



Welcome

Welcome to the USDA Farm to School Grant Program. As a new grantee, you will need to complete the seven action items listed below. The following checklist and corresponding instructions will help you complete the new grantee enrollment process.

For questions related to the enrollment process, please contact your assigned Grants Officer:

Implementation Grants: **Dawn Addison**, 703-305-2450, Dawn.Addison@usda.gov *Planning Grants:* **Kimberly Shields**, 703-305-2760, Kimberly.Shields@usda.gov
State Agency Grants: **Kimberly Shields**, 703-305-2760, Kimberly.Shields@usda.gov

Farm to School New Grantee Checklist

Item	Task	Complete (Y/N)
1	Review project Terms and Conditions	
2	Review, sign and submit Grant/Cooperative Agreement (FNS-529) via email to the Grant Officer.	
3	Complete the ASAP form with the Award packet and return via email to your designated Grant Officer.	
4	Also, register for ASAP (administered by US Treasury) online at www.asap.gov	
5	Obtain Level 2 E-Authentication (*Must have this prior to requesting FPRS Access). Do this as soon as possible as it can take several days to complete.	
6	Register for the Food Program Reporting System (FPRS)-for submission of the Federal Financial reports	
7	Register and attend the ASAP New User Trainings: Date:	

Farm to School New Grantee Checklist Instructions

- 1) Review your project Terms and Conditions
 - a. This document was included in the email containing award documents.
 - b. Direct questions to the assigned project Grant Officer listed above.

- 2) Review and sign your **Grant/Cooperative Agreement (FNS-529)**
 - a. This document was included in the email containing your award documents.
 - b. Submit signed and scanned copy via email to your assigned grants officer.
 - c. Direct questions to your assigned grants officer.

- 3) Submit **ASAP** registration form to your assigned grants officer.
 - a. This document was included in the email containing your award documents.
 - b. USDA will submit this to the U.S. Treasury and the listed financial point of contact (POC) will receive an email with further instructions for completing the registration. It is imperative that the POC for *your* agency listed on the form completes the registration in a timely manner for ASAP. This will ensure that your agency has access to their Federal Funds.

- 4) Obtain **Level 2 E-Authentication.**
 - a. Three step process:
 1. Complete online application at <https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=2>. You will receive a confirmation email with instructions on next steps.
 2. In confirmation email, click #2) Activate My Account and follow the instructions. Once you complete this step, you will have Level 1 access.
 3. Once you have activated your Level 1 account, you should be able to upgrade your account to Level 2 online. Go back to the [E-authentication page](#) and click the button on the left to “Update Your Account.”
 - I. If you can answer the series of security questions online, you can complete the process here.
 - II. If you are unable to complete your Level 2 registration online, you will need to take your government issued picture ID (e.g. state driver’s license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. To find the nearest LRA location, go to:
<http://offices.sc.egov.usda.gov/locator/app?type=lra>.
 - b. For technical assistance, call the E-Authentication helpdesk at **(800) 457-3642**

- 5) Register for the **Food Program Reporting System (FPRS)**

****NOTE:** *Must have Level 2 E-Authentication before completing FPRS registration*

- a. Submit the signed User Access Request Form (FNS-674) via email to tim.kreh@usda.gov and CC your assigned grant officer.
 - i. User Access Request Form (FNS-674) is attached to the follow up onboarding webinar.
 - ii. Detailed instructions on how to complete this form is found near the end of this document.
 - iii. Once the paperwork is processed, you will receive an email indicating FPRS access has been granted for the person(s) listed on the FNS-674.
- b. Any questions on technical assistance involving registration should also be directed to Mr. Kreh and your assigned grant officer.
- c. If you have already submitted your FNS-674 and need technical assistance on accessing your financial report or logging into FPRS, email FPRS.Access@usda.gov and tim.kreh@usda.gov and CC your Grants Officer.

6) Register for **Automated Standard Application for Payments (ASAP)** virtual trainings on the [Treasury webpage](#):

- a. **How ASAP.gov Recipients Enroll:** 07/22/2020, 1:00 - 2:30 PM ET & 07/29/2020, 3:00 - 4:30 PM ET
 - b. **New User Training for Recipient Organizations (How to Use ASAP):** 09/23/2020, 1:00 - 2:30 PM ET & 09/30/2020, 3:00 - 4:30 PM ET
- Contact for Trainings: Cornell.Webb@fiscal.treasury.gov

Definition: Online System Information

1) Food Program Reporting System (FPRS) – pronounced ‘fippers’

Purpose: All Farm to School grantees submit financial reports using Standard Form (SF)-425.

Administrator: Food Nutrition Service (FNS)

Myth buster: FPRS is NOT used to draw down funds. See ASAP.

2) Automated Standard Application for Payment (ASAP) – pronounced ‘a-sap’

Purpose: Grantees use ASAP to draw down awarded grant funds. See your terms and conditions for guidelines on withdrawing funds.

Administrator: US Treasury

Myth buster: ASAP is NOT connected to FPRS; they are two separate systems that do not share information.

FPRS Registration Form (FNS-674) – Line by line instructions

Item	Item Description
Box 1:	Required - Basic contact information
Box 2:	Required - Basic contact information
Box 3:	Required – current date
Box 4:	Required - Basic contact information
Box 5:	Required - All grantees must have Level 2 E-Authentication. Enter your e-auth user ID. See instructions found above in step 4 to secure level 2 E-Authentication.
Box 6:	Required – See form instructions. Insert “State” for state agencies and “Other” for all others.
Box 7:	Required - Enter applicant phone number
Box 8:	Enter N/A
Box 9:	Enter N/A
Box 10:	Grantee organization name, e.g. Local town Public Schools
Box 11:	Enter N/A
Box 12:	Enter N/A
Box 13:	Leave blank–This will be filled out by USDA.
Box 14:	Enter FPRS
Box 15:	This will be data entry or certification . If the person requesting access will be responsible for <i>both</i> data entry and certification simply enter “Certification.” Entering “certification” will automatically give the user access to data entry. If there is a person for each action, then two forms will need to be submitted and the appropriate action entered here.
Box 16:	If you are new to FPRS enter Add . If you already have access to FPRS then you should enter Modify .

Item	Item Description
Box 17:	Leave this field blank unless you are an existing FPRS user and know what your code is. Otherwise, FPRS staff will fill this in for you.
Box 18:	Program is the grant program you are applying for access to; FPRS uses a code for each program, which you will need to enter here (Farm to School programs are CN-F2S-IMPL, CN-F2S-TRAIN, or CN-F2S-PLAN; please check with your grants officer if you do not know the FPRS name). The Form you need to list in this field is the SF-425. An <i>example</i> of how to fill out this field would be: SF-425 for CN-F2S-IMPL.

Box 19: Leave blank (*Agency use only*)

Box 20: Enter your grant agreement number and the name of your grant.
Your grant agreement number is at the top of your grant agreement (FNS-529) in Box 1. If you are not sure, please check with your grant officer.

Box 21: Enter name and date, sign and print.

Box 22: Please be sure to have your supervisor fill in and sign section 24a. If you do not have a supervisor (i.e., you are the Executive Director or something similar for your organization), please state that in the body of the email when you submit it to FNS.

Boxes 23-26: Leave blank (*Agency use only*)

ASAP.gov Information Request Form

Please provide the information requested below so that we may begin the ASAP enrollment process for your organization. Please email this request along with your completed FNS-529 Grant/Cooperative Agreement (FNS-529) to your assigned grant officer.

1. EIN Number: [Click here to enter text.](#)

2. DUNS Number: [Click here to enter text.](#)

3. Organization Type: [Click here to enter text.](#)

4. Point of Contact (POC): This person will be your organization's point of contact (POC) for the US Treasury and responsible for overseeing the ASAP registration process. The POC will receive several emails from the US Treasury with an ASAP account username and instructions to complete the registration by identifying organization officials, e.g. Head of Organization, Authorizing official, funds requester, etc.

The POC will also receive a system account password through the U.S. Postal Service.

I. First Name [Click here to enter text.](#)

II. Last Name [Click here to enter text.](#)

III. Organization Name [Click here to enter text.](#)

IV. Address [Click here to enter text.](#)

V. City [Click here to enter text.](#)

VI. State [Click here to enter text.](#)

VII. Zip Code (+4) [Click here to enter text.](#)

VIII. Phone Number [Click here to enter text.](#)