

MAINE INSTRUCTIONS FOR FIELD OFFICE STAFF DISTRIBUTING THE DUNS AND SAM REGISTRATION FACT SHEET FOR ENTITIES ENTERING INTO CONTRACTS, COOPERATIVE AGREEMENTS, AND GRANTS WITH THE NRCS.

Step 1: Obtaining a DUNS Number

In order to receive Federal financial assistance as an entity, your organization will need a Data Universal Number System (DUNS) number. A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). You may request one free of charge through the D&B DUNS special toll-free number for Federal award applicants: 1 (866) 705-5711. Tell the operator that you are applying to a Federal financial assistance program and need to register for a DUNS number. Your organization can also register for a DUNS number through D&B's Web site at <http://fedgov.dnb.com/webform>.

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- 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 Awards Management (SAM) and complete other reporting requirements. To register with SAM, go to www.sam.gov.

If your entity was previously registered in the Central Contractor Registration System (CCR), the record (active or expired) was moved to SAM. You will need to register with SAM to access and update your record to become active.

SAM is a Government wide registry for vendors 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 steps below provide an overview of the process to register on the SAM Web site. If your organization has the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. It may take 3 to 5 business days or up to 2 weeks before your SAM registration becomes active. *If you are updating or renewing your registration information it will take approximately 24 hours to become active.*

Tips for registering with SAM

1. Information for registering with the SAM and online documents can be found at www.sam.gov.
2. Before registering, applicants and recipients should review the SAM user guide at https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm.

***Note: Your organization is required to update it's SAM registration annually.**

(ME Instruction 300-382, June 2013)

Helping People Help the Land

An Equal Opportunity Provider and Employer

