

EXCLUDED PARTIES LIST SYSTEM (EPLS) REQUIREMENTS

If your agency is using HSGP grant funds to contract with anyone, you **MUST** verify that they are **NOT** listed on the Government's "**Excluded Parties List**" by going to the website

<http://www.epls.gov>.

- Locate the heading on the left side of the page that says "Search-Current Exclusions." You may search by "**Exact Name and SSN/TIN.**" The Advanced Search option will allow you to search for specific periods of time.
- Enter the requested information (i.e. individual, firm, or entity's name; range of service dates; Social Security or Tax ID Number). Click on search. The search will display the results.
- If your search returned no results, click on "Printer-Friendly" and print the search results. If the search leads you to the record history for that person, this means they are debarred or suspended and will **NOT** be eligible for any grant funds.
- Attach the search results to your reimbursement request if the search returned no results. The printed search results are very important because the date will be printed on the report and it must be prior to the date you contract with anyone. This report must accompany your reimbursement request to be eligible for reimbursement.
- If the contractor is listed on the website as debarred or suspended and you use their services, you will **NOT** be eligible for reimbursement from Tulare County OES.
- Contractors are only allowed a maximum reimbursement of **eight (8)** hours per day.