

Instructions for: CDBG-CV Nonprofit Subrecipients

Updated August 21, 2020

All Registrations are FREE

1. Create a login.gov account

What it is: Login.gov is a single sign-on solution for US government websites.

What you'll need: Working phone number (mobile or landline)

Process:

- Go to https://secure.login.gov/sign_up/enter_email
- Enter an email address - use the same email address you will use for SAM.gov.
- Follow site instructions.
- Login.gov will send you a security code to complete the process.

Note: If you already have a Login.gov username, go to step #2.

2. Get a Dun & Bradstreet # (DUNS#)

What it is: A DUNS number is a unique nine-character number used to identify your organization.

This process will also identify if you already have a DUNS #.

You will need **two** of the following to upload to the site:

- Secretary of State Articles of Incorporation
- Taxpayer Identification Number(TIN) Confirmation Letter
- Employer Identification Number(EIN) Confirmation Letter
- DBA / Assumed Name Certificate Filing
- Lease Agreement
- Utility Bill

Timeframe: Might take 24-48 hrs. to obtain the number.

Process:

- Go to <https://www.dnb.com/duns-number/get-a-duns.html>
- Select: "I'm a US Government Contractor or Grantee" in the dropdown
- Follow instructions

Note: It is extremely important that Dunn & Bradstreet has your correct legal name (for example as registered with NH Secretary of State). If incorrect then #4 below may not work. Confirm the name here: <https://quickstart.sos.nh.gov/online/BusinessInquire>. Do NOT use a DBA only, but include it if you are able.

- If you do not see your company listed in the results, click: "Request a new D-U-N-S Number"
- Make sure you have 2 of the documents listed above and click "Continue" to upload documents and Submit.
- Problems? Call 866-705-5711

Note: If you already have a DUNS# go to step #3.

3. Register on SAM.Gov

What it is: A SAM Registration is required to bid on government contracts and to receive grants.

What you'll need:

- [Notarized letter](#) appointing your authorized Entity Administrator.
- Login.gov username/password (Step 1 above)
- DUNS# (Step 2 above)

Timeframe: Might take up to 2 weeks

Process:

- Go to <https://www.sam.gov>

Check to see if you are already registered using your DUNS# - <https://www.sam.gov/SAM/pages/public/samStatusTracker.jsf>

- To register: Click “Log In” in upper right corner
- Use your login.gov username and password
- Register your “New” entity
- Once you are registered you will receive a CAGE Code – **This can take up to 2 weeks.** **!!NOTE!!:** There are copycat sites that will charge you \$ for registering. This process is **FREE** – make sure you are on <https://www.sam.gov>
NOTE: If you get an error, make sure Dunn & Bradstreet has your correct legal business name.

4. Confirm Federal Debarment Status

What it is: The debarment and suspension procedures are intended to prevent waste, fraud and abuse in Federal procurement and non-procurement actions.

Note: This process will also provide your DUNS# if you are listed.

- Go to <https://www.sam.gov>
- Click the “Search Records” button (no username/password needed)
- Enter the Search information (entity’s name, individual name, DUNS number or CAGE Code)

If using entity name, make sure you search the correct legal name.

Not all entities are registered in SAM. If an entity doesn’t come up during a search, the entity doesn’t have an “exclusion”.

- In the results, if the indicator box is “green” and states “Entity” this vendor is not suspended or debarred.
- Whether or not your entity is listed, click “Save PDF” and save to your documents.

5. Confirm Status with the Secretary of the State

What it is: The confirmation of status with the State ensures that the business is in good standing to conduct business in the State of NH.

Note: You do not need a formal certificate of good standing from the Secretary of State.

- Go to <https://quickstart.sos.nh.gov/online/Account/LandingPage#>
- Click the “One Click – Certificate of Good Standing” button (on the top bar)
- Enter the Search information (Business Name or Business ID)
If using Business name, make sure you search the correct legal name.
- A results page will come up showing the Business ID, Business Name, Business Type, and Status.
- To save the result, it is recommended that you use the “Microsoft Print to PDF” option and save to your documents.

6. Confirm Status with the NH Charitable Trust Unit

What it is: The confirmation of status with the Charitable Trust Unit of the Attorney General ensure that the organization is in compliance with all required laws to operate in NH.

- Go to <https://www.doj.nh.gov/charitable-trusts/registered-charities.htm>
- On the website, you will find a document titled “Registered Charities”
- Find the Organization utilizing the Ctl F function of your keyboard to look for any name.
- Once the name has been found, please use the “Microsoft Print to PDF” option to save the page the organization is listed on to your documents.