

# Department of Veterans Affairs

## HISA

### Home Improvement & Structural Alterations Grant

#### Instructions and Forms for the Contractor



Prosthetic Treatment Center (598/121)  
Central Arkansas Veterans Healthcare Network  
Building 89 Room 201  
2200 Fort Roots Drive  
North Little Rock AR 72114

[www.vamclr.org/prosthetics](http://www.vamclr.org/prosthetics)

501-257-1610

**Arkansas**

**IMPORTANT:** Effective immediately, all contractors submitting bids for payment from a HISA project must register in CCR, complete a Form W-9, and complete an ACH Vendor/Miscellaneous Enrollment Form before payment can be issued.

## **CCR REGISTRATION**

### **WHAT IS CCR?**

- CCR (Central Contractor Registration) is the primary registrant database for the U.S. Federal Government. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered "registrants." Registrants are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. However, registration does not guarantee business with the federal government.

### **WHO REGISTERS IN CCR?**

- According to the Federal Acquisition Regulation (FAR) policy FAR 4.1102 (October 1, 2003), "Prospective contractors shall be registered in the CCR database prior to award of a contract or agreement."

### **HOW TO REGISTER**

- Step 1: Access the CCR online registration through the CCR home page at <http://www.ccr.gov>. Click on "Start New Registration." You must have a Data Universal Numbering System (D-U-N-S) Number in order to begin the registration process. If you do not have internet access, please call CCR toll free at 1-888-227-2423 for registration information.

**NOTE:** If you do not have a (D-U-N-S) Number, you may request a number via internet at <http://fedgov.dnb.com/webform> or via phone at 1-866-705-5711.

The process to request a D-U-N-S Number via phone takes about 10 minutes and internet requests are fulfilled within 24 hours.

Once a

D-U-N-S number has been issued; it will be available for use in CCR within 24

hours. If you have a D-U-N-S number, please proceed to step 2.

- Step 2: Complete and submit the online registration.

### **Important Numbers:**

CCR Assistance Center	1-888-227-2423
D-U-N-S Support	1-866-705-5711
Prosthetic Treatment Center	1-501-257-1610

## FORM W-9 AND ACH VENDOR ENROLLMENT FORM

The Form W-9 and ACH Vendor/Enrollment Forms can be faxed to (512) 460-5221 or mailed to the following address:

Department of Veterans Affairs  
Financial Service Center  
Attn: Vendorizing  
P.O. Box 149971  
Austin, TX 78714-8971

*For help completing the above forms, please contact 1-877-353-9791.*

[Return to HISA by clicking the back arrow to access forms copies:](#)

**Request for Taxpayer Identification Number and Certification – W-9  
ACH Vendor/Miscellaneous Payment Enrollment Form SF\_3881**