

**STATE OF MISSOURI
APPLICATION FOR FEDERAL/STATE PUBLIC ASSISTANCE
(PL 93-288 AS AMENDED/RSMo. CHAPTER 44)**

APPLICANT INFORMATION	FEMA - <u>4855</u> - DR - MO Declaration Date <u>January 1, 2025</u>	
Date	TYPE OF (APPLICANT) APPLICANT Check appropriate box or boxes [x] A. State Agency [] B. County [] C. City [] D. Township [] E. Special District [] F. Private Non-Profit [] G. Other [] (Specify) _____	
Legal Name		
FEIN#		
UEI#		
PA ID#	Applicant's Fiscal Year from _____ to _____	
Mailing Address		State Emergency Management Agency P. O. Box 116, 2302 Militia Dr. Jefferson City, MO 65102 Phone: 573-526-9234 Sema.pa@sema.dps.mo.gov
TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION IS TRUE AND CORRECT, THE DOCUMENT HAS BEEN TRULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH ALL ASSURANCES IF THE ASSISTANCE IS AWARDED.		
Print Name of Authorized Representative	Title	Telephone Number
Signature of Authorized Representative		Date

BELOW THIS LINE FOR SEMA USE ONLY

Funding Type	PW# Version#	
Action	Project#	
Federal	State	Total

Review prepared by:		
Signature	Title	Date
	Alternate GAR	

State of Missouri
Public Assistance Grant Certification Form

The individuals identified below are hereby authorized to execute and file Application for Public Assistance on behalf of the designated jurisdiction for the purpose of obtaining and administering available state and federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available.

These individuals are authorized to represent and act for this jurisdiction in all dealings with the State of Missouri for all matters pertaining to such disaster assistance required by the agreements and assurances listed on FEMA Form 20-16, the SEMA Public Assistance Program Requirements, and the SEMA Audit Compliance Requirements Checklist.

By signing this certification, we are verifying that we have read and understand the information and requirements listed on the three documents mentioned above. We further understand that we remain responsible for compliance with all other pertinent federal, state, and local policies and procedures in the administration of Public Assistance funds received as a result of this application. Failure to comply with these requirements will result in the de-obligation of federal/state funds associated with that non-compliance.

Applicant Organization

Mailing Address

Senior Jurisdictional Authority	Authorized Representative	Financial Officer/Alternate Contact
_____ Print Name	_____ Print Name	_____ Print Name
_____ Telephone Number	_____ Telephone Number	_____ Telephone Number
_____ Email	_____ Email	_____ Email
_____ Signature	_____ Signature	_____ Signature

**MISSOURI STATE EMERGENCY MANAGEMENT AGENCY (SEMA)
PUBLIC ASSISTANCE PROGRAM REQUIREMENTS**

The Applicant must identify and report all Disaster related damage within sixty days of their Recovery Scoping Meeting with FEMA. Damages identified after FEMA has conducted the Applicant's Recovery Transition Meeting must be reported to SEMA.

Projects are written to restore disaster damaged eligible facilities to their pre-disaster condition and function.

Codes and Standards which change the pre-disaster construction of a facility are eligible for consideration only if they are in writing and they were formally adopted by the Applicant PRIOR to the disaster declaration date or if they are a legal Federal or State requirement applicable to the type of restoration.

Applicants must follow the Scope of Work (SOW) in the approved projects. Work not identified in the scope of work is ineligible. The Applicant is responsible for informing SEMA of any condition(s) that create a need to change the Scope of Work BEFORE incurring costs or proceeding with the work.

All project work must be completed by the project completion deadline for each project. Only costs incurred up to the approved completion date will be considered for reimbursement. If additional time is needed due to circumstances beyond the control of the Applicant, a written request must be sent to SEMA.

The Applicant MUST submit a written request for an Improved or Alternate project to SEMA and receive a written approval prior to starting construction.

An Applicant may submit an appeal for additional small project funding if the actual cost for ALL small projects exceeds the approved project amount for ALL small projects. The written appeal must be submitted to SEMA no later than 60 days after the last small project work was completed. The appeal must include cost documentation for ALL small projects.

The FEMA Project Completion and Certification Report P.4 must be completed, signed, and returned to SEMA once the Scope of Work is completed.

Suspended projects will not receive funding until ALL the requirements identified in the comments section of the project are met.

Applicants with large projects must submit a project cost summary and all associated invoices to SEMA following the completion of each large project. The project cost summary must list all labor, equipment, materials, and contract costs associated with the project's scope of work.

The Applicant understands and accepts responsibility under the Code of Federal Regulations (CFR), 2 CFR Part 200.305 to minimize the time elapsing between the transfer of funds to us and the disbursement of those funds.

The Applicant shall promptly, but at least quarterly, remit interest earned to SEMA for return to FEMA.

The Missouri State Prevailing Wage Laws are applicable for all public works construction that would have previously been covered. The Governor will determine the applicability of the Missouri State Prevailing Wage Laws for each disaster.

The Applicant certifies that they are not identified on the General Services Administration System for Award Management (SAM), <https://www.sam.gov/portal/SAM/>, Excluded Parties List (Debarred List) or the Missouri Office of Administration Debarred Contractors List, Debarred Contractors | Office of Administration (mo.gov).

The Applicant certifies that they will not contract with any entity identified on the General Services Administration System for Award Management (SAM), <https://www.sam.gov/portal/SAM/> or the Missouri Office of Administration Debarred Contractors List, Debarred Contractors | Office of Administration (mo.gov).

The Applicant certifies they will adhere to Revised Statutes of Missouri (RSMo) Sections 285.525 through 285.555 regarding the hiring of Illegal Immigrants by the Applicant or any contractor or subcontractor. We understand that failure to comply with this requirement will subject us to the penalties described in the references mentioned above.

The Applicant is required to submit quarterly reports to SEMA on all projects that have not received final payment.

The Applicant may appeal any determination previously made by FEMA or SEMA. The Applicant's appeal must be made in writing and submitted to SEMA within sixty (60) days after the date of the action which is being appealed.

If an Applicant expends \$1,000,000.00 or more in total Federal financial assistance in one Applicant's fiscal year (including ALL Federal funds, not just disaster assistance) a copy of the Single Audit or Program Audit (as required by the Single Audit Act of 1984) must be submitted to SEMA.

Applicants must maintain all source documentation for each project for 3 years after the date of transmission of the final expenditure report for project completion as certified by the Recipient. [2 CFR 200.334]

Payments may be delayed until SEMA receives required documentation such as Corps of Engineers permit or Missouri Department of Natural Resources 401 permit.

The Applicant will immediately notify SEMA if/when they receive any other funds (insurance, CDBG, DNR, USACE, donations, etc.) that will be applied to the project Scope of Work or non-Federal share.

Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. The Applicant must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. See 2 CFR §200.321 for additional details.

Please initial to certify that you have read and understand the conditions of this program. _____

MISSOURI STATE EMERGENCY MANAGEMENT AGENCY (SEMA) AUDIT COMPLIANCE REQUIREMENTS

As a result of recent decisions by the U.S. Department of Homeland Security Office of the Inspector General (OIG) it has become necessary to obtain additional certification of each Public Assistance Applicants' understanding of federal requirements associated with the receipt and expending of federal grants.

(IMPORTANT: Approval of your procurement procedures, cost documentation, source documents, etc., by representatives of the Federal Emergency Management Agency (FEMA) does NOT provide any assurance that the U.S. Department of Homeland Security OIG auditors will not require that you return disaster grant funds should they (OIG) disagree with those procedures.)

These procedures have been implemented as a direct result of U.S. DHS OIG audit reports and to prevent the potentially devastating effects of having to return federal funds following a disaster.

The State Emergency Management Agency reserves the right, as the recipient for federal disaster funds, to conduct periodic records reviews of any Applicant's records and to cease payments to any Applicant found to be non-compliant with these requirements.

The following items must be read, understood, and initialed by each Applicant BEFORE signing the certification. NO payments will be made on any (project worksheet) sub-award until this and all other required documents/forms have been completed, signed, and provided to Missouri SEMA.

The Applicant's accounting practices must identify the application of federal funds or account for costs by specific project as required by federal regulations and FEMA guidelines. The Code of Federal Regulations (CFR), 44 CFR Part 7.930 and 2 CFR 200.302 states that Applicants must document and maintain records that adequately identify the source and application of funds for financially assisted activities.

Effective control and accountability must be maintained for all award and sub-award cash, real and personal property, and other assets.

The Applicant must establish a project file (or site file for multiple-site projects) containing the corresponding project and all documentation pertaining to the project (or site).

The Applicant must follow the same or more stringent internal controls when accounting for and expending disaster grant funds as it does for its annual operating revenue.

The Applicant must maintain documentation by project, reconcile source documentation to invoices, and determine the validity of all project invoices before filing claims.

The Applicant must follow federal procurement standards as set forth in Code of Federal Regulations (CFR) 44 and 2 CFR Part 200, to include:

- a. Performance of procurement transactions in a manner providing full and open competition except under certain circumstances.
- b. Applicants must maintain records sufficient to detail the significant history of the procurement, including rationale for the method of procurement, the basis of contractor selection, and basis for the contract price.
- c. Applicants must document a cost or price analysis in connection with every procurement action including contract modifications.

- d. Time and material type contracts are prohibited unless no other contract is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk. FEMA also generally limits these contracts to a reasonable time frame.
- e. The Applicant must negotiate profits as a separate element for contracts lacking price competition and, in all cases, where cost analyses are performed.
- f. The Applicant must take the affirmative steps, as established in 2 C.F.R. § 200.321(a).

The Applicant understands that improperly contracted work will result in the total ineligibility for the project.

This checklist is NOT all inclusive and each Applicant should be familiar with the requirements of Code of Federal Regulation (2 CFR Part 200 and 44 CFR). Particularly important is Part 206 (Federal Disaster Assistance for Disasters Declared on or After November 23, 1988)

Please initial to certify that you have read and understand the conditions of this program. _____

ASSURANCE OF COMPLIANCE WITH 2 CFR 200.317 – 200.327

This Assurance of Compliance form (SEMA-PA-4) satisfies the requirements of 2 CFR 200.331 which stipulates that SEMA, as a pass-through entity, provide required information related to, but not limited to, procurement as follows:

(2) All requirements imposed by the pass-through entity on the Applicant so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award;

(3d) Monitor the activities of the Applicant as necessary to ensure that the sub-award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the sub-award; and that sub-award performance goals are achieved.

1. Review your **Procurement Policy** for compliance with Federal Procurement Policy Standards and 2 CFR 200.317 – 200.327 and submit your **Jurisdictional Review** to SEMA;

2. Submit a copy of your **Procurement Policy** to SEMA, with the submission of State Forms, for review of compliance.

3. SEMA will review your **Procurement Policy**, in accordance with your **Jurisdictional Review**, for compliance and will recommend solutions for any issue(s) which may cause risk to the preservation of eligibility.

<p>Common issues for consideration include, but are not limited to:</p> <p>1. 200.318 (a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.</p> <p>2. 200.320 (2) (i) The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</p> <p>3. 200.320 (b) (1) A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.</p> <p>4. 200.320 (c) There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:</p> <p>(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);</p> <p>(2) The item is available only from a single source;</p> <p>(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;</p> <p>(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or</p> <p>(5) After solicitation of a number of sources, competition is determined inadequate.</p>	<p>5. 200.321 (a) When possible, the recipient or subrecipient should ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms (See U.S. Department of Labor's list) are considered as set forth below.</p> <p>6. 200.321 (b) Such consideration means:</p> <p>(1) These business types are included on solicitation lists; (2) These business types are solicited whenever they are deemed eligible as potential sources; (3) Dividing procurement transactions into separate procurements to permit maximum participation by these business types;</p> <p>(4) Establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by these business types; (5) Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring a contractor under a Federal award to apply this section to subcontracts.</p> <p>7. 200.322 (a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.</p> <p>8. 200.327 The non-Federal entity's contracts must contain the applicable provisions describe in appendix II of 2 CFR Part 200.</p>
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Applicant Jurisdiction:			
Authorized Representative		Senior Jurisdictional Authority*	
Print Name		Print Name	
Title		Title	
Signature		Signature	
Date		Date	
Phone Number		Phone Number	
Email Address		Email Address	
* If the Authorized Representative also holds the position of Senior Jurisdictional Authority please include the signature and contact information of another jurisdictional authority who can certify compliance. (Example: county clerk, fiscal manager, etc.)			

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.





PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE 
APPLICANT ORGANIZATION 	DATE SUBMITTED 

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ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.





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NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	
APPLICANT ORGANIZATION	DATE SUBMITTED
	

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION <input type="text"/>	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input type="text"/>	* First Name: <input type="text"/> Middle Name: <input type="text"/>
* Last Name: <input type="text"/>	Suffix: <input type="text"/>
* Title: <input type="text"/>	
* SIGNATURE: <input type="text"/>	* DATE: <input type="text"/>

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:
 Prime SubAwardee

* Name

* Street 1 Street 2

* City State Zip

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: <input type="text"/>	7. * Federal Program Name/Description: <input type="text"/> CFDA Number, if applicable: <input type="text"/>
--	---

8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>
--	--

10. a. Name and Address of Lobbying Registrant:

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

b. Individual Performing Services (including address if different from No. 10a)

Prefix * First Name Middle Name

* Last Name Suffix

* Street 1 Street 2

* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:

* Name: Prefix * First Name Middle Name
* Last Name Suffix

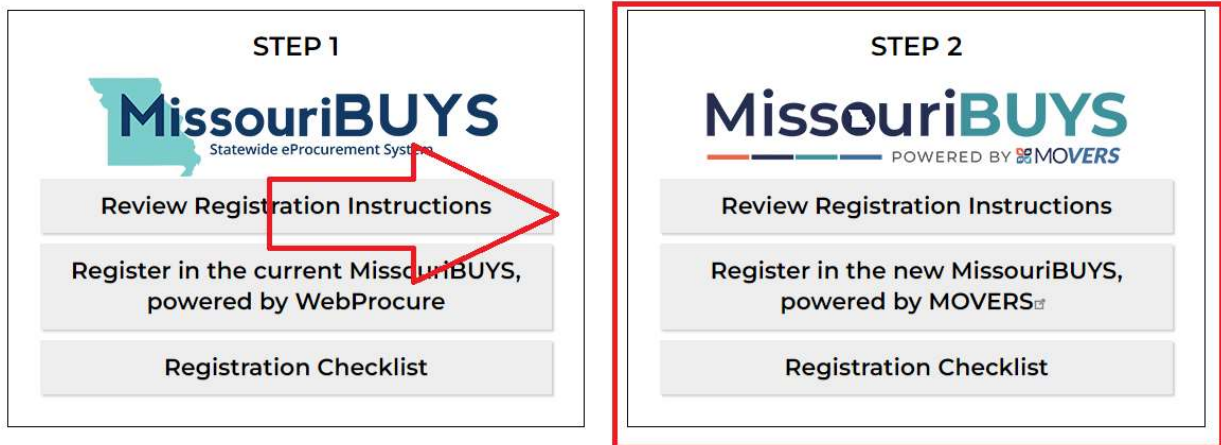
Title: Telephone No.: Date:

Federal Use Only:	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)
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The State of Missouri now requires that Applicants register with MissouriBuys. This online system replaces the previous Vendor Input form. Registration is required prior to payments being made. In order to register, please follow the instructions below.

Please go to: <https://missouribuy.mo.gov/supplier-registration>

You will register on the RIGHT side under Step 2:

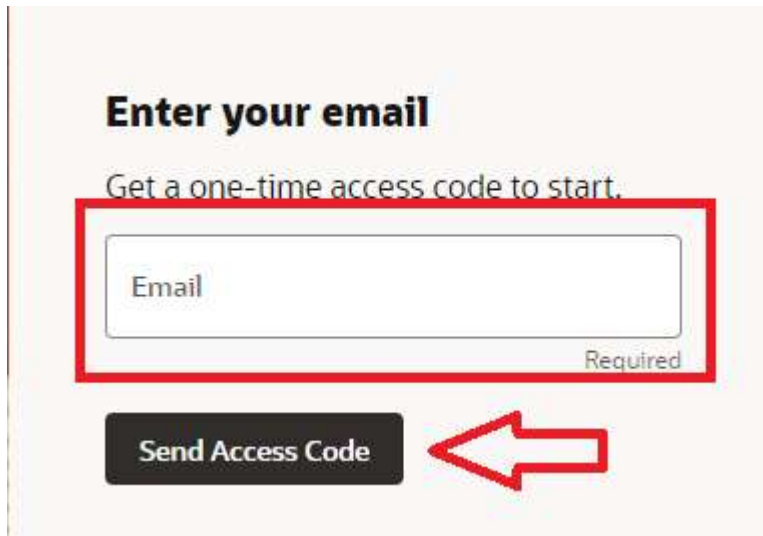


You will select "Register in the new MissouriBuys, powered by MOVERS"



A box will pop up stating you are exiting to a site that is not part of the government (.gov) domain, and you select "OK"

This will take you to the new page and on the Right you will enter your e-mail to get a one-time access code to start. Even though it says "Supplier Registration," this is also for our locals to reimburse expenses.



Enter your email

Get a one-time access code to start.

Email Required

Send Access Code ←

Once you receive your access code, please follow the online prompts to complete Registration.

Self-Service Supplier Registration Process

Topic Overview

MissouriBUYS is the State of Missouri’s secure, web-based statewide eProcurement system powered by MOVERS (an Oracle product).

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Enter Contacts	5
Enter Addresses	8
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Products and Services	14
Questionnaire and Application Submission	16
Logging into MissouriBUYS	Error! Bookmark not defined.
Navigating your Profile.....	Error! Bookmark not defined.

Self-Service Supplier Registration Process

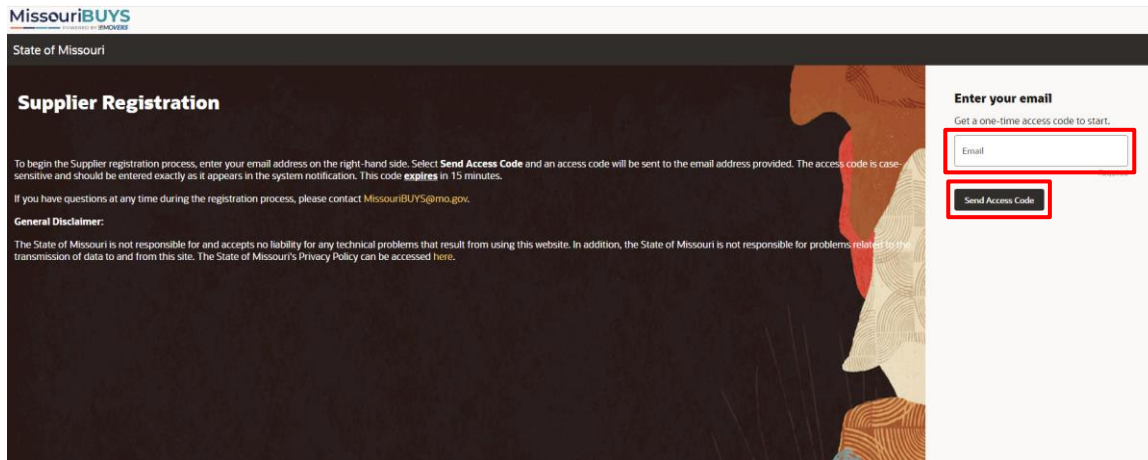
Introduction

This guide provides an overview and step-by-step instructions for a supplier to follow and complete the Supplier registration process in MissouriBUYS, powered by MOVERS. As a security feature, after 10 minutes of inactivity, you will be given a two-minute warning, with a pop-up as shown below. After two (2) more minutes of inactivity the system will log you out. A pop-up box will appear on the screen, click **Continue** to stay logged in.

Note: If at any time during registration you need to complete the process at a later time, click **Save**. Otherwise, once you click **Continue**, your work will automatically be saved, and the system will prompt the next page.

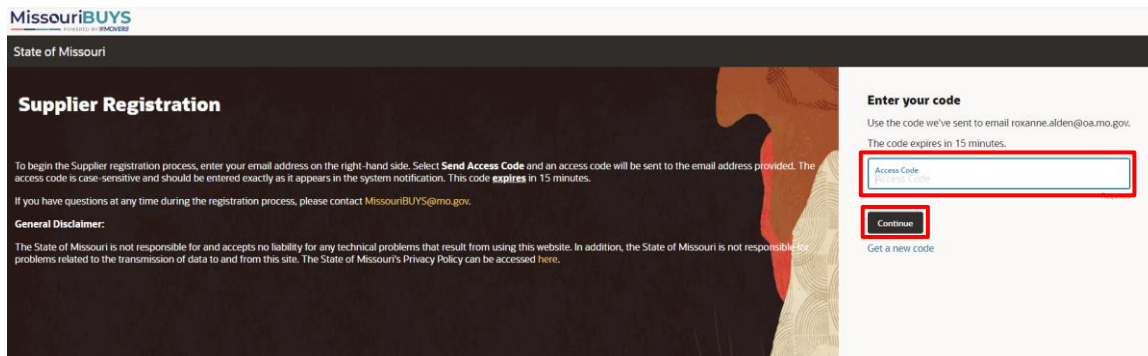
Access MissouriBUYS, powered by MOVERS Supplier Registration

1. Navigate to the [Self-Service Supplier Registration Page](#).
2. To begin the Self-Service Supplier Registration process, enter your email address on the right-hand side and select **Send Access Code**.



The screenshot shows the MissouriBUYS Supplier Registration page. On the right side, there is a form titled "Enter your email" with the instruction "Get a one-time access code to start." Below this, there is an "Email" input field and a "Send Access Code" button, both highlighted with red boxes. The left side of the page contains instructions and a general disclaimer.

3. Enter the access code received in the system notification in the **Access Code** field and click **Continue**. The access code is case-sensitive and should be entered exactly as it appears in the system notification. The code **expires** in 15 minutes.

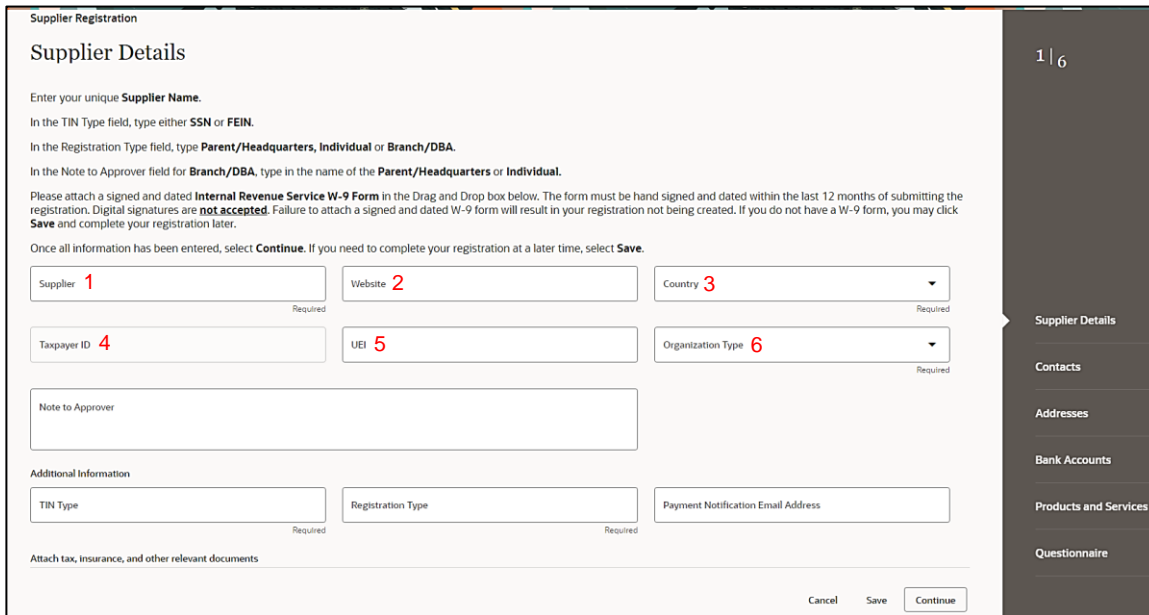


The screenshot shows the MissouriBUYS Supplier Registration page. On the right side, there is a form titled "Enter your code" with the instruction "Use the code we've sent to email roxanne.alden@oa.mo.gov. The code expires in 15 minutes." Below this, there is an "Access Code" input field and a "Continue" button, both highlighted with red boxes. The left side of the page contains instructions and a general disclaimer.

Self-Service Supplier Registration Process

Enter Supplier Details

On the **Supplier Details** screen, provide your supplier information as you are guided through each of the sections listed on the right-hand side of the screen. Required fields are labeled under the field on the right-hand side.



Supplier Registration

Supplier Details

Enter your unique **Supplier Name**.
 In the TIN Type field, type either **SSN** or **FEIN**.
 In the Registration Type field, type **Parent/Headquarters, Individual** or **Branch/DBA**.
 In the Note to Approver field for **Branch/DBA**, type in the name of the **Parent/Headquarters** or **Individual**.
 Please attach a signed and dated **Internal Revenue Service W-9 Form** in the Drag and Drop box below. The form must be hand signed and dated within the last 12 months of submitting the registration. Digital signatures are **not accepted**. Failure to attach a signed and dated W-9 form will result in your registration not being created. If you do not have a W-9 form, you may click **Save** and complete your registration later.
 Once all information has been entered, select **Continue**. If you need to complete your registration at a later time, select **Save**.

Supplier **1** Website **2** Country **3**

Taxpayer ID **4** UEI **5** Organization Type **6**

Note to Approver

Additional Information

TIN Type Registration Type Payment Notification Email Address

Attach tax, insurance, and other relevant documents

Cancel Save Continue

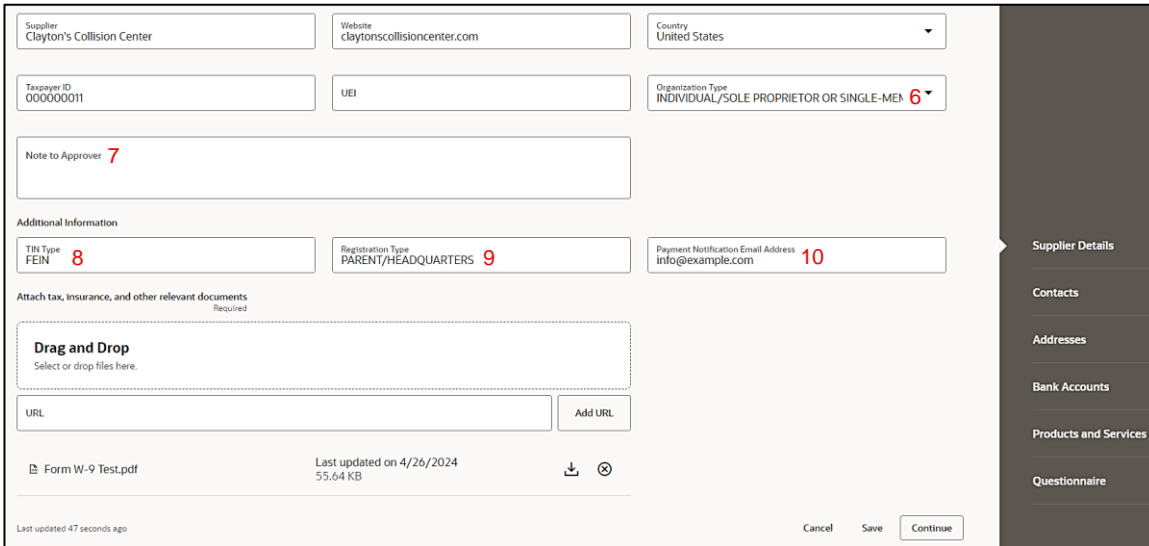
1 | 6

- Supplier Details
- Contacts
- Addresses
- Bank Accounts
- Products and Services
- Questionnaire

1. In the **Supplier** field, enter the Legal Name of the entity/individual. The system will **not** allow duplicative names. The Legal Name must match, excluding punctuation, the entity/individual name on record with the IRS for your Tax Identification Number.
 - a. If you file with a Social Security Number, you must enter your Legal Name, excluding punctuation, exactly as you enter it on your Federal Tax Return.
 - b. If you are registering as a Branch/DBA, enter the name under which you conduct business under.
2. In the **Website** field, if desired, enter your business website's URL.
3. In the **Country** field, click on the drop-down arrow to choose your country. You can also start typing the country and a list of options will be provided to select from.
4. In the **Taxpayer ID** field, enter your Taxpayer ID.
 - a. This will be either your Social Security Number (SSN) or your Federal Employer Identification Number (FEIN).
 - b. Both numbers are 9-digits long. Do **not** add any hyphens, spaces, or dashes.
 - c. The State of Missouri uses this information to associate your registration with the state's financial system for Federal tax reporting.
5. In the **UEI** field, enter the Unique Entity Identifier (UEI) number, if applicable. Please leave this field blank if you have not applied for and been assigned a UEI number by the federal government.
 - a. This field is not required.

Self-Service Supplier Registration Process

- b. The UEI number must contain 9- or 13-digits. If any number less than 9 or more than 13 is entered, you will **not** be able to proceed with your registration until corrected.
 - c. It cannot contain letters or symbols.
6. In the **Organization Type** field, click on the drop-down arrow to select the correct Organization Type.



The screenshot shows a registration form with the following fields and values:

- Supplier: Clayton's Collision Center
- Website: claytonscollisioncenter.com
- Country: United States
- Taxpayer ID: 00000011
- UEI: (empty)
- Organization Type: INDIVIDUAL/SOLE PROPRIETOR OR SINGLE-MEM 6
- Note to Approver: 7
- TIN Type: FEIN 8
- Registration Type: PARENT/HEADQUARTERS 9
- Payment Notification Email Address: info@example.com 10

Additional information includes a drag-and-drop area for attachments (Form W-9 Test.pdf, 55.64 KB) and a sidebar with navigation options: Supplier Details, Contacts, Addresses, Bank Accounts, Products and Services, and Questionnaire.

7. In the **Note to Approver** field, add any additional notes that may apply. For example, in the case of an ownership change or business restructure, please add the prior supplier name.

Note: Do **not** enter any sensitive information in the **Note to Approver** field, such as SSN, FEIN, or bank information.

8. In the **TIN Type*** field, enter either, "SSN" for Social Security Number or "FEIN" for Federal Employer Identification Number, depending on how you are doing business with the State of Missouri.

Note: If you are registering as a Branch/DBA, please leave this field blank.

9. In the **Registration Type** field, you will enter whether you are an Individual, Parent/Holding Company or Branch/DBA (Doing Business As).

- a. **Individual** applies to you if are doing business as yourself or as a sole proprietor.
- b. **Parent/Holding Company** applies to your organization if it is the parent or headquarters location of your organization.
- c. **Branch/DBA (Doing Business As)** applies to your organization if it is a child company or branch location of another entity. In the **Note to Approver** field provide the Parent/Holding Company name.

10. In the **Payment Notification Email Address** field, enter an email address for which you want to receive an email notification when a payment has been made to this supplier.

Note: Payment notifications will be generated with a future release of the MOVERS system.

Self-Service Supplier Registration Process

- In the **Drag and Drop** box, upload a hand-signed and dated Internal Service W-9 Form and select **Continue**.

Note: Please attach a signed and dated **Internal Revenue Service W-9 Form** in the “Drag and Drop” box below. The form must be hand-signed and dated within 12 months of submitting the registration. Digital signatures are **not accepted**. The W-9 Form can be found on the [IRS official website](#). Failure to attach a signed and dated W-9 form will result in your registration not being created. If you do not have a W-9 form, you may click **Save** and complete your registration later.

Enter Contacts

The **Contacts** screen is where you will enter your contact information and create additional contacts who will need access to the MissouriBUYS Supplier Portal. Each contact may be assigned to one or both of the supplier role(s).

Self-Service Supplier Registration Process

1. Enter your contact details with your **First Name**, **Last Name**, and **Email**.
2. Provide either a **Mobile** or **Phone** number in case the State of Missouri Supplier Management Team needs to contact you regarding your registration.
 - a. If entering a **Mobile** number:
 - i. In the field to the left, verify the **Country** selected is “US”.
 - ii. In the **Mobile** field, enter your mobile phone number, starting with “+1” which automatically populates, and your area code first.
 - b. If entering any other **Phone** number:
 - i. In the **Phone** field, first, enter your phone number, starting with “+1” which automatically populates, and your area code.
 - ii. In the **Ext** field, enter your extension, if applicable.
3. In the **Fax** field, enter your fax number.
 - a. In the field to the left, verify the **Country** selected is “US”.
 - b. In the **Fax** field, first, enter your mobile phone number, starting with “+1” which automatically populates, and your area code.
 - c. This field is not required.
 - d. In the **Job Title** field, enter your job title. This field is not required.
4. Verify your response for “Is this an administrative contact?” and “Does this contact need a user account?”.
 - a. The **Yes** radio button will be selected by default for both.

Self-Service Supplier Registration Process

Contacts

Please enter your **First Name, Last Name, Email Address, Mobile Phone Number, and Phone Number** below.

If you are the administrative contact of this registration, please ensure **Yes** is selected in order to manage this registration and the users.

In order to have online access to your registration, please ensure **Yes** is selected next to the question "Does this contact need a user account?" If yes is not selected at the time you complete your registration, you will not receive your credentials to log in to the system.

Once all information has been entered, select "Continue". If you need to complete your registration at a later time, select "Save".

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Last Name Email

Country Mobile Country Phone Ext

Job Title Country Fax

Is this an administrative contact? Yes No
Administrative contact will receive general communications from us.

Does this contact need a user account? Yes No
User accounts will provide online access to supplier transactions and self-service tasks.

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

MO Supplier Self Service Administrator
Role provides administrator access to supplier portal. This role is able to access and maintain Company profile information.

MO Supplier Bidder
Role provides access to supplier portal. This role is able to view solicitations and maintain responses.

Last updated now Cancel Save

5. Verify "What user roles does this contact need?". You will need to assign **at least** one role to specify the responsibilities of the contact. You can select all boxes if needed.
 - a. **Tip:** As the supplier profile owner, you need to select the "MO Supplier Self Service Administrator" role. This role allows the user to manage the profile and grant contacts access to the supplier application.
6. If you would like to add another contact, click on **Add Another Contact** at the bottom of the page.

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

MO Supplier Self Service Administrator
Role provides administrator access to supplier portal. This role is able to access and maintain Company profile information.

MO Supplier Bidder
Role provides access to supplier portal. This role is able to view solicitations and maintain responses.

Last updated 1 minute ago Cancel Save

7. To edit a previously entered contact, click on the **Pencil** icon on the right-hand side.
 - a. If you would like to remove a contact, you can click on the **Trash** icon adjacent to the **Pencil** icon. The **Trash** icon will appear on all contacts, so be sure you verify that you are deleting the correct contact.

Self-Service Supplier Registration Process

Contact 2

First Name Sandy	Last Name McTest	Email user@example.net
Mobile +1 215 555 5555	Phone +1 215 555 5554	
Job Title Co Owner	Fax +1 215 222 0000	

Is this an administrative contact? Administrative contact will receive general communications from us. Yes No

Does this contact need a user account? User accounts will provide online access to supplier transactions and self-service tasks. Yes No

What user roles does this contact need? Assign at least 1 user role to specify the responsibilities of the contact.

MO Supplier Bidder

8. Click Continue.

Contacts

Please enter your **First Name, Last Name, Email Address, Mobile Phone Number, and Phone Number** below.

If you are the administrative contact of this registration, please ensure **Yes** is selected in order to manage this registration and the users.

In order to have online access to your registration, please ensure **Yes** is selected next to the question "**Does this contact need a user account?**" If yes is not selected at the time you complete your registration, you will not receive your credentials to log in to the system.

Once all information has been entered, select "Continue". If you need to complete your registration at a later time, select "Save".

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name Todd	Last Name Tester	Email	
Country US	Mobile +1 573 888 9999	Country US	Phone +1
Job Title	Country US	Fax +1	

Is this an administrative contact? Administrative contact will receive general communications from us. Yes No

Does this contact need a user account? User accounts will provide online access to supplier transactions and self-service tasks. Yes No

What user roles does this contact need? Assign at least 1 user role to specify the responsibilities of the contact.

MO Supplier Self Service Administrator
Role provides administrator access to supplier portal. This role is able to access and maintain Company profile information.

MO Supplier Bidder

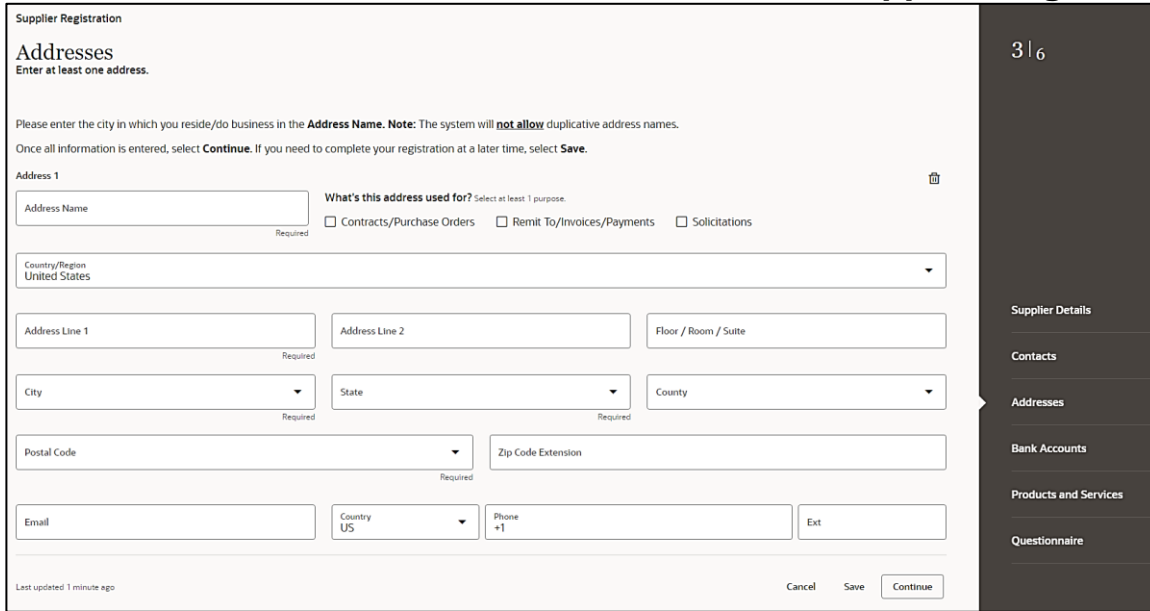
Last updated 53 seconds ago

Cancel Save Continue

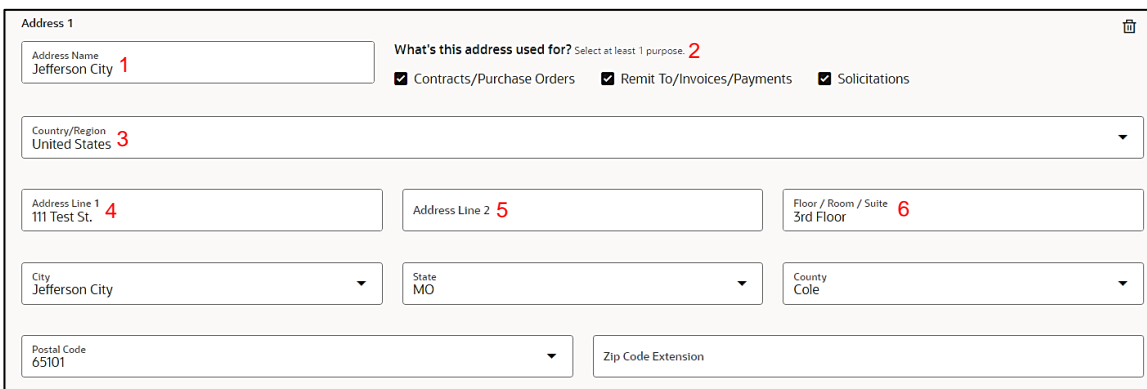
Enter Addresses

The **Addresses** screen is where you will enter your address. You will need to enter the address that is on your W-9 and can add additional addresses, such as a PO Box address.

Self-Service Supplier Registration Process

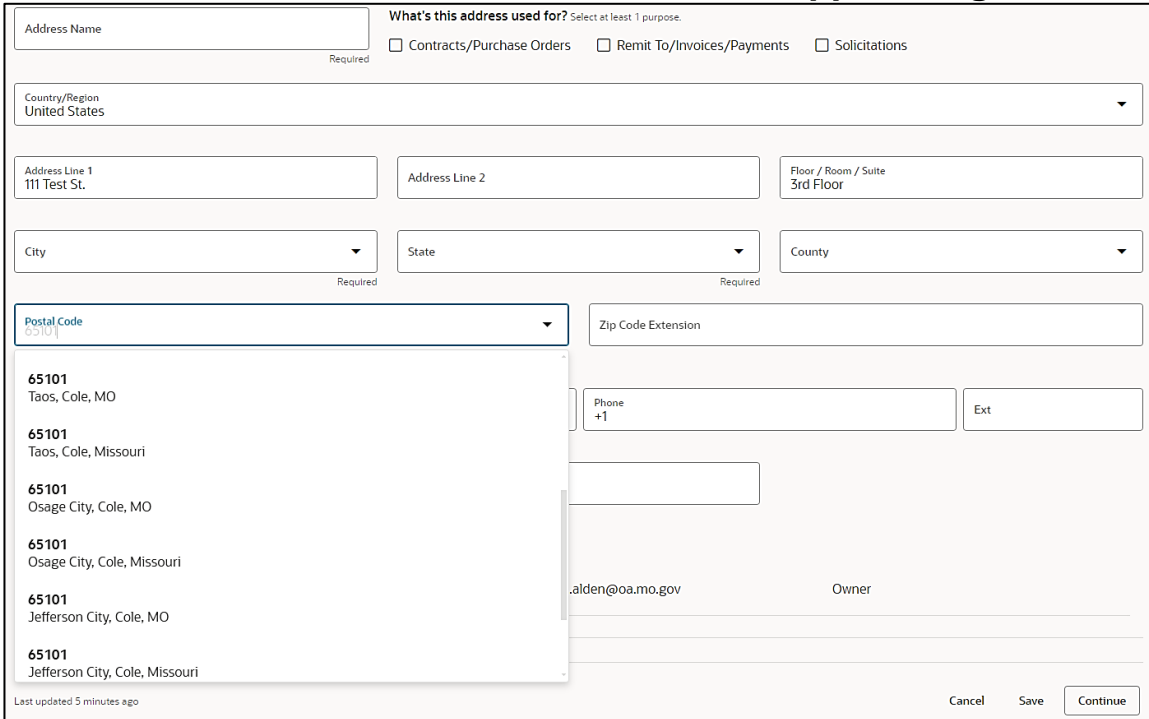


1. In the **Address Name** field, enter the city in which you reside/do business.
Note: The system will **not** allow duplicative address names.
2. Select at least one box for which the address will be used: **Contracts/Purchase Orders**, **Remit To/Invoices/Payments**, and/or **Solicitations**.
3. In the **Country/Region** field, enter the country.
4. In the **Address Line 1** field, enter your physical address.
5. In the **Address Line 2** field, enter the PO Box information, if applicable. This is not a required field.
6. In the **Floor/Room/Suite** field, enter the floor, room, or suite, if applicable. This is not a required field.

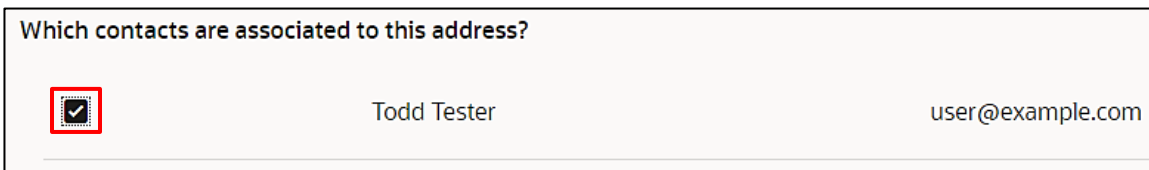


7. In the **Postal Code** field, enter your zip code. This should auto-populate with several choices for you to choose from. Select the correct city and county associated with your zip code.

Self-Service Supplier Registration Process



7. In the **Zip Code Extension** field, enter the four-digit zip code extension, if known; however, it is not required.
8. Once you have entered the address information, you will be able to associate a Contact to this address by selecting the applicable checkbox.





9. To add another address, click on **Add Another Address** at the bottom of the page.



10. Click on the **Pencil** icon on the right-hand side to edit the address. Only the MO Supplier Self Service Administrator will be able to edit address information.
 - a. If you would like to remove an address, you can click on the **Trash** icon adjacent to the **Pencil** icon. The **Trash** icon will appear on all addresses. Please ensure you are deleting the correct address.

Self-Service Supplier Registration Process

Address 2  

Address Name
Toby's Construction 001

What's this address used for? Select at least 1 purpose.

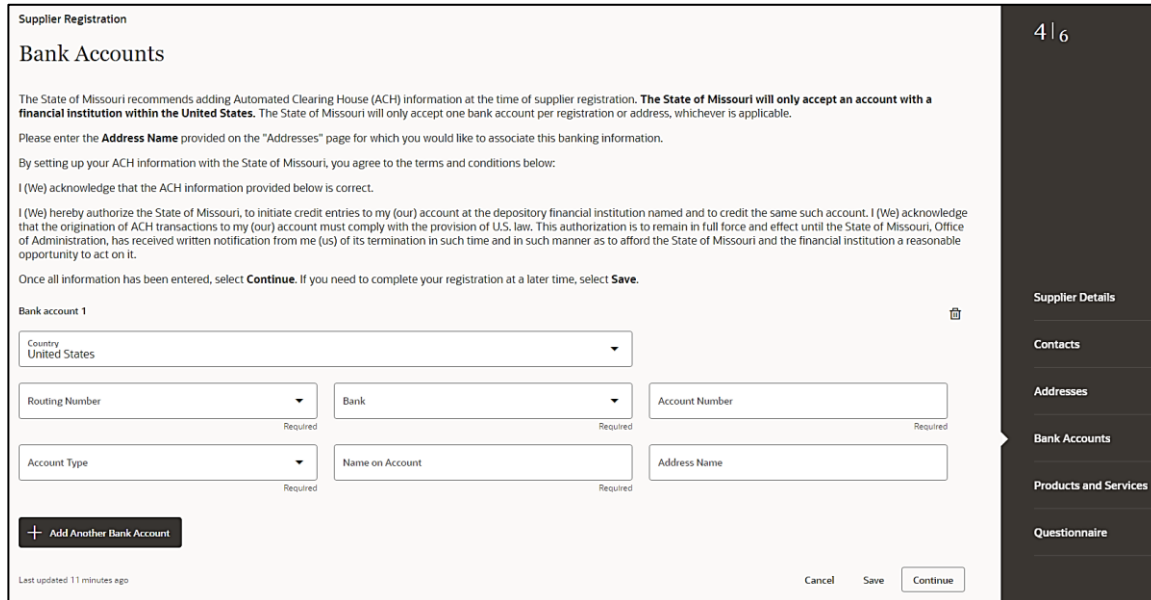
Contracts/Purchase Orders Remit To/Invoices/Payments Solicitations

Address
PO BOX 000
JEFFERSON CITY, MISSOURI COLE
65102
UNITED STATES

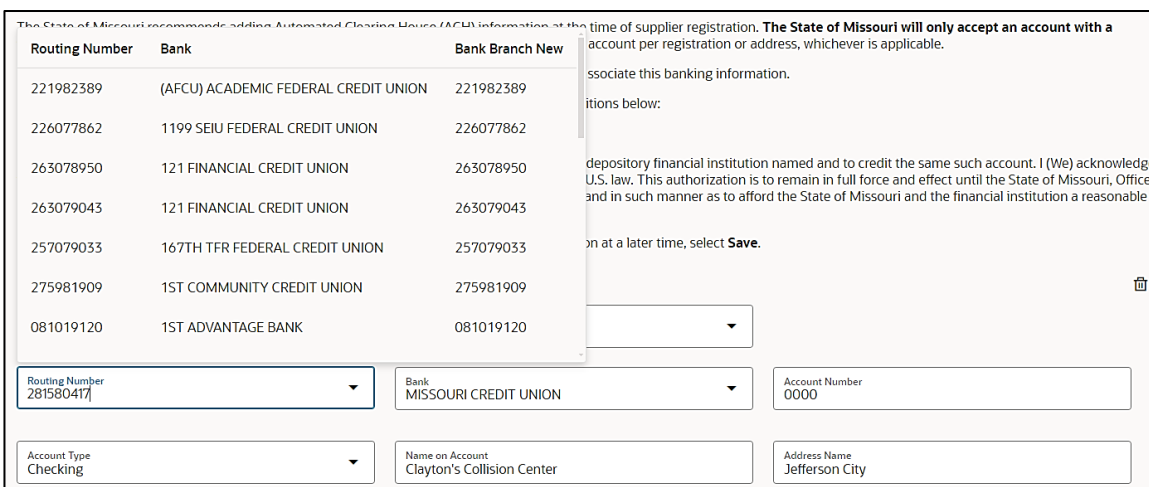
Self-Service Supplier Registration Process

Bank Accounts

The **Banks Accounts** screen is where you will add the bank information to receive payments from the State of Missouri.



1. To enter your routing number in the **Routing Number** field, you can do it one of three ways:
 - a. Start by typing in the number in the field.
 - b. Start by typing in the name of the bank.
 - c. Click on the drop-down arrow in the **Routing Number** field and you can scroll down until you find your routing number to select. Select the correct bank and routing number from the resulting list of banks and routing numbers that will populate in the dropdown, as shown in the screenshot below.

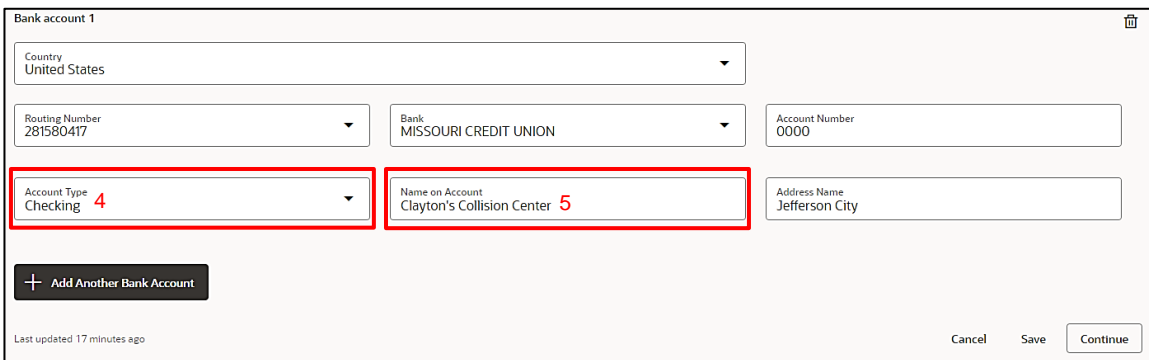


Routing Number	Bank	Bank Branch New
221982389	(AFCU) ACADEMIC FEDERAL CREDIT UNION	221982389
226077862	1199 SEIU FEDERAL CREDIT UNION	226077862
263078950	121 FINANCIAL CREDIT UNION	263078950
263079043	121 FINANCIAL CREDIT UNION	263079043
257079033	167TH TFR FEDERAL CREDIT UNION	257079033
275981909	1ST COMMUNITY CREDIT UNION	275981909
081019120	1ST ADVANTAGE BANK	081019120

2. Once you have selected the appropriate listing for the **Routing Number** field, the **Bank** field will automatically populate.

Self-Service Supplier Registration Process

- a. If you choose to find your **Bank** before your **Routing Number**, the routing number will not automatically populate, and you will need to enter the routing number or find it in the dropdown list, similar to Step 1, above.
3. Now that you have entered your **Bank** and **Routing Number** you will need to type in your account number in the **Account Number** field.
4. In the **Account Type** field, choose your account type using the drop-down arrow.
5. In the **Name on Account** field, enter the name that is on the account. This will either be your name or the business name.



Bank account 1

Country: United States

Routing Number: 281580417

Bank: MISSOURI CREDIT UNION

Account Number: 0000

Account Type: Checking 4

Name on Account: Clayton's Collision Center 5

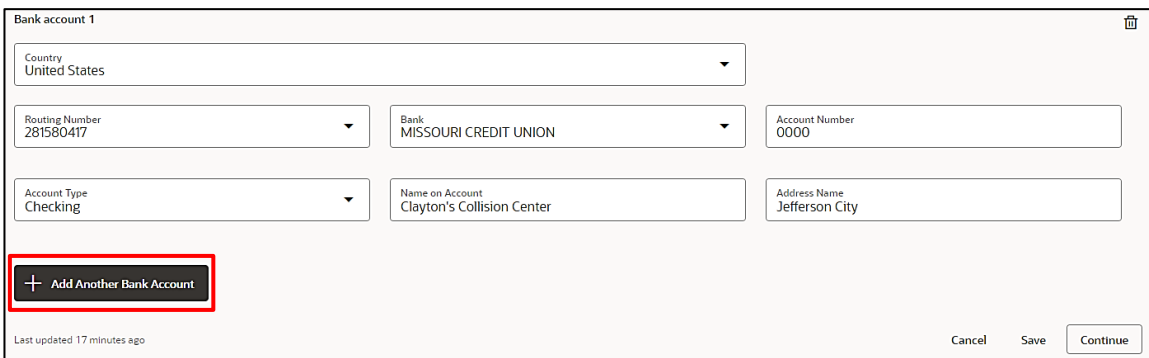
Address Name: Jefferson City

+ Add Another Bank Account

Last updated 17 minutes ago

Cancel Save Continue

6. To add a bank account, click on **Add Another Bank Account**.



Bank account 1

Country: United States

Routing Number: 281580417

Bank: MISSOURI CREDIT UNION

Account Number: 0000

Account Type: Checking

Name on Account: Clayton's Collision Center

Address Name: Jefferson City

+ Add Another Bank Account

Last updated 17 minutes ago

Cancel Save Continue

Note: The State of Missouri will only accept one bank account per registration or address, whichever is applicable. Please enter the **Address Name** provided on the “Addresses” screen for which you would like to associate this banking information.

Self-Service Supplier Registration Process

- After completing all applicable fields, select **Continue** in the bottom right-hand corner.

Bank account 1

Country: United States

Routing Number: 281580417 | Bank: MISSOURI CREDIT UNION | Account Number: 0000

Account Type: Checking | Name on Account: Clayton's Collision Center | Address Name: Jefferson City

[+ Add Another Bank Account](#)

Last updated 17 minutes ago

Cancel Save **Continue**

Products and Services

The **Products and Services** screen is where you will select solicitation opportunity categories for which you would like to receive notifications based on products/services your organization provides. The section below describes how you will identify and select categories and sub-categories that align with products/services your business provides.

Supplier Registration

Products and Services

If you wish to receive solicitation opportunity notifications posted by the State of Missouri agencies, please select the UNSPSC commodity/service codes that best align with the products and/or services that you or your organization provide. If you select a higher level code, you will receive bidding email notifications for the higher level code and all of its sub level codes. Otherwise, no action is necessary, and you may proceed to the next step in your registration.

Once all information has been entered, select **Continue**. If you need to complete your registration at a later time, select **Save**.

Search by category or description

Category	Description
<input type="checkbox"/> 10000000 - LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES	LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES
<input type="checkbox"/> 11000000 - MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS	MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS
<input type="checkbox"/> 12000000 - CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS
<input type="checkbox"/> 13000000 - RESIN AND ROSIN AND RUBBER AND FOAM AND FILM AND ELASTOMERIC MATERIALS	RESIN AND ROSIN AND RUBBER AND FOAM AND FILM AND ELASTOMERIC MATERIALS
<input type="checkbox"/> 14000000 - PAPER MATERIALS AND PRODUCTS	PAPER MATERIALS AND PRODUCTS
<input type="checkbox"/> 15000000 - FUELS AND FUEL ADDITIVES AND LUBRICANTS AND ANTI CORROSIVE MATERIALS	FUELS AND FUEL ADDITIVES AND LUBRICANTS AND ANTI CORROSIVE MATERIALS

Last updated now Cancel Save **Continue**

- To receive notifications for a specific category and all its sub-categories, check the box next to the desired category. You can select as many categories as needed.

Category	Description
<input checked="" type="checkbox"/> 10000000 - LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES	LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES
<input type="checkbox"/> 11000000 - MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS	MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS
<input type="checkbox"/> 12000000 - CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS
<input type="checkbox"/> 13000000 - RESIN AND ROSIN AND RUBBER AND FOAM AND FILM AND ELASTOMERIC MATERIALS	RESIN AND ROSIN AND RUBBER AND FOAM AND FILM AND ELASTOMERIC MATERIALS

Self-Service Supplier Registration Process

2. To only receive notifications from a sub-category within a parent category, click on the triangle next to a folder to view sub-categories. **Check the boxes** next to categories or sub-categories for which you would like to receive notifications on bidding opportunities.
 - a. If a triangle is present next to a sub-category folder, more sub-categories are also available within that folder.

Note: Solicitation invitations based on UNSPSC codes that you selected will be generated with a future release of the MOVERS system.

Category	Description
<input type="checkbox"/> <input checked="" type="checkbox"/> 10000000 - LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES	LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES
<input type="checkbox"/> <input checked="" type="checkbox"/> 10100000 - LIVE ANIMALS	LIVE ANIMALS
<input type="checkbox"/> <input checked="" type="checkbox"/> 10101500 - LIVESTOCK	LIVESTOCK
<input checked="" type="checkbox"/> <input type="checkbox"/> 10101501 - CATS	CATS
<input checked="" type="checkbox"/> <input type="checkbox"/> 10101502 - DOGS	DOGS
<input type="checkbox"/> <input type="checkbox"/> 10101504 - MINK	MINK
<input type="checkbox"/> <input type="checkbox"/> 10101505 - RATS	RATS
<input type="checkbox"/> <input type="checkbox"/> 10101506 - HORSES	HORSES

3. Click **Continue**.

Supplier Registration

Products and Services

If you wish to receive solicitation opportunity notifications posted by the State of Missouri agencies, please select the UNSPSC commodity/service codes that best align with the products and/or services that you or your organization provide. If you select a higher level code, you will receive bidding email notifications for the higher level code and all of its sub level codes. Otherwise, no action is necessary, and you may proceed to the next step in your registration.

Once all information has been entered, select **Continue**. If you need to complete your registration at a later time, select **Save**.

2 selected View Selected Clear Selected

Category	Description
<input type="checkbox"/> <input type="checkbox"/> 10000000 - LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES	LIVE PLANT AND ANIMAL MATERIAL AND ACCESSORIES AND SUPPLIES
<input type="checkbox"/> <input type="checkbox"/> 11000000 - MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS	MINERAL AND TEXTILE AND INEDIBLE PLANT AND ANIMAL MATERIALS
<input type="checkbox"/> <input type="checkbox"/> 12000000 - CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS	CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS
<input type="checkbox"/> <input type="checkbox"/> 12130000 - EXPLOSIVE MATERIALS	EXPLOSIVE MATERIALS
<input type="checkbox"/> <input type="checkbox"/> 12131500 - EXPLOSIVES	EXPLOSIVES
<input checked="" type="checkbox"/> <input type="checkbox"/> 12131501 - DYNAMITE	DYNAMITE
<input checked="" type="checkbox"/> <input type="checkbox"/> 12131502 - EXPLOSIVE CARTRIDGES	EXPLOSIVE CARTRIDGES

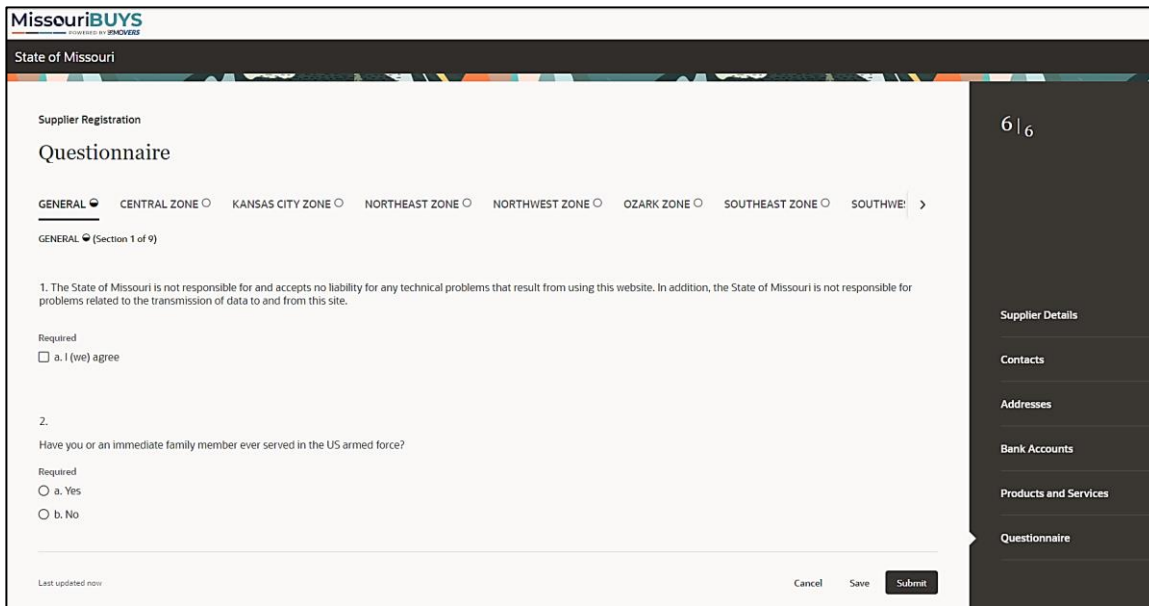
Last updated 2 minutes ago

Cancel Save **Continue**

Self-Service Supplier Registration Process

Questionnaire and Application Submission

The **Questionnaire** screen is where you will be asked a series of questions and submit your registration.



MissouriBUYS
POWERED BY MOVERS

State of Missouri

Supplier Registration

Questionnaire

GENERAL | CENTRAL ZONE | KANSAS CITY ZONE | NORTHEAST ZONE | NORTHWEST ZONE | OZARK ZONE | SOUTHEAST ZONE | SOUTHWEST ZONE

GENERAL (Section 1 of 9)

1. The State of Missouri is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the State of Missouri is not responsible for problems related to the transmission of data to and from this site.

Required

a. I (we) agree

2.

Have you or an immediate family member ever served in the US armed force?

Required

a. Yes

b. No

Last updated now

Cancel Save Submit

6 | 6

Supplier Details

Contacts

Addresses

Bank Accounts

Products and Services

Questionnaire

1. For question number 1, **check the box** next to “I (we) agree,” agreeing to the terms.
2. For question number 2, select **Yes** or **No** stating whether you or an immediate family member have ever been in the US Armed Forces.
3. For question number 3, select **Yes** or **No** stating whether or not you would like to be included on the State of Missouri’s 24-hour Emergency Supplier List. If you select **Yes**, you will need to complete the following information in steps (3a – 3e) in the below the screenshot. If you select **No**, you can skip steps 3a – 3e.

Note: By indicating you wish to be listed on the State of Missouri’s 24-hour Emergency Supplier List, participating suppliers are registered to provide disaster assistance in the event of an emergency. It is estimated that this emergency assistance could be required for up to eight (8) weeks or until regular contracting/bidding procedures could be followed. In the event your services would be required, response time is very critical. Response to the agency within two (2) hours may be necessary as delivery of goods or services at the emergency location within four (4) hours may be required. For some classes or types of work, you may be required to provide proof of the appropriate insurance (general liability, professional liability, other non-professional liability, crime, errors and omissions liability, etc.) to be included on the emergency supplier list. This will ensure that your company can begin work immediately upon receiving a call from agency staff in case of an emergency.

Self-Service Supplier Registration Process

Emergency Contact Name

Required

1.a.2. Emergency Contact Email

Required

1.a.3. Confirm Emergency Contact Email

Required

1.a.4. Emergency Contact Phone(10 digits, no spaces or hyphens)

Required

1.a.5. Confirm Emergency Contact Phone

Required

- a. In the **Emergency Contact Name** field enter your emergency contact name.
 - b. In the **Emergency Contact Email** field, enter your emergency contact email.
 - c. Confirm your email by re-entering it.
 - d. In the **Emergency Contact Phone** field, enter your phone number starting with your area code without spaces or hyphens.
 - e. Confirm your phone number by re-entering it without spaces or hyphens.
4. In the screenshot below, you will see the different zones in the State of Missouri where the supplier will provide supplies and/or services.
- a. Locate the zone where you provide your supplies and/or services. If you do not see your zone, you can scroll using the arrow to the right, until you find your zone.
 - b. Click on the zone that your supplies and/or services is located in.
 - c. Select **Yes** to verify your zone of choice.

Self-Service Supplier Registration Process

Supplier Registration

Questionnaire

< KANSAS CITY ZONE ●
 NORTHEAST ZONE ●
 NORTHWEST ZONE ●
 OZARK ZONE ●
 SOUTHEAST ZONE ●
 SOUTHWEST ZONE ●
 ST. LOUIS ZONE ●

ST. LOUIS ZONE (Section 9 of 9)

11. If your company operates in St. Louis Zone, please select Yes. (St. Louis Zone consists of the following counties: Crawford, Franklin, Jefferson, Lincoln, St. Charles, St. Louis, St. Louis City, Warren, Washington)

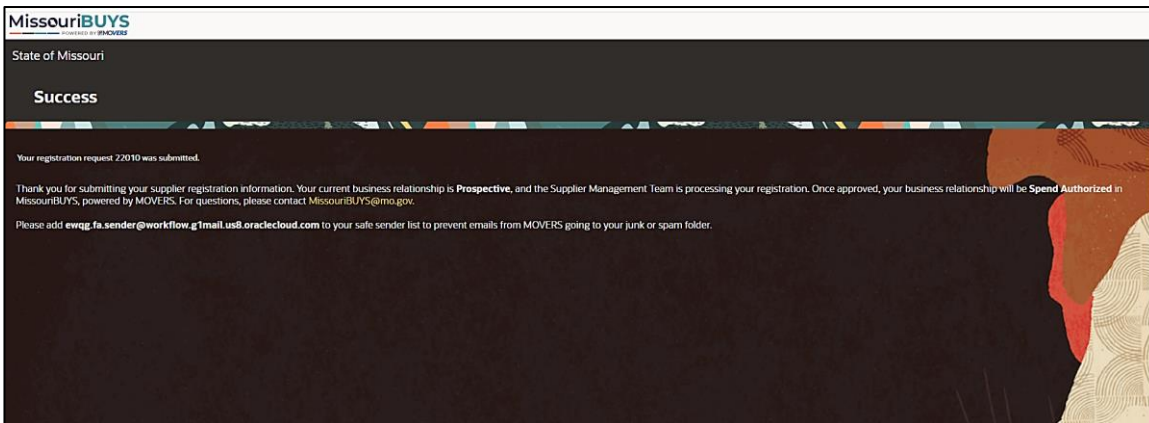
a. Yes

b. No

End of Section 9 of 9

Note: If you see a circle next to the region, it means that it is not completed, only half completed.

5. Click **Submit** to submit your registration.
6. Once you have submitted your registration application, you will be redirected to a “Success” page stating, “Your registration request ##### was submitted.”




7. Within 10-15 minutes you will receive a system notification through email confirming your business relationship is “Prospective” until the State of Missouri has reviewed and processed your registration request.


Self-Service Supplier Registration Process

8. Once approved, your business relationship will be Spend Authorized in MissouriBUYS, powered by MOVERS. For questions, please contact MissouriBUYS@mo.gov.

Note: Please add ewgg-test.fa.sender@workflow.g1mail.us8.oraclecloud.com to your safe sender list to prevent system notifications from MOVERS going to your junk or spam folder.

Submitted: State of Missouri Supplier Registration Request 23010

 MOVERS <ewgg-test.fa.sender@workflow.g1mail.us8.oraclecloud.com>



Your Supplier Registration Request has been submitted successfully as *Prospective*.

Request Details

Request Number	23010
Request Date	04/29/2024
Requested By	Clayton Smith
Supplier	Clayton's Collision Center

User account information will be sent in a separate notification

While your registration is under review by the State of Missouri Supplier Management Team, you can:

1. Manage your supplier profile.
2. COMING SOON: Receive solicitation invitations based on your UNSPSC code registration.
3. COMING SOON: Manage your bid responses.

Once your Prospective registration request is fully approved, you will receive a Spend Authorization approval notification.

Please **DO NOT REPLY** to this notification.

Need Assistance?
 Supplier Management Team | State of Missouri
 Monday-Friday | 8 a.m. to 5 p.m. CT (excluding state holidays)
 573-751-2971 | MissouriBUYS@mo.gov