

## Grant Preparation Process

To receive a grant you will need a **Data Universal Numbering System** (DUNS) number and be registered with the **System for Award Management** (SAM). You will not be able to apply or receive payments without being registered in SAM.

### What Is DUNS?

**DUNS** is Dun & Bradstreet's (D&B) "Data Universal Numbering System". It is a copyrighted, proprietary means of identifying business entities on a location-specific basis.

A **DUNS number** is a unique nine-character identification number Dun & Bradstreet **provides free of charge**.

For additional information about DUNS visit the [Frequently Asked Questions](#) page

### What is SAM?

The **System for Award Management** (SAM) is the Official U.S. Government system that consolidates the Central Contractor Registration (CCR), Federal Contract Registry (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS).

Business entities that have obtained a DUNS number must register annually on SAM to be eligible to receive financial assistance.

The [SAM Registration Handbook for Non Federal Users](#) is 200+ pages of detailed information about the program, if you are in need of details not found in this document.

***Please note:*** Organizations or websites soliciting a fee or charge to acquire a DUNS number or SAM registration are most likely fraudulent. Both registrations are free of charge. Many sites claim to be official and offer expedited services, this is not necessary. Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application. You are also not obligated to purchase any D&B products as a condition to obtain DUNS. It may take 2 -3 days for you to obtain a DUNS number.

Navigating government websites can be both challenging and frustrating, but it is possible to successfully complete these steps with a great deal of patience and attention to detail. **These are not sites that forgive mistakes easily so great attention to detail is crucial for successful registration.**

## How to Register for a DUNS Number

Visit the Dun and Bradstreet [website](#) or call 1-866-705-5711 to register or search for a DUNS number. You will need all of the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the Chief Executive Officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

## How to Register with SAM

1. Go to [login.gov](https://login.gov) to create an account. You will be asked to enter an email address and a 12 character password.
2. You must have a working phone number (mobile or landline) to receive a security code to confirm your account.
3. Next you'll need to go to [SAM](https://sam.gov) and log in using the new account you just created at login.gov.
4. To serve as an entity administrator you will need to create an individual SAM User Account. The email address used for this account will be utilized in the final step of the SAM process.
5. After creating an individual account, from the My SAM page, select Entity Registrations from the menu on the lower half of the page and select **Register New Entity**.
6. When asked why you are registering, the correct response is "To apply for Federal financial assistance opportunities only"
7. You will be asked to enter your "Core Data" at this point the system is going to match what you enter with the information you entered in the DUNS System. Your banking information and physical address must match exactly.
8. You will also need to enter your tax identification number and banking information. During this process you will be asked for a CAGE number, if you do not have one it will be assigned to you and it may take up to 10 days for this process to complete.
9. Next you will provide contact information for notifications and representations and certifications of the materials being submitted.
10. After reviewing your entry be sure to select Submit. **You will receive an on screen confirmation that your registration has been completed.**

**You will receive an email from SAM.gov when your registration becomes active.** But that's not the last step, please continue reading for directions provided directly from the fsd.gov website.

SAM requires a notarized letter to give access to new Entity Administrators. Your notarized letter needs to:

- Be on your company/organization letterhead, and be signed by your company President, CEO, or other authorized signature authority
- Contain your company/organization DUNS Number
- Contain the old CCR Primary and Alternate POCs' name (if you know it)
- Contain the new Entity Administrator's name, phone number, address and email address
- Provide a justification for the change
- Contain this statement above the signature block of your letter and insert the appropriate names where noted:
  - "The purpose of this notarized letter is to designate [insert name of Entity Administrator] as Entity Administrator for [company]. I, [name and title of signatory], hereby confirm that [Insert name of Entity Administrator] is an authorized officer, agent, or representative of [insert entity name, or, for individuals representing themselves, say him/herself]. This letter will authorize [Insert name of Entity Administrator] to have access to the System for Award Management (SAM). SAM is a computer system managed by the Federal Government, and it is only accessible by individuals who are either authorized to represent a particular entity, or by individuals representing themselves. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained on this entity. I, the below-signed, attest to the accuracy of all information contained in this letter."

If the administration of the company's SAM record is to be managed by a 3rd party company include the following:

- "For the purpose of registering with the United States Federal Government through the online System for Award Management (SAM), I do hereby authorize [Enter name of 3rd Party Agent]

to act on behalf of [company, organization, agency.] This authorization permits [Enter name of 3rd Party Agent] to conduct all normal, common business functions within SAM while binding signatory to all actions conducted and representations made as a result of authorization granted herein. I forever hold harmless the United States Government, the System for Award Management, and all associated entities from all action and causes of actions, suits, claims, attorney fees, or demands resulting from the authorization granted herein.”

If the administration of the company’s SAM record will not be managed by a 3rd party company include the following:

- “For the purpose of registering with the United States Federal Government through the online System for Award Management (SAM), I do not authorize any 3rd party to act on behalf of [company organization, agency].”

NOTE: Letters omitting either 3rd party authorization or denial will be considered unacceptable.

The following Notarized Letter templates are available to assist with creating your notarized letter:

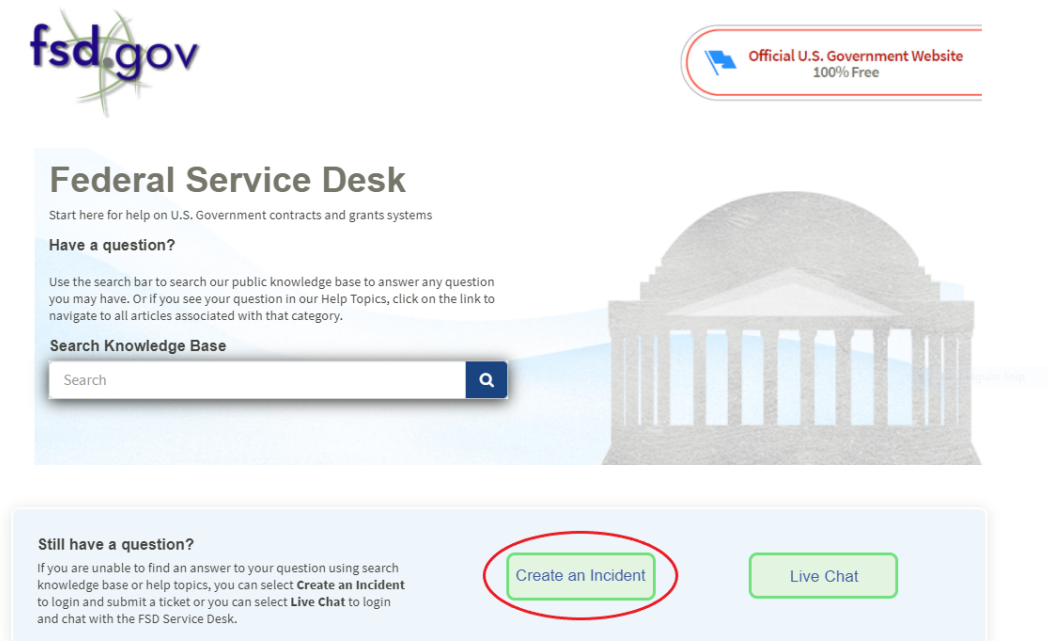
- [Template 1 - Single Entity](#)
- [Template 2 - Multiple Domestic Entities](#)

### Submitting Notarized Letter to Federal Service Desk

The letter must be notarized, scanned, and submitted to the Federal Service Desk ( [www.fsd.gov](http://www.fsd.gov) ). Follow the steps below to submit the scanned notarized letter to the FSD:

NOTE: The new Entity Administrator must have an individual SAM User Account created with the e-mail address provided in the notarized letter in order for the FSD to process your request.

1. Log in to FSD.gov
2. Click Create an Incident.



3. Select System for Award Management (SAM) in the System Name field.

### Create an Incident

\* System Name

System for Award Management (SAM)

\* Issue Type

-- None --

\* Business Type

-- None --

DUNS / AAC / DoDAAC

Name of Exclusion

Cage Code

\* Subject

\* Please describe the issue below

Add attachments

Submit

Required information

Issue Type Business Type Subject

Please describe the issue below

Rectangular

- Select SAM: Notarized Letter in the Issue Type field.

### Create an Incident

\* System Name

System for Award Management (SAM)

\* Issue Type

SAM: Notarized Letter

\* Business Type

-- None --

Submit

Required information

Business Type Subject

Please describe the issue below

- Fill out all remaining fields.
- Select the Paperclip icon to add attachments and attach your scanned notarized letter.

Entity Administrator Email Address

\* Account Administration Preference

-- None --

\* ☐ Attestation- Signed

\* ☐ Has the form been notarized?

Add attachments

- Once you have filled out all required information and attached your notarized letter, click Submit.

### Create an Incident

\* System Name

System for Award Management (SAM)

▼

\* Issue Type

SAM: Notarized Letter

▼

\* Business Type

-- None --

▼

Submit

Required information

Business Type

Subject

Please describe the issue below