United States Department of Agriculture

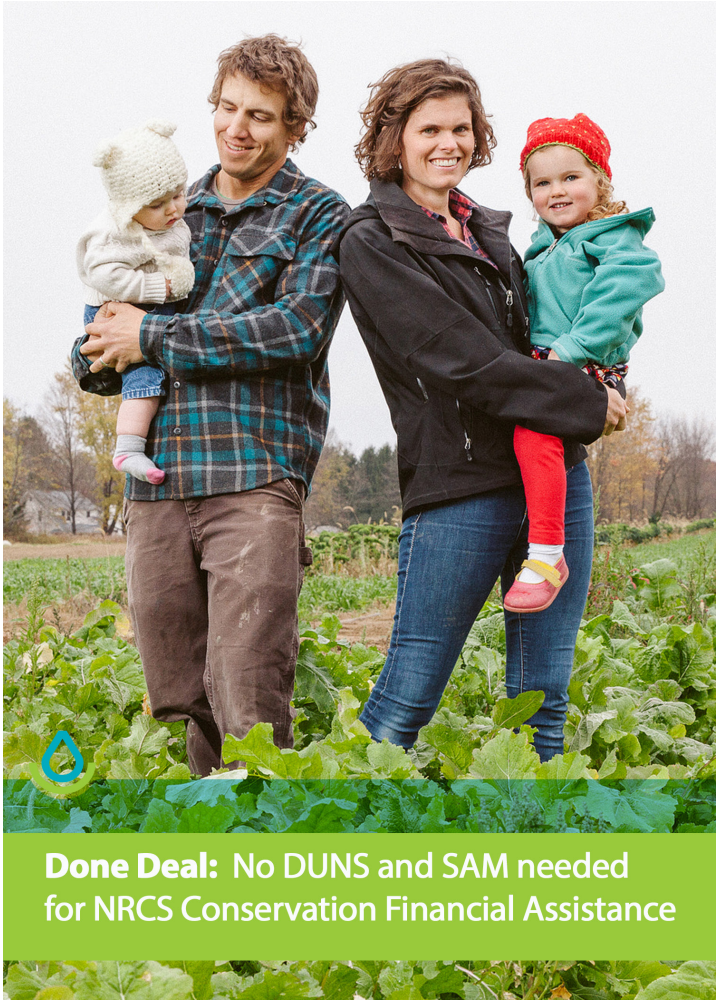
DUNS and SAM Update

2018 Omnibus Act Nixes Requirement for Farmers

Effective March 23, 2018, landowners and producers who participate as a legal entity in Natural Resources Conservation Service (NRCS) financial assistance programs and conservation easement programs are now exempt from the requirement to obtain a Data Universal Numbering System (DUNS) number and be registered with the System for Award Management (SAM). The Consolidated Appropriations Act of 2018 (2018 Omnibus Act), exempted landowners and producers participating in NRCS conservation programs from these requirements.

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 Office of Management and Budget publishes regulations requiring entities conducing business with the Federal government to obtain a DUNS number and register the number in SAM. As mentioned previously, the 2018 Omnibus Act exempted NRCS conservation program participants from these requirements.



Who still needs a DUNS number?

NRCS does enter into a number of Federal contracts, grants, and agreements with parties that are not landowners or producers and thus these entities continue to be subject to the DUNS and SAM registration and reporting requirements. The exemption does not apply to any current or future agreements or federal contracts with eligible entities, project sponsors, vendors, partners, or other non-exempt landowners or producers, including those listed below:

- All partnership agreements entered into with partners under the Regional Conservation Partnership Program (RCPP). Covered program agreements entered into with producers and landowners are exempt.
- All agreements with eligible entities under the Agricultural Land Easement component of the Agricultural Conservation Easement Program (ACEP-ALE);
- All agreements with eligible entities under the Farm and Ranchland Protection Program (FRPP);
- All Watershed Operations agreements entered into with project sponsors;
- All Emergency Watershed Protection Program (EWPP) agreements entered into with a project sponsor, including Recovery and Floodplain Easements;
- Partnership agreements under the Wetland Reserve Enhancement Program (WREP) component of ACEP-Wetland Reserve Easement (WRE); and
- All cooperative, contribution, interagency, or partnership agreements or Federal contracts used by NRCS to procure goods or services, including but not

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limited to: easement valuation services (appraisals, area-wide market analyses, appraisal technical reviews), title and closing services, due diligence services, restoration design and implementation, easement boundary surveys, monitoring services, and technical assistance services.

If you are entering into a cooperative, contribution, interagency, partnership agreement, a federal contract, or grant agreement with NRCS and you use an Employer Identification Number (EIN), also referred to as a Tax Identification Number (TIN), you will need a DUNS number and be registered with SAM. These entities must register in SAM to receive payments. If you enter into the contract, agreement, or grant with NRCS as an individual person and use your social security number as your TIN, you DO NOT need to obtain a DUNS number or SAM registration.

How to Obtain a DUNS Number

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

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 numbers 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. Do not provide social security, bank information, or anything that could lead to identity theft to “cold calls” or questionable mail requests.

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 (Op-Out) from the list during the DUNS application process. This will also remove your company’s information from being displayed in SAM’s public search.

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). After receiving the DUNS number, it is the participant’s responsibility to maintain current information on SAM. If you had an active record in CCR, you have an active record in SAM.

Information Required 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
- Accounts receivable point of contact

References for EIN, DUNS Number & SAM

EIN Contact Information: (800) 829-4933.

D&B Contact Information: (866) 705-5711; www.dnb.com .

SAM Contact Information: (866) 606-8220; www.sam.gov