



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.