

FEDERAL REQUIREMENTS FOR VOLUNTEER FIRE ASSISTANCE GRANT APPLICANTS/RECIPIENTS

A. **At the time of application** for a VFA grant, documentation demonstrating the applicant holds an **active DUNS number and current CCR registration** must be submitted (a copy of the web page confirming DUNS number and CCR registration). The DUNS number must be filled in on the Application, and CCR registration confirmation box checked. This information will be verified prior to the application being considered for funding.

1. **DUNS Number and CCR/SAM Registration:** Each applicant/recipient of a federal grant is required to have an active Data Universal Numbering System (DUNS) number and to be registered in the Central Contractor Registry (CCR) accessible through the System for Award Management (SAM) portal <https://www.sam.gov/portal/public/SAM/#1>.

DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866.705.5711) or the internet (currently <http://fedgov.dnb.com/webform>). The DUNS number is required in order to register in the CCR. The DUNS number and CCR registration must be updated each year.



fedgov.dnb.com/webform



www.sam.gov

B. **If the applicant is successful and receives a VFA grant award**, at the time of reimbursement the above requirements must be met, and the following documents must be submitted along with a **signed copy of the Award Agreement Letter**:

1. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, Form AD-1048;**

Each Grantee must certify that no vendor or contractor debarred or suspended from being able to work under a federal grant, according to the terms of 2 CFR Part 180, has received any money under this grant project by signing the **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, Form AD-1048**. Additionally, should the Grantee or any of their principals receive a transmittal letter, or other official federal notice of debarment or suspension, they shall notify the Idaho Department of Lands Federal Grant Financial Specialist without delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

2. **Request for Taxpayer Identification Number (TIN) and Certification, Form W-9;** this form must be **filled out**, **signed**, and **dated**.
3. Documentation demonstrating **proof of payment** and **paid itemized invoices** listing all items purchased, including those purchases demonstrating the 10% match requirement.