USDA United States Department of Agriculture

INFORMATION FOR FARM BILL PROGRAM APPLICANTS AND CONTRACTORS

Applicants Using Employer Identification Number

Introduction

If your business or organization plans to apply for conservation program or grant funding through USDA's Natural Resources Conservation Service (NRCS) and you use an **Employer Identification Number** (EIN), also referred to as a Tax Identification Number (TIN), you will need to obtain a **Data Universal Numbering System** (DUNS) number and be registered with the **System for Award Management** (SAM). The DUNS number is required for any federal contract application and applicants must register with SAM to receive payments. If you apply as an individual and use your social security number as your EIN, you **DO NOT** need to obtain a DUNS number or SAM.

About the DUNS

A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B), a provider of business information reports. The information required to obtain a DUNS number includes the business/organization name, type, location, number of employees, and contact information. The federal government uses the DUNS number to maintain consistent name and address data about organizations/businesses. This helps maintain and organize applications and contracts across federal agencies.

Who Needs a DUNS Number and SAM

As required by the Federal Funding Accountability and Transparency Act of 2006, all entities using an EIN and doing business with NRCS must have a DUNS number and current registration in the SAM database. **This pertains to ALL financial assistance, easement programs, and watershed programs, as well as grants, cooperative agreements, and contribution agreements.** (Note: this currently does not apply to the Farm Service Agency's entitlement payments.) The NRCS requires applicants to obtain the required registrations when applying for programs. Applications cannot be fully processed without this information. There is NO cost for registration. If you already have a DUNS number, you do not need a new one for NRCS. Obtaining a DUNS number places your organization on the D&B's marketing list that is sold to other companies. You can request not to be added to the list at the time of application. The following table can be used to help determine if applicants need to complete the DUNS/SAM process based on their business and Tax ID type.

Business Type Code	Business Type	Tax ID Type	DUNS/SAM Required
0	Individual	SSN	No
2	General Partnership	EIN	Yes
3	Joint Venture	EIN	Yes
3	Joint Venture	SSN	No
4	Corporation or Limited Liability Company	EIN	Yes
4	Limited Liability Company	SSN	No
5	Limited Partnership	EIN	Yes
6	Estate	EIN	Yes
7	Trust-Revocable	SSN	No
7	Trust-Revocable	EIN	Yes
10	Churches, Charities, & Non-Profit Organizations	EIN	Yes
17	Trust-Irrevocable	EIN	Yes
18	Individual Operating as a Small Business	EIN	Yes

References for EIN, DUNS Number, and SAM

EIN Contact Information: Call the Internal Revenue Service (IRS) assistance for businesses at (800) 829-4933.

D&B Contact Information: The D&B toll-free request line is (866) 705-5711 and their Web site is http://fedgov.dnb.com/webform.

SAM Contact Information: Their customer service line is (866) 606 - 8220 and their Web site is www.sam.gov.

USDA is an equal opportunity provider and employer.

Obtaining a DUNS Number

Obtaining a DUNS number is **FREE for all entities** doing business with the federal government. The process to request a DUNS number takes approximately one business day. Have the following information ready when requesting a DUNS number:

- Legal name of the organization, headquarters name, and address.
- Telephone number, name of the CEO or owner.
- Number of employees at the physical location.
- Legal structure and primary line of business.
- Year the organization was established.

SIC Code: A U.S. Department of Labor business classification system; you may look up your SIC code online at www.osha.gov/pls/imis/sic_manual.html.

How to Obtain a DUNS Number

You may request a DUNS number online at: http://fedgov.dnb.com/webform.

Effective January 1, 2012, you can no longer complete the process over the phone. However, you may contact D&B through their toll-free number for federal award applicants at **(866) 705-5711** and request a three-page application to fax back. The number above is staffed from 8 a.m. to 6 p.m. PST.

When you request a DUNS number, identify yourself as a federal grant applicant or prospective applicant. After you provide the information listed above via fax or the online application, you should receive an e-mail confirmation. D&B can assign a DUNS number within one business day.

Managing Your DUNS Number

There is no need to establish a new DUNS number in the future for specific programs or agencies, just be sure to update or validate the information on your current listing.

D&B periodically contacts organizations with DUNS numbers to verify the information is still current. D&B is only checking the information you have provided (listed above). Please remain vigilant in protecting your personal information and do not provide social security, bank information, etc., to "cold calls" or questionable mail requests.

Also, obtaining a DUNS number may place you on D&B's marketing list, which is sold to other companies. If you DO NOT want your name or organization to be included on this list, simply request to be omitted from the list during the DUNS application process.

Registering with SAM

Once you have a DUNS number, you must also register with SAM and complete other reporting requirements. **SAM is a FREE government-wide registry** for vendors doing business with the federal government which replaced Centralized Contractor Registration (CCR). SAM centralizes information about federal financial assistance recipients and also provides a central location for you to change your organizational information. Upon receipt of the DUNS number, it is the participant's responsibility to maintain current information with SAM. If you had an active record in CCR, you have an active record in SAM.

Tips for managing and establishing your SAM registration:

- Your organization will need to renew their SAM registration every year.
- Information for registering with SAM can be found on the SAM Web site at www.sam.gov.
- Before registering, applicants should consider reviewing information available under the HELP menu on www.sam.gov including the following: Quick User Guides, Full User Guide, Helpful Hints, and Demonstration Videos.
- Entities applying for financial assistance from NRCS would use the Grants Registration process.
- For additional privacy, consider to "opt-out" when completing this process in order to prevent your company information from being displayed in SAM's public search.

What You Will Need to Register with SAM

Begin the SAM registration process at www.sam.gov. You will need your DUNS number to begin. After entering your DUNS number, SAM will retrieve the name and address information from D&B. You will then be prompted for the following information:

- **EIN number:** If you already have an EIN number, it will take three to five business days to clear the EIN/SAM match process. A newly assigned EIN cannot be immediately validated in SAM. You must wait until you receive the CP-575 notice from the IRS confirming that the EIN is active and valid for use before registration with SAM can be completed. This process may take two to five weeks. Once a match is confirmed, you can enter the remaining required information to complete your registration.
- **Statistical information about your business:** This may include information regarding receipts and number of employees.
- **Electronic Funds Transfer (EFT):** Information for payments and invoices, including the following:
  - ABA routing number for your bank
  - Account number and type, or lockbox number
  - Automated Clearing House (ACH) point of contact
  - Remittance point of contact
  - Accounts receivable point of contact
- **For additional security,** consider setting up a bank account primarily for federal funds EFT.

University of South Dakota

Beacom School of Business – Procurement Technical Assistance Center (PTAC)

The PTAC provides technical expertise to South Dakota (SD) businesses interested in bidding on and receiving federal, state, and local government contracts.

The PTAC provides free government contracting assistance to SD businesses. The PTACs form a nationwide network of dedicated procurement professionals working to provide the best value goods and services to government agencies.

Counseling Services:

- Identifying opportunities for clients
- Assistance with submissions of applications, etc.
- Assistance with bid and proposal preparation
- Post award assistance

Education:

- Central Contractor Registration (CCR) – SAM
- Online resources

Subcontracting:

- Assistance to small businesses and small and disadvantaged businesses (SDBs) to locate prime contractors who may wish to subcontract with them
- Assistance to large prime contractors to locate viable subcontractors

Other Assistance and Training:

- Assist with problems and questions
- Assist in locating appropriate specifications and standards, finding buying histories, locating sources of supply, and more.
- Coordinate with other state agencies who can provide assistance in other business-related areas.

The SD PTAC has four offices:

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SYSTEM FOR AWARD MANAGEMENT

Quick Start Guide For New Grantee Registration

Helpful Information

What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

What do I need to get started?

DUNS Number

You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you are registering.

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at http://fedgov.dnb.com/webform

It takes no more than 1-2 business days to obtain a DUNS number.

Taxpayer Identification Number

You need your entity's Taxpayer ID Number (TIN) and taxpayer name (as it appears on your most recent tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN. Your TIN is usually your 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) as their TIN, but are strongly encouraged to obtain a free EIN from the IRS by visiting: http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN

Allow approximately two weeks before your new EIN is ready for use when registering in SAM.

Steps for Registering

1. Type www.sam.gov in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e-mail address), then Login.
3. Select "Register New Entity" under "Register/Update Entity" on your "My SAM" page.
4. Select your type of Entity. Definitions are in the Glossary to the right.
5. If you are registering in SAM.gov so you can apply for a Federal financial assistance opportunity on Grants.gov, and are not interested in pursuing Federal contracts, you will have a much shorter registration path. To chose this "grants only" path:
   - Select "No" to "Do you wish to bid on contracts?"
   - Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
6. Complete the "Core Data" pages:
   - Validate your DUNS information.
   - Enter Business Information (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN). Write the MPIN down as it will serve as a password for you in other government systems. You will need it for your Grants.gov registration.
   - Enter your CAGE code if you have one, but remember, CAGE codes are tied to DUNS numbers and cannot be reused. Don't worry if you don't have a CAGE code for the DUNS number you are registering: one will be assigned to you after your registration is submitted. Foreign registrants must enter their NCAGE code before proceeding.
   - Enter General Information (business types, organization structure, etc.) about your entity.
   - Provide your entity's Financial Information, i.e. U.S. bank Electronic Funds Transfer (EFT) Information for Federal government payment purposes. Foreign entities do not need to provide EFT information.
   - Answer the Executive Compensation questions.
   - Answer the Proceedings Details questions.
7. Complete the "Points of Contact" pages:
   - Your Electronic Business POC is integral to your Grants.gov registration and application process. Your Government POC will be used by other government systems, such as CAGE, when they contact you. List someone with direct knowledge of this registration for both of those POCs.
8. Make sure to hit [Submit] after your final review. You will get a *Congratulations* message on the screen. If you do not see this message, you have not submitted your registration.
   - There are two external validation steps, one with the IRS and another with CAGE, after you submit. You will receive an email from SAM.gov when your registration is active.

Please give yourself plenty of time before your grant application submission deadline. Allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at https://www.fsd.gov/

IAE

SAM
SYSTEM FOR AWARD MANAGEMENT

Quick Start Guide for Updating/Renewing an Entity

Helpful Information

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

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 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

- To submit your update, you must review the entire record in one sitting
- Review each page, validating the accuracy of the content
- 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 an Entity

1. Go to 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"
7. Validate/Update "Assertions" (not required to be eligible for Grants only)
8. Validate/Update "Representations and Certifications" (not required to be eligible for Grants only)
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

Please note *if your update/renewal requires IRS or CAGE revalidation, it will take 3-5 business days for it to become active and replace your previous registration.*