

DTR Guidelines for Contractors

If a contractor is interested in participating in a CDBG funded DTR project, the following steps will need to be taken:

- The contractor must register and receive a DUNS number. This is a free process that can be completed at <http://fedgov.dnb.com/webform/index.jsp>. The Small Business Administration provides additional information at <https://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number>.
- The contractor must register at sam.gov and be visible in a public search. This process is free and can be completed at <https://www.sam.gov>. A step by step guide to the registration process is available at https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf
- As these projects fall under Davis-Bacon compliance, contractors must pay a prevailing wage per hour based on a prevailing wage decision, and must submit payroll certifications. I can guide contractors through these processes and provide guidance as needed.
- The following pages also include additional instructions and information.

Once the façade project is approved by the Village of Brownville, I will meet with each contractor to provide the documentation that is required.

If contractors have questions about the requirements to participate, please have them call or meet with me.

Crystal Dunekacke
SEND
804 3rd Street
Humboldt, NE 68376
(402) 862-2201
cdunekacke@sendd.org

Requesting a DUNS Number

Dun & Bradstreet provides a DUNS number for each physical location of a business. Obtaining a number is free and is a requirement for businesses receiving federal funds.

1. Use the website <http://fedgov.dnb.com/webform/displayHomePage.do>
2. Click on the words in blue: Click here to request your DUNS number.

**Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees**

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day

For technical difficulties, contact govt@dnb.com

3. On the next webpage, select the United States from the drop down box.
4. On the next webpage (shown below), click on Continue to Government iUpdate

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Government iUpdate

[Welcome Page](#) [Webform Home](#) [FAQs](#)

Home > iUpdate > Webform Page > **iUpdate - Webform Page**

Dun & Bradstreet (D&B) is pleased to announce that a new authentication security protocol, to further safeguard your business identity, has been added to the D-U-N-S Number request process for entities doing business with the US Federal Government.

Our updated site:

- Establishes an association between you and the business(es) you select
- Authenticates you "are who you say you are" by asking you to answer a few individual based challenge questions
- Still requires that you be a principal, owner, officer or responsible manager of the entity for which you are:
 - Viewing an existing D-U-N-S
 - Requesting a new D-U-N-S
 - Requesting changes to an existing D-U-N-S

Authentication is a one-time process and once completed, you are given an ID and PW so you may easily re-enter the system when needed. If you should have any additional questions, please review the FAQ's or email us at govt@dnb.com. Click **Continue to Government iUpdate** to begin.

[Return to Webform](#) [Continue to Government iUpdate](#)

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5. On the next webpage click on Start Now in the center box labeled Request new DUNS.

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Government iUpdate

[Webform Home](#)

Welcome to Government iUpdate - The easy way to manage Dun & Bradstreet's information on your company!
Government iUpdate provides non-publicly traded companies that are doing business with the US Federal Government convenient access to Dun & Bradstreet information on their business. Registered users can view, print, and submit updates to their Dun & Bradstreet record as well as request a new DUNS Number. DUNS Number assignment and modifications are done rapidly and free of charge

Register to use iUpdate!

Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started

[Start Now](#)

Find DUNS or Request new DUNS

Enter here to find your company's DUNS Number or request a new DUNS Number.

[Start Now](#)

Already Registered? - Sign-in to iUpdate

iUpdate ID (Your Email Address)
|
Password ^{*See Important Alert Below*}

[Start Now](#) [Forgot your password?](#)

6. The next webpage starts the process. First you are asked to search for your company to see if it is already registered with Dun & Bradstreet. Enter your company name and city and state and click on Search.
- In the webpage below, the company name entered was not found in the Dun & Bradstreet database. Click on Request a DUNS number to start the process.

dun & bradstreet
Government iUpdate

[iUpdate Home](#) [Get a D-U-N-S Number](#)

Home > Company Look-up > **STEP 1** **0% Completed**

Company Look-up Verify Identity Authentication Security Settings Registration Complete

Get Started, Locate Your Company

Search Tips

Enter your company information below and click Search to find out if your company is currently listed with Dun & Bradstreet.

* Business Name
|

* City
|

AK [Search](#)

The company name entered was not found in our database. Re-enter your search criteria removing any symbols or abbreviations. Click [Search Tips](#) for additional suggestions.

If still not found, select an option below to get this company listed in Dun & Bradstreet's database

If you believe this result to be in error, please contact us directly at 1-866-705-5711, Mon - Fri from 7am - 8pm CT, for assistance. Reference Error Code: CNFREG101

Please [Click Here](#) to return to Main Menu

Don't see your company listed, Select an option below

[Request a D-U-N-S number](#)

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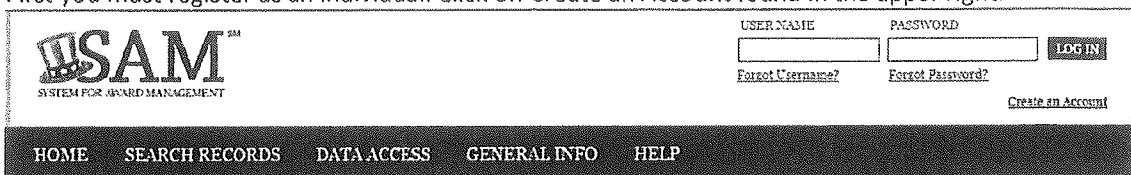
The next webpage will request your company information. The website will lead you through the process. It does take 1-2 business days to receive a DUNS number after the registration is completed. If you have further questions, Dun & Bradstreet can be contacted at 1-866-705-5711.

Registering at sam.gov

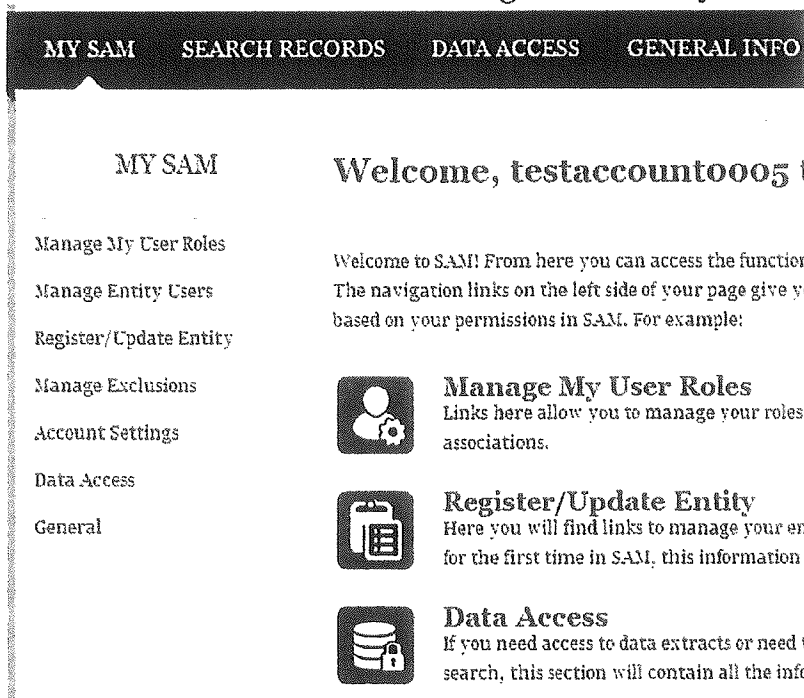
Before you start, please be sure you have the following information:

1. DUNS number and the name and address associated with that DUNS
2. Your Taxpayer Identification Number and the name associated with that TIN. This can be found on your annual tax return.
3. Sam.gov will ask for your bank account information. If you were contracting directly with the federal government, sam.gov would help facilitate payment. Banking information may be required even though you will continue to be paid by NED, Inc. or NENEDD.

1. Go to the website www.sam.gov
2. First you must register as an individual. Click on Create an Account found in the upper right.



3. On the next webpage, click on Create an Account in the box labeled Individual Account.
4. On the next webpage, enter the information requested about you and record your username and password. After registration is complete, an email from sam.gov will be sent to the email address you provided. Follow the instructions in that e-mail to log into sam.gov and complete your registration. You should see a webpage stating Account Activated-Confirmation.
5. Now it is time to register your entity. You must be logged into sam.gov to start the process. Click on Register/Update Entity.



6. On the next webpage, select Start Registration.

7. Click Continue on the fly out that appears. This states the information required which is also listed above.
8. The first section determines the purpose of your registration.
 - a. Entity: business/organization
 - b. Do you wish to bid on contracts: YES
 - c. Do you wish to be eligible for grants and federal assistance: YES
 - d. Do you want to perform Intragovernmental Transactions? NO
 - e. Click Next

Determine Purpose of Registration

Page Description

The system will guide you through the entity registration process based on the answers you provide below.

What type of entity are you? *

Business or Organization | Please select a value

Do you wish to bid on contracts?

US Federal Government | Yes

US State Government | Please select a value

US Local Government | Yes

Tribal Government | No

Foreign Government

Do you want to be eligible for grants and federal assistance?

Yes

Please select a value

Yes

No

Do you want to perform Intragovernmental Transactions (IGT)?

No

Cancel

Back Next

9. The next page confirms your responses. Click Next.
10. The website will lead you through entering your Core Data and other required information.

EXAMPLE

The following document is an example of a Davis Bacon Act Wage Decision, which must be utilized as part of this project. These Wage Decision documents are used to determine the prevailing wages and fringe benefits that are the minimum to be paid on projects of a similar character by occupation.

Prior to the start of construction, the most recent Wage Decision will be identified and used as a standard throughout the project. To access these documents, go to <http://wdol.gov>, click on "Selecting DBA Act" under the Davis Bacon Act heading. Search for Nebraska, the project county and construction to type for the correct Wage Decision form.

<http://wdol.gov/wdol/scafiles/davisbacon/NE81.dvb?v=1>

General Decision Number: NE160081 01/22/2016 NE81

Superseded General Decision Number: NE20150081

State: Nebraska

Construction Type: Building

Counties: Butler, Fillmore, Gage, Jefferson, Johnson, Nemaha, Polk, Richardson, Saline and Thayer Counties in Nebraska.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Davis-Bacon Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Modification Number	Publication Date
0	01/08/2016
1	01/22/2016

BRNE0001-004 06/01/2014

JOHNSON AND RICHARDSON COUNTIES

	Rates	Fringes
BRICKLAYER.....	\$ 25.96	13.69