

# DUNS AND SAM REGISTRATION INFORMATION

## DUNS REGISTRATION

### **What is a DUNS number?**

The D&B D-U-N-S® Number is a unique nine-digit identifier for businesses. All sub-recipients of US Federal government contracts or grants must have a DUNS number, regardless of the sub-award amount. There is no charge to obtain a DUNS number.

### **Why does my institution need a DUNS number?**

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 required the creation of a free, searchable website for the public to access information on the recipients of federal sub-contracts. Information on the sub-recipient, along with the grant amount and purpose, will be available for public viewing at [www.usaspending.gov](http://www.usaspending.gov).

### **How do I register for a DUNS number?**

Follow the instructions outlined here:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html> The information on that website will walk you through the process.

### **What do I do next?**

After obtaining a DUNS number, you need to register in the federal System for Award Management (SAM) database, which is also a requirement.

## SAM REGISTRATION

### **What is the SAM database?**

It is an official U.S. government website. You must have an active SAM registration in order to do business with the federal government. This includes being a recipient of federal funding.

### **How do I register?**

Follow the directions outlined here: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

**Once your registration in SAM is established, please inform the Community Development Program Manager. Note the expiration date for your SAM registration and be certain to renew before that date so your registry remains active!**