



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

February 11, 2013

IOWA INSTRUCTION 440-390 – FARM BILL PARTICIPANT REGISTRATION IN THE  
SYSTEM FOR AWARD MANAGEMENT

IA390.0 PURPOSE

To distribute information on requirement of entities that are receiving Farm Bill Program benefits to be registered with the System for Award Management (SAM).

IA390.1 SCOPE

These instructions should be followed when assisting Farm Bill Program customers to meet all program eligibility requirements.

IA390.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

IA390.3 EXHIBITS

See attachment.

A handwritten signature in blue ink that reads "Jay T. Mar".

Jay T. Mar  
State Conservationist

Attachments

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(IA Instruction 440 - 390 First Edition – February 2013)

## IOWA INSTRUCTION 440-390 – FARM BILL PARTICIPANT REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT

### 1. PURPOSE:

To distribute information on the System for Award Management (SAM) registration to field office staff to use while providing assistance to Farm Bill Program participants.

### 2. EXPLANATION:

National guidance requires that all Farm Bill Program participants that are doing business with the government and using an Employer Identification Number (EIN) are required to obtain a Data Universal Numbering System (DUNS) number and be registered in SAM. SAM is a system that combines widely used registration systems within the US government into one management system. Central Contractor Registry (CCR) is the system most recently used by our entities and it is now part of SAM. Any reference in previous guidance that refers to CCR can be changed to SAM. As most Farm Bill Program participants and NRCS field office staff are not familiar with registration requirement, these instructions should be followed when providing program application assistance to these participants. General national guidance for compliance with requirements for DUNS and registration in SAM (CCR) can be found in National Instruction 120-329.

Farm Bill Program participants that use an EIN instead of a Social Security Number (SSN) are considered entities. Therefore, they must be registered to do business with the government, as such, to receive federal assistance through grants and agreements. Definitions of federal contracting terms are attached. Attached are some quick user guides NRCS can provide participants so that they can complete their registrations to receive grants and federal assistance. Please remind them to keep all the login, passwords, and Marketing Partner Identification Number (MPIN) information they create in a safe place that they can find later. They will need it to renew their registration annually.

Some entities have already obtained a DUNS number. If an entity has been registered in CCR, they will have to sign-up for a SAM account and migrate their information from CCR to SAM. Entities are encouraged to renew their SAM registration annually for future Farm Bill Program financial assistance.

Acquiring a DUNS number and the SAM registration are free. Please advise entities to use the link in the attached guidance and to be cautious doing a search for the website. There are sites out there offering to register entities for a fee. Some entities may want to pay someone to register them but this is not a cost-shareable item. Iowa State University (ISU) Extension Service is offering assistance with registration free of charge to entities wanting to register to receive financial assistance with the government. The contact information is attached to this instruction.

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Attached are a fact sheet, quick user guides, list of North American Industry Classification System (NAICS) codes entities may need when registering, and the contact information for ISU extension program. The Help Section of the SAM website has some step-by-step video links on the registration process.

Approved By:



Date: February 11, 2013

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# IOWA INSTRUCTION 440-390 – FARM BILL PARTICIPANT REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT

## DEFINITIONS

**Contract** – A contract reflects a relationship between NRCS and a commercial organization (contractor) or other entity when the principal purpose of the instrument is to acquire (by purchase, lease, or barter) property or services for the direct benefit or use of the federal Government.

**Agreement** – An agreement reflects an assistance relationship between NRCS and a state or local government or other recipient when the principal purpose of the relationship is to transfer a thing of value to a recipient in order to accomplish a public purpose of support or stimulation authorized by federal law and substantial federal involvement is anticipated. These agreements may be funded up to 100 percent by NRCS.

**Financial Assistance** – Financial assistance includes a transfer of anything of value to a recipient to accomplish a public purpose of support or stimulation.

**Grant** – A grant agreement reflects a relationship between NRCS and a state, local government or other recipient when the principal purpose of the relationship is the transfer of anything of value to a recipient in order to accomplish a public purpose of support or stimulation authorized by federal law and substantial federal involvement is not anticipated. These grants may be funded up to 100 percent by NRCS.

# IOWA INSTRUCTION 440-390 – FARM BILL PARTICIPANT REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT

## FACT SHEET

### ***Step 1: Obtaining a DUNS Number***

In order to receive federal financial assistance as a non-individual, your organization will need a Data Universal Numbering System (DUNS) number. A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Your organization can register for a DUNS number through D&B's Web site at <http://www.dnb.com/get-a-duns-number.html>

#### **Have the following information prepared when requesting a DUNS Number:**

- Name of your organization
- Organization address
- Phone number of the organization
- Name of the CEO or organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full-time and part-time)

**Note:** Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application. D&B should not charge you a fee for requesting a DUNS number. You are also not obligated to purchase any of their products.

### ***Step 2: Register with SAM***

Once you have a DUNS number, you **must** register with System for Award Management (SAM) and complete other reporting requirements. To register with SAM, go to [www.sam.gov](http://www.sam.gov).

SAM is a government-wide registry for entities doing business with the federal government. SAM centralizes information about federal financial assistance recipients and also provides a central location for you to change your organizational information.

The following Quick Start Guide will step you through the registration process. If you were registered with the Central Contractor Registry (CCR), your company's information is already in SAM. You just need to set up a SAM account. See "Migration Roles" in the Quick Start Guide.

**Note:** Your organization needs to renew their SAM registration every year.



## Quick Start Guide for Entities Interested in Being Eligible for federal assistance through Farm Bill Programs

### How to register your entity to be eligible for federal assistance in SAM:

#### Before you register, you need to know the following:

##### What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity."

##### REGISTERING IN SAM IS FREE.

- If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.

##### Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
- It takes 1-2 business days to obtain a DUNS.

##### Your Entity's Taxpayer Identification Number (TIN)

You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
- To obtain an EIN visit: [www.irs.gov/businesses/small/article/0,,id=102767,00.html](http://www.irs.gov/businesses/small/article/0,,id=102767,00.html)
- Activating a new EIN with the IRS takes 2-5 weeks.

#### Steps For Registering Your Entity in SAM

1. Go to [www.sam.gov](http://www.sam.gov)
2. Create an Individual User Account and Login
3. You will receive an email that will contain a link you must click on to continue with your registration.
4. Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
5. Select your type of Entity
6. Select "No" to "Do you wish to bid on contracts?"
7. Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
8. Complete "Core Data"
  - Validate your DUNS information
  - Enter Business Information (TIN, etc.)
  - Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
  - Enter General Information (business types, organization structure, etc)
  - Financial Information (Electronic Funds Transfer (EFT) Information)
  - Executive Compensation
  - Proceedings Details
9. Complete "Points of Contact"
10. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

### How do I get more information? Take a look at the SAM User Guide.

Go to Our Website: [www.sam.gov](http://www.sam.gov)

Contact the SAM Help Desk: [www.fsd.gov](http://www.fsd.gov)



## Quick Start Guide for Updating/Renewing Registrations that Were Previously in CCR and Are Now in SAM



### How to update or renew your entity record in SAM:

Before you start, you need to know the following:

#### REGISTERING IN SAM IS FREE

#### What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity". If you were registered in CCR and ORCA, your organization's information is already in SAM. You just need to set up a SAM account and migrate your CCR roles. See the "Migrating Roles" Quick Start Guide.

#### Viewing Your Entity Record

How you view your entity record depends on several factors

- If you chose to make your record public, you can view your entity record by going to [www.sam.gov](http://www.sam.gov) and searching for your DUNS number or Entity Name
- If your record is available in the public search, but expired, you can view it by searching for your entity by DUNS number or Entity Name, clicking on the "Inactive" box, and clicking the "Apply Filters" button
- If you opted out of the public search, log into SAM, migrate your roles, and the click on "Register/Update Entity" and "Complete Registrations" to view your record

#### Requirements for Submitting Your Registration

Federal regulation requires a complete review of your record

- To submit your update, you must review the entire record in one sitting
- Review each page, validating the accuracy of the content, and clicking on "Save and Confirm" or "Save and Continue" on every screen -- and "Submit" at the end.
- If your registration requires Reps & Certs (formerly ORCA), make sure you select the box certifying to the accuracy of the data on the "Review Reps & Certs" page

#### Steps for Updating/Renewing Your Entity Record in SAM

1. Go to [www.sam.gov](http://www.sam.gov) and login with your SAM username and password
2. Click "Register/Update Entity" and then "Complete Registrations" (if you started your update earlier, click on "Incomplete Registrations")

3. In the Entity List panel, click on the Entity you want to update/renew
4. Click the Update Entity button in the "Registration Details" Panel
5. Complete Purpose of Registration (You only have to do this once)
6. Validate/Update "Core Data"
  - ✓ Your DUNS information (if you need to update this information, go to <http://fedgov.dnb.com/webform>). If you have updated your information with D&B, click the "Refresh D&B Data" button on SAM's "Verify DUNS Information" page for the updates to appear in SAM.
  - ✓ Business Information (TIN, etc.)
  - ✓ IRS Consent Information (optional for foreign registrants)
  - ✓ CAGE/NCAGE code
  - ✓ General Information (business types, organization structure, etc)
  - ✓ Financial Information (Electronic Funds Transfer (EFT) Information)
  - ✓ Executive Compensation
  - ✓ Proceedings Details
  - ✓ Information Opt Out (Select whether to authorize your entity to be displayed in SAM's public search)
7. Validate/Update "Assertions" (not required to be eligible for Grants only)
  - ✓ Goods and Services (NAICS, PSC, etc.) – be sure to select a primary NAICS
  - ✓ Size Metrics
  - ✓ EDI Information (optional)
  - ✓ Disaster Relief Information (optional)
8. Validate/Update "Representations and Certifications" (not required to be eligible for Grants only)
  - ✓ FAR Responses
  - ✓ Architect-Engineer Responses
  - ✓ DFARS Responses
9. Validate/Update "Points of Contact", including optional POCs. If you no longer wish to have the optional POCs, please delete all data in these fields.
10. If you qualify as a small business, validate/update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification on the "SBA Supplemental" page.
11. **Click Submit!** Note: If your update/renewal requires IRS or CAGE re-validation, it will take 3-5 business days for it to become active and replace your previous registration.

### How do I get more information? Take a look at the SAM User Guide.



Go to Our Website: [www.sam.gov](http://www.sam.gov)



Contact the SAM Help Desk: [www.fsd.gov](http://www.fsd.gov)





## Quick Start Guide for Migrating Roles

You can migrate your legacy system roles to SAM

### What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity."

- All of your entity's data in the legacy systems (CCR, ORCA, EPLS, FedReg) will be migrated to SAM. You can migrate your individual roles upon logging into your SAM account.

### Your Roles Will Migrate to SAM

You will have the same access to your data in SAM that you had in the legacy systems.

- You will need to create a new username and password.
- This new SAM username and password will work for all of your migrated roles.

### Migrating Roles from Phase-1 Systems

You can migrate roles from CCR, EPLS and FedReg but not ORCA.

- The Reps and Certs data for your entity will be migrated to SAM.
- SAM has combined the CCR and ORCA functionality. When you migrate your CCR account, you will be given access to your organization's Reps & Certs.
- If you have multiple accounts in one legacy system, you may find that you won't need all those accounts to do the same business in SAM. You can migrate the roles connected to those accounts into your single SAM user account.

**Please Note:** You can only migrate your CCR legacy role if your record expired after December of 2010. If your CCR record expired before December of 2010 please contact the SAM Help Desk to migrate your account.



### Access to Your Legacy Email Accounts

To migrate your legacy account (CCR, FedReg, or EPLS), you need the email address used for your legacy account.

- SAM uses your legacy email address to validate who you are.



### Steps for Migrating Your Roles

1. Go to [www.sam.gov](http://www.sam.gov)
2. Create an Individual Account and Login
3. To begin the migration process click either:
  - ✓ "Yes" next to "Would you like to migrate a legacy system account?" on the "My SAM" welcome banner, or
  - ✓ "Migrate Legacy System Account" under "Manage My User Roles" on your "My SAM" page.
4. Select the legacy systems where you have accounts
5. SAM checks to see if your SAM account email address matches your legacy account email address.
  - ✓ If YES, your legacy roles will be automatically migrated to SAM.
  - ✓ If NO, SAM will send an email to your legacy account email address. Click the link in the email and log back in using your SAM username and password. Your roles will now be active.



Go to Our Website: [www.sam.gov](http://www.sam.gov)



Contact the SAM Help Desk: [www.fsd.gov](http://www.fsd.gov)



How do I get more information? Take a look at the SAM User Guide.

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Codes	NAICS Titles	PSC CODE	PRODUCT AND SERVICE CODE NAME
111110	Soybean Farming	AA30	Agriculture Production
111120	Oilseed (except Soybean) Farming		
111130	Dry Pea and Bean Farming		
111140	Wheat Farming		
111150	Corn Farming		
111191	Oilseed and Grain Combination Farming		
111199	All Other Grain Farming		
111211	Potato Farming		
111219	Other Vegetable (except Potato) and Melon Farming		
111331	Apple Orchards		
111332	Grape Vineyards		
111333	Strawberry Farming		
111334	Berry (except Strawberry) Farming		
111335	Tree Nut Farming		
111336	Fruit and Tree Nut Combination Farming		
111339	Other Non-citrus Fruit Farming		
111411	Mushroom Production		
111419	Other Food Crops Grown Under Cover		
111421	Nursery and Tree Production		
111422	Floriculture Production		
111910	Tobacco Farming		
111920	Cotton Farming		
111940	Hay Farming		
111991	Sugar Beet Farming		
111998	All Other Miscellaneous Crop Farming		
112111	Beef Cattle Ranching and Farming		
112112	Cattle Feedlots		
112120	Dairy Cattle and Milk Production		
112130	Dual-Purpose Cattle Ranching and Farming		
112210	Hog and Pig Farming		
112310	Chicken Egg Production		
112320	Broilers and Other Meat Type Chicken Production		
112330	Turkey Production		
112340	Poultry Hatcheries		
112390	Other Poultry Production		
112410	Sheep Farming		
112420	Goat Farming		
112511	Finfish Farming and Fish Hatcheries		
112519	Other Aquaculture		
112910	Apiculture		
112920	Horses and Other Equine Production		
112930	Fur-Bearing Animal and Rabbit Production		
112990	All Other Animal Production		
113110	Timber Tract Operations		
113210	Forest Nurseries and Gathering of Forest Products		
113310	Logging		

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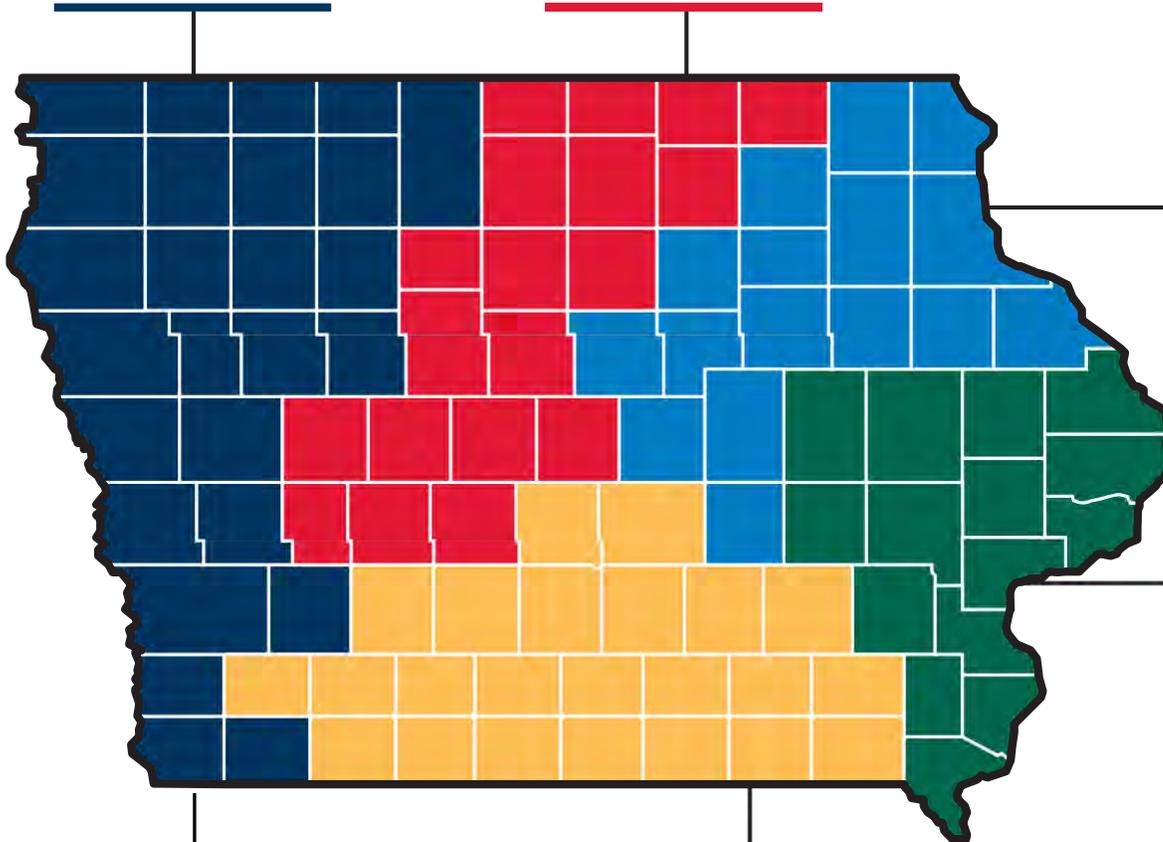
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Your local CIRAS account manager can quickly connect you with the people and programs at Iowa State University that can solve your problem.

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