



Montana Fact Sheet

January 2014

Information for Farm Bill Program Applicants

Natural Resources Conservation Service

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 Data Universal Numbering System (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 & 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.) 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 & 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 website is fedgov.dnb.com/webform.
- **SAM Contact Information:** The customer service line is (866) 606-8220 and the website is www.sam.gov.
- **Montana's Procurement Technical Assistance Center:** Free assistance registering with **SAM** is available. They can be contacted at 406-256-6871 or www.bigskyeconomicdevelopment.org/marketing-to-the-government.php.
- **NRCS Contact Information for Montana:** Contact Shyla Jones, NRCS program support specialist, shyla.jones@mt.usda.gov, 406-654-1334 ext. 108.

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 US 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 Jan. 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 3-page application to fax back. The number above is staffed from 7 a.m. to 5 p.m. MST.

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 on-line application, you should receive an email 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 System for Award Management (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 website at: www.sam.gov.
- Before registering, applicants should consider reviewing information available under the HELP menu on <http://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.
 - Accounts Receivable point of contact
- **For additional security**, consider setting up a bank account primarily for federal funds electronic funds transfer.

For more information:

Montana landowners can contact Shyla Jones, NRCS program support specialist, shyla.jones@mt.usda.gov, 406-654-1334 ext. 108.

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 3 to 5 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 2 to 5 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

Non-Discrimination Policy

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases apply to all programs and/or employment activities.)

To File an Employment Complaint

If you wish to file an employment complaint, you must contact your agency’s [EEO Counselor](#) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html.

To File a Program Complaint

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9419, by fax at (202) 690-7442, or email at program.intake@usda.gov.

Persons with Disabilities

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.), please contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD).

Supplemental Nutrition Assistance Program

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish, or call the [State Information/Hotline Numbers](#).

All Other Inquiries

For any other information not pertaining to civil rights, please refer to the listing of the [USDA Agencies and Offices](#).

