



Date: June 19, 2018

To: All organizations intending to apply for funds under the Continuum of Care (CoC) Notice of Funding Availability (NOFA).

From: The Regional Task Force on the Homeless, Collaborative Applicant

Re: Required Action, Registrations

Notice:

All applicants intending to apply for funds under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care program (CoC) Notice of Funding Availability (NOFA) must have a Data Universal Numbering System (DUNS) Number, and all Project Applicants (including Collaborative Applicants applying for CoC planning funds) must register with the System for Award Management (SAM).

This document is a reminder that each applicant organization must have a DUNS Number and a SAM registration including identification of the Entity Administrator, formerly known as the Authorized Organizational Representative (AOR), in order to apply and receive funding under the CoC NOFA. The SAM registration must be valid at time of submittal of the CoC application and remain valid through the application and grant contracting process. Although the NOFA has not yet been released, the application is typically prepared and submitted between July and September each year and awards and contracting processes are initiated in following January.

DUNS Number

A DUNS Number, assigned by the company Dun & Bradstreet, is required when submitting any application for Federal funds. If your organization does not already have a DUNS Number, please visit the Dun & Bradstreet website at www.dnb.com/duns-number/get-a-duns.html or call 1-866-990-5845. The process of obtaining a DUNS Number is free of charge and generally can be completed in one day.

Most organizations will have a 9-digit DUNS Number. Larger organizations that have multiple departments might use 4-digit extensions on the DUNS Numbers to distinguish between the various offices with the organization. For example, a State DUNS Number could be 123456789, but the Housing, Health, and Transportation Departments would each have a different 4-digit extension, because the departments might have different addresses and contact personnel. The 13-digit numbers would look like 123456789-1234.

SAM

All Project Applicants must be registered with the System for Award Management (SAM). HUD will not issue a grant agreement for awarded funds to a project applicant until an active SAM registration is verified.

If you had an active record in the Central Contractor Registry (CCR), then you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your organization requires an update to your organization's record(s) such as a change in legal name, or Entity

Administrator who is authorized to sign contracts on behalf of your organization.

If you do not have an active record in the CCR or if your organization's record has expired, you will need to register your organization in SAM. Please visit the System for Award Management website, www.SAM.gov to register or update your organization. You will need to create a user account before registering or updating your organization. Please note, you must submit a notarized letter appointing the Entity Administrator before your SAM registration is activated. This process may take several days, or in some instances, weeks..

During the process, the SAM will ask you for the North American Industry Classification System (NAICS) code that best describes your industry. For HUD purposes, please enter NAICS code 624229, "Other Community Housing Services."

The SAM website has detailed instructions and user guides to assist in registering your organization.