



USDA Farm to School New Grantee Checklist

Welcome to the USDA Farm to School Grant Program. As a new grantee, you will need to complete the five 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:

Support Service Grants: **Kimberly Shields**, 703-305-2526, kimberly.shields@fns.usda.gov
Implementation Grants: **Dawn Addison**, 703-305-2450, dawn.addison@fns.usda.gov
Planning Grants: **Dawn Addison**, 703-305-2450, dawn.addison@fns.usda.gov
Training Grants: **Anna Arrowsmith**, 703-305-2998, anna.arrowsmith@fns.usda.gov

Checklist

Action Item	Task	Complete (Y/N)
1	Review project Terms and Conditions	
2	Review, sign and submit Grant/Cooperative Agreement (FNS-529)	
3	Register for ASAP (administered by US Treasury)	
4	Obtain Level 2 E-Authorization	
5	Register for the Food Program Reporting System (FPRS)	

Checklist Instructions

- 1) Review your project Terms and Conditions
 - a. Direct questions to the assigned project Grant Officer listed above.
- 2) Review and sign your **Grant/Cooperative Agreement (FNS-529)**
 - a. Submit signed and scanned copy via email to your assigned grants officer.
 - b. Direct questions to your assigned grants officer.
- 3) Submit **ASAP** registration form to your assigned grants officer.
 - a. The registration form is provided below.
 - 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.
- 4) Obtain **Level 2 E-Authorization**.

- a. Three step process:
 1. Create a Level 2 Cust. Account at www.eauth.egov.usda.gov/index.html.
 - I. You will receive a confirmation email with instructions on next steps.
 2. In confirmation email, click #2) Activate My Account and follow the instructions.
 3. 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-Authorization helpdesk at **(800) 457-3642**
- 5) Register for the Food Program Reporting System (FPRS) – NOTE: Must have Level 2 E-Authorization before completing the FPRS registration**
- a. Submit User Access Request Form (FNS-674) via email your assigned grant officer.
 - i. User Access Request Form (FNS-674) is provided below.
 - ii. Once the paperwork is processed, you'll receive an email indicating FPRS access has been granted for the person(s) listed on the 674.
 - b. For technical assistance involving registration or access to FPRS, email FPRS.Access@fns.usda.gov.
 - c. FPRS website: <https://fprs.fns.usda.gov/>

Definition: Online System Information

1) Food Program Report System (FPRS) – pronounced 'fippers'

Purpose:	Support service and implementation 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.
Website:	https://fprs.fns.usda.gov/

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.
Website:	www.asap.gov

FPRS Registration Form (674) – Line by line instructions

- Box 1:** Required - Basic contact information
- Box 2:** Required - Basic contact information
- Box 3:** Required - Basic contact information
- Box 4:** Required - Basic contact information
- Box 5:** Required - All grantees must have Level 2 E-Authorization. See form instructions.
- Box 6:** Required - 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, i.e. Localtown 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 *both* **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. (Be sure to delete the action not needed).
- Box 16:** Enter **SF-425**
- Box 17:** If you are new to FPRS enter **Add**. If you already have access to FPRS then you should enter **Modify**. (Be sure to delete the action not needed).
- Box 18:** Leave blank–This will be filled out by USDA.
- Box 19:** Leave blank (*Agency use only*)

- Box 20:** Leave blank
- Box 21:** Leave blank
- Box 22:** Enter Grant Year and Grant Type, e.g. **FY 2016 Farm to School Planning, etc.**
- Box 23:** Enter name and date, print, and sign.
- Box 24:** Complete (a) and Leave (b)-(d) blank.
- Box 25-28:** 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.](#)