Registration and certification instructions for potential and existing subawardees

Section 1: Government regulation and Certification from Debarment / Suspension / Exclusion

Section 2: How to obtain a DUNS number (for an individual and organization)

(Start with Section 3 if you have a DUNS number)
Section 3: How to register or check registration in the federal System Award Management website.

Section 4: Who to contact for assistance

' ¡ Œ¥ª '

Government Regulation and Certification from Debarment / Suspension / Exclusion

The Transparency Act requires information disclosure concerning entities receiving Federal financial assistance through Federal awards such as Federal contracts, sub-contracts, grants, and subgrants. See 31 U.S.C. 6101 note. One of the data elements required is the unique identifier of the entity receiving the award and the parent entity of the recipient, should the entity be owned by another entity. The Unique identifier used is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. See OMB M-09-19 at 11. For prime and sub-grant recipients, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number. See 2 CFR Part 25.

Executive Order 12549 (dated February 10, 1986), requires principal investigators/project directors on projects using federal funds to certify persons working on the contract/grant have not been disbarred or suspended from participation in a transaction with any federal agency.

' ¡ Œ¥ª '

How to obtain a DUNS number (for an individual or organization)

1. Go to the SAM homepage at www.sam.gov
2. Enter your username and password, and then click the "Log In" button.
3. Select "Complete Registrations" under Register/Update Entity in the left navigation pane.
4. Select the name of the registration record you want to update and click the "Update" button.
¥§ «ª ·&¡ Œ¡ ¯¤˘ ˝ › ±°°«ª «ª °¤¡ ·*¡ Œµ˘)"' ¬š£¡ °«²¥³ šªŸ šœœ¬¬°µ«±®˘ ˝ ·
information.

6. Continue through the rest of your registration record, review the information, and when you get to the end, make sure you hit [Submit.]

2. Enter your DUNS number or other searchable information.

Assertions - Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, [NAICS Codes](), optional Electronic Data Interchange (EDI) and disaster-relief data.

Representations and Certifications ˘ ¡ °š¥¯ ˙® ¨š°¡ Ÿ˚« ˙šª ¡ ª °¥µ ¯ ¨©š¨¨⁾ ± ¯¥ ¡ ¯ ¯¨°š°± ˙® ¯¬«ª ¨ ¡ ¯˙ to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).

Points of Contact (POC)   Types include, but are not limited to, contacts for accounts receivable, electronic business and government business. POC information is mandatory for all registration types.

Before you start, please be sure you also have gathered the following information:

Your Data Universal Numbering System (DUNS) number from Dun & Bradstreet, and the name and address associated with that DUNS

Your Taxpayer Identification Number and the name associated with that TIN (from your W-2 or W-9)

Your Contractor and Government Entity (CAGE) Code, if you already have one (if you don't, one will be assigned to you during registration)

- «±®¡ ¨¡ œ®ª ª ¥œ⁄ ±ª Ÿ¯ ˙⁽ ®šª ¯ ₵ ®¥ ₵ ®©š°¥ª ¨¯±0® ˙š¯ µ«±®₵ª šª 0š¥ ¨¨¯¥ ¯°¥±°¥ª ª ¯¯ ˙ ˚ ˙ Routing Number and your account number, along with the bank phone or fax number

You will be unable to submit your registration online unless all the mandatory information is provided.

* The Commercial and Government Entity (CAGE) Code is a five-character ID number used ¡ ´°¡ ª ¯¥¡ ¨µ˙³ ¥¤¥ °¤¡ ₵¡ Ÿ¡ ®š¨¨£«²¡ ®¨©¡ ª ° š¯ ¯¥¥ª¡ Ÿ⁾ µ˙°¤¡ ˘ ¡ ¬š®©© ¡ ª ˙°«₵˜ ¡ ₵¡ ª ¡ ¯¯¡

Step 4: Complete and submit the online registration. It is estimated that it will take approximately 30 minutes to complete registration if you already have all the necessary information on hand, depending upon the size and complexity of your entity.

IMPORTANT: Opt-In or Opt-Out question - you ==do== want the public to view your entity   if you choose not to allow your record to be available for public viewing, ULM (and other public entities) will not be able to verify your status and ULM will not be able to issue a subaward (due to lack of ability to verify).

Step 5: You will receive an email confirming that your registration is in process. Note that new registrations can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes TIN validation with the IRS and CAGE validation/assignment with DoD. This timeframe