

## DEBARMENT INFORMATION

HUD recently provided updated information regarding debarment processes. Beginning June 2014, all grantees, subrecipients, contractors, or those entities that will receive CDBG or HOME funding must register with the federal system to comply with federal regulations. The General Services Administration, a federal agency, is required to compile and maintain a list of parties debarred, suspended, or disqualified by federal agencies. This list is the System for Awards Management (SAM) and is maintained at SAM.gov. Grantees, or any entity receiving payment of CDBG or HOME funds, must register prior to receiving award or reimbursement of CDBG or HOME funding. An active registration in SAM is required both to apply for an award or for reimbursement of funds to make a sub-recipient or contractor payment.

SAM registration requirements are as follows:

- 1.) If already registered in SAM, each potential contractor or grantee should ensure that their email address is current in SAM.gov so as to receive annual automated reminders to renew that registration.

SAM and/or DUNS registration requirements are as follows:

- 1.) If NOT already registered, all entities must acquire a D-U-N-S® Number. The process by telephone takes between 5 and 10 minutes. Just call Dun and Bradstreet at 1-866-805-5711. If an entity identifies as a contractor on a State government project, the acquisition of a DUNS number will be free. The following information will need to be provided:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business

- 2.) Register with SAM. To do so, go to SAM.gov. In order to complete the registration, a user account must be created. After the user account with a username and password are established, registration can occur. The entity's Tax Identification Number must be entered into SAM. The HELP tab on the main page can provide additional guidance to understanding the entity's registration status.