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## Final Reminder - DUNS Number Required on All Voucher Submissions

This is the final reminder that effective December 1, 2017, vouchers that do not contain an active Dun & Bradstreet's (DB) Data Numbering System (DUNS) Number will generate a Tenant Rental Assistance Certification System (TRACS) fatal error and will not receive payment until corrected. Attached is the memorandum, dated June 2, 2017, that implements the requirement to include the DUNS numbers on all vouchers submitted to TRACS.

Information on obtaining a DUNS number and registering with System for Award Management (SAM) is attached. After registering with SAM, the DUNS number must be entered into the TRACS Voucher Header (VCHHR). Refer to chapter six of the [MAT User Guide](#) for information on entering the DUNS number into the VCHHR. Once entered, the DUNS number should appear on the voucher query. If a fatal error is received although the DUNS has been entered, you may need to contact your software provider to check for glitches. Following the resolution of any vendor software glitches, the voucher must be resubmitted to TRACS. Refer to the [iMAX IMAT FRD Appendix C iMAT Processing](#) for information regarding specific error codes.

For technical support questions regarding a DUNS number, contact the SAM Federal Service Desk at 1-866-606-8220. For other questions regarding the DUNS number memorandum, contact Annecia Durr at [Annecia.Durr@hud.gov](mailto:Annecia.Durr@hud.gov).

**\*\*Note: The attached memorandum apply to entities that submit vouchers to TRACS only.\*\***

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## ***e-snaps Resource Document – DUNS Number and SAM***

This document provides instructions on how to obtain a Data Universal Numbering System (DUNS) Number and register with the System for Award Management (SAM).

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All Collaborative Applicants and Project Applicants 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).

### **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](http://www.dnb.com) or call 1-800-700-2733. The process of obtaining a DUNS Number is free of charge and should take less than 15 minutes.

Most organizations will have a 9-digit DUNS Number. Larger organizations that have multiple departments might already use 4-digit extensions on the DUNS Numbers to distinguish between the various offices with the organization. For example, of a State DUNS Number is 123456789, the Housing, Health, and Transportation Departments should all have different 4-digit extensions, especially since these departments might have different addresses and contact personnel. The 13-digit numbers would look like 123456789-1234. In *e-snaps*, however, the hyphen is NOT entered.

### **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 business circumstances requires an update to your organization's record(s) in order for you to receive an award.

If you did not have an active record in the CCR or if your organization's record expired, you will need to register your organization in SAM. Please visit the System for Award Management website, [www.SAM.gov](http://www.SAM.gov) to register or update your organization. You will need to create a user account before registering or updating your organization. The SAM will ask you for the North American Industry Classification System or NAICS (pronounced "naykes") code that best describes your industry. Please enter NCAIS code 624229, "Other Community Housing Services." The website has detailed instructions and user guides to assist in registering your organization.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-8000

OFFICE OF HOUSING

JUN - 2 2017

MEMORANDUM FOR: All Multifamily Regional Directors  
All Asset Management Division Directors  
All Multifamily Owners and Management Agents  
All Contract Administrators

FROM: *Marilyn M. Edge*  
Marilyn M. Edge, Acting Director, Office of Asset Management  
and Portfolio Oversight, HTN

SUBJECT: DUNS Number Required on all Voucher Submissions

**PURPOSE:**

This memorandum implements the requirement to include the Dun & Bradstreet's (DB) Data Numbering System (DUNS) Numbers on all vouchers submitted to Tenant Rental Assistance Certification System (TRACS). Effective approximately six months from the date of this memorandum, HUD will not pay a voucher that does not include an active DUNS number.

**BACKGROUND:**

Before an entity can conduct business with the government, it must obtain DUNS, a unique nine-digit identification number for each physical location. The entity must also register in the System for Award Management (SAM), 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/re-activate annually in SAM to be eligible to receive financial assistance.

In accordance with 24 CFR 5.1004 and Notice H 2012-06, HUD requires covered housing entities to maintain an active DUNS number and registration with CCR to receive housing assistance payments or rental assistance payments. CCR has since been consolidated into SAM.

**IMPLEMENTATION:**

Effective December 1, 2017, approximately six months from the date of this memorandum, vouchers that do not contain an active DUNS number will generate a Tenant Rental Assistance Certification System (TRACS) fatal error and will not receive payment until corrected. Entities must register/re-activate annually in SAM to maintain an active status to be eligible to receive financial assistance. There is NO charge to register or maintain your entity registration record in SAM. Fatal error corrections in TRACS does not address the status of the entity's DUNS number or SAMS status.

## **TECHNICAL SUPPORT:**

Below are steps to assist with *inactive* or *expired* DUNS number. For all technical support questions relating to your DUNS number, contact the SAM Federal Service Desk at **1-866-606-8220**. Additionally, the SAM User Guide is available at:

[https://www.sam.gov/sam/SAM\\_Guide/SAM\\_User\\_Guide.htm](https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm)

If your DUNS number has been inactive or expired *after 2013*, follow the steps below.

- Step 1.** Log into "[www.SAM.gov](http://www.SAM.gov)"
- Step 2.** Click on "Entity Registration" on the left-hand side of the page
- Step 3.** Click on the "Existing Entity Registration" drop down.
- Step 4.** Click on your Entity name under the "Entity List"
- Step 5.** Click on "Update Entity" under the "Registration Details"
- Step 6.** In the "What would you like to update" – click on "Purpose of Registration and Remaining Entity Registration"
- Step 7.** Fill out/Verify all applicable information
- Step 8.** Click on "Save and Continue" and verify information on each page until the "Submit" button is seen
- Step 9.** Congratulations message will appear upon completion

If your DUNS number has been inactive or expired *preceding 2013*, or if your permissions did not migrate from a legacy system (CCR/FedReg/EPLS), you may have to submit a request for the applicable roles in SAM, follow the steps below.

- Step 1.** Log into "[www.SAM.gov](http://www.SAM.gov)", and select "My User Roles" on the "My SAM" page
  - Step 2.** Select "My Roles." You will see the entities with which you have roles
  - Step 3.** Select an entity to see your roles and the status of the roles
  - Step 4.** To add or remove roles with an entity, select the entity and click "Manage My Roles With This Entity"
  - Step 5.** To request an additional role, select any role from the "Role Pick List" on the left and it will be added to your "User's Roles" list on the right
  - Step 6.** Click "Next"
  - Step 7.** Complete the Reason for Request field, and select "Review Changes" to continue
  - Step 8.** Click "Next"
  - Step 9.** On the "Summary" page, review the role changes that you have made
  - Step 10.** Select "Submit" to send your role requests to your administrators for approval
- Note:** For specific information pertaining to roles and how to request roles, see the SAM User Guide, Section 2.7.2 "Requesting a Role with an Entity."

## **POINT OF CONTACT:**

For further information regarding this memorandum, contact Danielle Garcia at 202-402-2768.