OBTAINING A DUNS NUMBER AND REGISTERING IT TO SAM.GOV

The Community Development Office uses federal money to provide Housing Rehabilitation Loans to eligible Town residents, as such, for a contractor to be eligible to bid for our projects, the contractor must have current licenses as well as a Data Universal Numbering System (DUNS) number, which is registered with the System for Award Management (SAM). This document provides instructions on how to obtain a Data Universal Numbering System (DUNS) Number and register with the System for Award Management (SAM).

DUNS Number

A DUNS Number, assigned by the company Dun & Bradstreet, is required when submitting any application for Federal funds. If your organization does not already have a DUNS Number, please visit the Dun & Bradstreet website at http://www.dnb.com or call 1-800-700-2733. The process of obtaining a DUNS Number is **free of charge** and should take less than 15 minutes. Most organizations will have a 9-digit DUNS Number. Larger organizations that have multiple departments might already use 4-digit extensions on the DUNS Numbers to distinguish between the various offices with the organization. For example, of a State DUNS Number is 123456789, the Housing, Health, and Transportation Departments should all have different 4-digit extensions, especially since these departments might have different addresses and contact personnel. The 13-digit numbers would look like 123456789-1234. In e-snaps, however, the hyphen is NOT entered.

SAM

All successful contractors must be registered with the System for Award Management (SAM). The Community Development Office with the Town of Windsor will not work with a contractor until an active SAM registration is verified.

- If you had an active record in the Central Contractor Registry (CCR), then you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires an update to you organization's record(s) in order for you to receive an award.

- If you did not have an active record in the CCR or if your organization's record expired, you will need to register your organization in SAM. Please visit the System for Award Management website, http://www.SAM.gov to register or update your organization. You will need to create a user account before registering or updating your organization. The SAM will ask you for the North American Industry Classification System or NAICS (pronounced "naykes") code that best describes your industry. Please enter NCAIS code 624229, "Other Community Housing

Services." The website has detailed instructions and user guides to assist in registering your organization.

More on Steps for System for Award Management (SAM) Registrations:

1. Go to www.sam.gov.
2. Create a Personal Account and Login
3. Click "**Register New Entity**" under "**Register/Update Entity**" on your "My SAM" page
4. Review Registration Overview and click "**Start Registration**"
5. Select the type of Entity (typically "Business or Organization")
6. Select "Yes" for "Do you wish to bid on contracts? Then Click "**Next**"
7. Confirm Purpose and Click "**Next**"
8. Complete "Core Data" as follows:
   a. Validate your DUNS information.
   b. Enter Business Information (TIN and so on).
   c. Enter the CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter an NCAGE code.
   d. Enter General Information (business types, organization structure, etc.).
   e. Financial Information (Electronic Funds Transfer (EFT) Information).
   f. Executive Compensation.
   g. Proceedings Details.
9. Complete "Assertions" as follows:
   a. Goods and Services (NAICS, PSC, etc.).
   b. Size Metrics.
   c. EDI Information.
   d. Disaster Relief Information.
10. Complete "Representations and Certifications" as follows:
    a. FAR Responses.
    b. Architect-Engineer Responses.
    c. DFARS Responses.
11. Complete "Points of Contact"

Your entity registration should become 3-5 days **after** the IRS validates your TIN information. You need your entity's 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 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 that 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. Activating a new EIN with the IRS takes 2-5 weeks.

For SAM registration questions, please contact the **SAM Help Desk**:

www.fsd.gov or call 1-866-606-8220.