

Copy of E-mail sent in Rock Island District

From: "Betker, John G MVR" <John.G.Betker@usace.army.mil>

> To: <thannan@dekalbcounty.org>; "Brooks, Thomas C"
<Thomas.Brooks@illinois.gov>; "John Ryan" <jryan@lawrinc.com>

> Sent: Wednesday, March 31, 2010 9:09 AM

> Subject: FW: Corps' Use of Mitigation Banks

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> Bankers:

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> As required by the April 2008 Mitigation Rule, the Rock Island District Corps of Engineers will be considering wetland mitigation banks for compensatory mitigation before permittee-responsible mitigation.

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> Purchase of wetland mitigation banking credits by the Rock Island District Corps of Engineers will be accomplished through the federal government's contracting process. The Rock Island District will advertise mitigation contracts on the FedBizOpps Website: www.fbo.gov. You can search for Rock Island District contracts by entering "W912EK" into the Keyword/Solicitation# search box in the upper part of the website.

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> In order to be a contractor for the federal government, your business must be registered in the Central Contractor Registration system (<https://www.bpn.gov/ccr/default.aspx>). This process can take as little as 3 days, or may take several months, depending on individual circumstances.

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> Attached to this email is a document called "CCR What you Need to Register". Before you register you will need to get a DUNS number, a TIN number and Electronic Funds

Transfer (EFT) Information for payment of invoices. If you have questions regarding this registration, click on the "Help" tab located on the right side of the CCR home page (listed above).

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> If you have questions regarding our contracting process you may contact Ms. Rebecca Costello at Rebecca.M.Costello@usace.army.mil.

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> If you have questions regarding the Corps' use of Mitigation Banks please contact John Betker of our Regulatory Branch.

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> Sincerely,

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> John Betker

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Copy of attachment to the E-mail

What You Need To Register (<https://www.bpn.gov/ccr/StartRegistration.aspx>)

IMPORTANT: Review the following FOUR key items you need before beginning registration.

1. Data Universal Numbering System (DUNS) Number provided by Dun and Bradstreet (D&B)

+ More detail

- a. **Timeframe:** If requested over the phone, DUNS is provided immediately. Webform requests take 1 - 2 business days.
- b. **How:** Request a DUNS number with the [D&B web form](#).
- c. **Process:** When you enter your DUNS number, CCR retrieves the name and address information along with DUNS of any parent organization from D&B.
- d. **Questions:** Check our [Frequently Asked Questions](#) on DUNS numbers.

2. Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters

Not required for non-U.S. registrants

[+ More detail](#)

A TIN is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) or a Social Security Number (SSN) assigned by the Social Security Administration (SSA) if you are registering as a sole proprietor.

a. Timeframe:

- i. If you already have a TIN, your CCR registration will take 1-2 business days to clear the TIN Match process.
- ii. A newly assigned EIN cannot be validated in CCR. According to the IRS, when applying for an EIN over the phone or internet, you will be immediately assigned an EIN, but it may take up to 2-5 weeks before your EIN becomes active.
- iii. If you apply for an EIN by fax or mail, confirmation from the IRS can take up to 2-5 weeks.
- iv. You must wait until you receive the CP-575 notice from the IRS confirming that your EIN is active and valid for use. For questions regarding your EIN, please call 1-800-829-4933.

b. How:

- i. [Request an EIN](#) from the IRS.

c. Process:

- i. CCR will forward IRS the name and TIN you provide and they will confirm that those two items match their records. A match is required in order to complete registration. No other data is exchanged with IRS. If your taxes are filed under another name, you need to use that name for input.

d. Questions:

- i. If you have questions on a failed match to your EIN, please contact the IRS at 1-866-255-0654 (Option 4).
- ii. If you have questions on a failed match to your SSN, please contact the Social Security Administration at 1-800-772-1213.

- iii. Additional information can be found in our [Frequently Asked Questions](#) on TIN.

3. Statistical Information about your business

[+ More detail](#)

You will be required to provide the receipts and number of employees on a world-wide basis, which includes all affiliates. Information on your organization's profile location is optional. Organizations that sell or generate electricity, refine petroleum, or that are financial institutions will be required to provide additional data.

a. **Location Information (Optional)**

- i. **Average Number of Employees for this location:** The average number of persons employed at this location for each pay period over the firm's latest 12 months.
- ii. **Average Annual Receipts for this location:** The average receipts for this location over the last three completed fiscal years.

b. **World-Wide Organization (Required).** This information is passed to SBA in order to calculate your business size using SBA's official size standards for your industry.

- i. **Average Number of Employees including all affiliates:** The average number of persons employed for each pay period over the firm's latest 12 months, including persons employed by the parent organization, all branches, and all affiliates worldwide.
- ii. **Average Annual Receipts including all affiliates:** The average receipts over the last three completed fiscal years, including receipts of the parent organization, all branches, and all affiliates worldwide.

c. **Organizations that sell or generate electricity, refine petroleum, or that are financial institutions need to provide the following:**

- i. **Sale or generation of electricity (NAICS codes 221111, 221112, 221113, 221119, 221121, 221122):** Total megawatt hours for the preceding fiscal year.
- ii. **Refining of petroleum (NAICS code 324110):** Number of barrels per calendar day total Operable Atmospheric Crude Oil Distillation capacity.

- iii. **Financial institutions (NAICS codes 522110, 522120, 522130, 522190, 522210, 522293):** Average assets as reported on the fourth quarterly financial statements for the preceding year. Assets are defined according to the Federal Financial Institutions Examination Council 034 call report form.

4. Electronic Funds Transfer (EFT) Information for payment of invoices

Not required for non-U.S. registrants

[+ More detail](#)

- a. ABA Routing Number for your bank
- b. Account Number and Type, or Lockbox Number
- c. Automated Clearing House (ACH) point of contact
- d. Remittance point of contact
- e. Accounts Receivable point of contact

****NOTE: ITEMS 1 AND 2 MAY BE COLLECTED AT THE SAME TIME.****

[+ Full listing](#) and descriptions of all information needed to register.