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UNDER SECRETARY FOR TERRORISM AND FINANCIAL INTELLIGENCE

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MEMORANDUM FOR TEOAF LIAISONS
 BUREAU STAFF/EQUITABLE SHARING/JOINT OPERATIONS

FROM: BILLY BRADLEY
 DEPUTY DIRECTOR

SUBJECT: TEOAF Equitable Sharing and Joint Operations Program Participant
 Requirements for SAM.Gov Registration

As previously communicated, TEOAF has selected the Administrative Resource Center (ARC) as their shared service provider for an accounting system to replace the current accounting system and services provided by the U.S. Customs and Border Protection (CBP) Finance and Accounting Division (FAD), previously known as the National Finance Center (NFC). To make this transition successful, we have taken a hard look at our processes. We determined that we have vendor¹ data relating to both the equitable sharing (EQSH) and/or joint operations (JOPS) programs that needs to be corrected prior to the data migration to ARC. Accurate vendor data is necessary to ensure that EQSH and/or JOPS payments to our local, state, and federal law enforcement partner agencies can be made timely once ARC goes live in October 2024.

Below are the objectives that need to be accomplished regarding the cleanup of vendor data:

1. SAM.GOV REGISTRATION REQUIRED FOR ALL STATE, LOCAL AND TRIBAL LAW ENFORCEMENT AGENCIES (LEAS) PARTICIPATING IN THE EQUITABLE SHARING AND/OR JOINT OPERATIONS PROGRAMS

As stated in previous TEOAF communications as well as material found on [TEOAF's Public Facing Website](#), all agencies wishing to do business with TEOAF, i.e. recurring vendors, must properly register in [SAM.gov](#) and obtain a SAM Unique Entity Identifier (UEI) and EFT number (if applicable). State or local LEAs that fail to properly register in SAM.gov after the ARC go-live date will be ineligible to receive EQSH and/or JOPS payments until they successfully complete the SAM.gov registration process and SAM.gov indicates the agency as an "Active" vendor. SAM.gov registration information can be found on the [SAM.gov Help Page](#).

SAM.gov registration does not replace any other existing requirements to participate in either the EQSH or JOPS program, such as submission of an ESAC form for EQSH participants or a TEOAF Directive 18, Attachment A for JOPS participants. Please review

¹ The term "vendors" includes any state, local and tribal law enforcement agencies (LEAs) that receive EQSH or JOPS payments from the Treasury Forfeiture Fund (TFF) ("participating agencies").

the guidance found on TEOAF's Public Facing Website for all requirements of the EQSH and JOPS programs.

2. ALL STATE, LOCAL AND TRIBAL LEA PAYMENT INFORMATION MUST MATCH SAM.GOV ENTITY REGISTRATION INFORMATION

To comply with the DATA act, TEOAF must ensure that the correct participant agency is named and identified through the EQSH and JOPS payment process. As a requirement for payment, all participating agencies must comply with all elements of the EQSH and/or JOPS payment process as well as properly register in SAM.gov. Accordingly, **the payee identified by EQSH or JOPS payment documents must match the entity registration information that is listed in SAM.gov once ARC goes live in October 2024.**

3. PARTICIPANT AGENCY NAME MUST MATCH EITHER THE ENTITY NAME LISTED IN THE CORE DATA SECTION OR DOING BUSINESS AS NAME LISTED IN THE BUSINESS INFORMATION SECTION OF THE SAM.GOV ENTITY RECORD

For example, if a police department is identified as the payee in a EQSH request, the police department must be clearly identified in SAM.gov in one of the two areas as stated above. If the SAM.gov entity designated for payment only lists the city or county, without listing the associated police department, the SAM.gov entity information would be considered invalid for payment.

To correct this issue, the police department would need to take one of the following actions:

- a) register in SAM.gov as its own unique entity and obtain a new SAM UEI/EFT; or
- b) enter the police department's name in the "Doing Business As" field in the business information section of the city's or county's existing SAM.gov entity record.

TEOAF will provide additional material regarding the corrections needed to recurring vendor information listed in SAM.gov in addition to the documents already posted to [TEOAF's Public Facing Website](#).

TEOAF is requesting that our TFF member agencies advise their state and local LEA partners of the requirements for payment once ARC goes live in October 2024, and encourage them to properly complete their registration in SAM.gov as soon as possible.

Your assistance and continued support in helping us to meet these goals is critical to the success of the planned migration to ARC.

ATTACHMENT:

TEOAF Equitable Sharing and Joint Operations Program Participant Requirements for SAM.Gov Registration.pptx



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