as their place of business.

Regional Financial Center	Time Zone	Phone Number	Business Hours	Mailing Address
Philadelphia	Eastern	(215) 516-8021	7:30 a.m. - 4:00 p.m.	P.O. Box 8676 Philadelphia, PA 19115-6317
Kansas City	Central	(816) 414-2100	7:30 a.m. - 4:00 p.m.	P.O. Box 12599-0599 Kansas City, MO 64116-0599
San Francisco	Pacific or Mountain	(510) 594-7182	7:30 a.m. - 4:00 p.m.	P.O. Box 193858 San Francisco, CA 94119-3858

■ CCI and Infrastructure recipients may also contact individuals supporting ASAP enrollment in the NOAA Grants Office: Darius Porter: (301) 585-1332 or Darius.Porter@noaa.gov; Heather Cooper: (301) 713-0922 x 106 or Heather.Cooper@noaa.gov.

■ PCC and SBA recipients may also contact the individual supporting ASAP enrollment in the NIST Grants Office: Jannet Cancino: (301) 975-6544 or jannet.cancino@nist.gov