



## **POLICY AND PROCEDURE NOTICE: FPPN-001 DUNS NUMBER AND THE SYSTEM FOR AWARD MANAGEMENT (SAM)**

**Summary and Purpose of PPN:** To guide the administration of the Ryan White Part A Program in ensuring subrecipients are eligible to receive Federal awards.

### **Policy and Procedure:**

In order for a (subrecipient) to be able to provide services on behalf of a federally grant funded program, they must first have a DUNS number (Data Universal Numbering System).

1. Subrecipients can obtain a DUNS number via telephone or through the Internet.
  - A DUNS number may be obtained from Dun and Bradstreet (D&B) by telephone (currently 866-705-5711) or through the Internet (currently at <http://fedgov.dnb.com/webform>).
2. Subrecipients are required to submit its DUNS number to the appropriate Ryan White Project Officer within 60 days of contract execution.

Once the subrecipient has obtained a DUNS number registration of their organization in the System for Award Management (SAM) database is required.

1. Registration in the SAM database means the subrecipient has entered all the mandatory information, including the DUNS number into the SAM database, and that the Government has validated all mandatory data fields and has marked their record as "Active". The subrecipient can register their organization at <https://www.sam.gov/SAM/>

**Approved: October 2016**

**Reviewed: April 2021**