

DUN & Bradstreet (DUN'S) Number

All organizations applying for federal funds are required to have a DUNS number prior to receiving a grant or loan through the Department of Workforce Services. This is a requirement of HUD and the Federal Government. The DUN's number is used to track how and where federal funds are spent. The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by Dun and Bradstreet (D&B)

- The DUNS number is site-specific and division specific. Therefore, each physical location of an entity will have its own unique DUNS number. Through the DUNS Number linkage, these unique DUNS Numbers will roll up to the Headquarters or Office level that oversees the branch or division.
- Business entities, sole proprietors, partnerships, non-profit and charitable organizations are eligible for a DUNS Number.
- The process is FREE for all entities required to register with the federal government.
- **Step 1 – Call 1 (866) 705-5711.** (You can also complete the process online at www.dnb.com)
- You will need the following:
 - Legal Name,
 - DBA (Doing Business As) or other name by which your organization is commonly known
 - Physical address, City, State and Zip Code
 - Mailing Address (if Separate)
 - Telephone Number
 - Contact Name
 - SIC Code - (Standard Industrial Classification Code)
Search in: www.census.gov - NAICS - The North American Industry Classification System
 - **Common codes used for the CDBG program are in the WebGrants Application**
 - Number of employees at your physical location
 - Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
 - The CFDA # for the Community Development Block Grant Program is: 14.228
- **Step 2 – Register the DUNS Number FOR FREE at the “System for Award Management” (SAM)**
 - SAM.gov (if you are asked to pay a fee, you are at the wrong website!)
- You will need the following:
 - DUNS Number
 - Tax ID Number (TIN) and Taxpayer Name
 - Statistical Information about your business
 - Electronic Funds Transfer (EFT) Information. (This is required, but providing this information will not change how your payments from State of Utah are processed unless you submit a Direct Deposit Authorization Form to State Finance.)

(See the Frequently Asked Questions on Next Page)

DUN'S Number Registration in "SAM" Frequently Asked Questions

What happened to the Central Contractor Registration (CCR)?

In July 2012, these systems migrated into the System for Award Management (SAM). CCR related information is contained within Entity Management in SAM. Legacy EPLS information resides in the Performance Information area of SAM.

How do I create a username and password if I was previously registered in CCR?

To migrate your CCR legacy system user account, you must first create a personal account in SAM by clicking on "[Create an Account](#)" on the homepage. Once you validate that you have access to the email address you provided during the registration process and login, you will see a message on the user dashboard (My SAM) which will ask you "Would you like to migrate a legacy system account?". Click "Yes" to begin the migration process. Alternatively, you may click on Manage My User Roles, then Migrate Legacy Account link to begin the migration process. The roles you had with the legacy system will be mapped to your SAM account.

Who is required to register in SAM?

Any entity wishing to do business with the federal government under a Federal Acquisition Regulation (FAR)-based contract or applying for federal grants, cooperative agreements or other forms of federal financial assistance through Grants.gov must be registered in SAM. Federal agencies may require entities be registered in SAM for additional processes. Also, consider creating a SAM account if you wish to utilize the full set of capabilities that have been developed in SAM and/or migrated from the legacy CCR system.

1st Time DUN'S # Registration/How do I register an entity in SAM?

To register an entity in SAM, follow these steps:

Step 1: Access the SAM online registration at www.sam.gov.

Step 2: Create a User Account.

Step 3: Click on "Register New Entity" from the left side navigation pane. You must have a Data Universal Numbering System (DUNS) number in order to begin the registration process.

Step 4: Complete and submit the online registration. If you already have the necessary information on hand (see the [SAM User Guide](#)), the online registration takes

approximately 30 minutes to complete, depending upon the size and complexity of your entity.

Guide to Codes - This chart may help you sort out some of the major codes used within SAM.

DUNS Number

Definition - Data Universal Numbering System

Description - Unique identifier assigned by Dun & Bradstreet (D&B). Mandatory to begin SAM registration. Nine-digit numeric code, no spaces.

Where to find the right one for your entity - [D&B](#)

CAGE Code

Definition - Commercial and Government Entity Code

Description - Unique Identifier assigned by Department of Defense for entities located in the U.S and its territories. Five-character alphanumeric value, no spaces. Must be in uppercase format. It is not necessary to have a CAGE Code before registration.

Where to find the right one for your entity - If you are an entity located in the U.S. or one of its territories and do not already have a CAGE Code, one will be assigned to you upon activation of your SAM record.

NAICS Codes

Definition - North American Industry Classification System

Description - Mandatory codes that identify what type of activity (e.g. Agriculture, construction, manufacturing, etc.) an entity performs, as well as the type of product or service offered.

Where to find the right one for your entity - [U.S. Census Bureau](#)

What are my yearly renewal requirements? How do I keep my entity's record active?

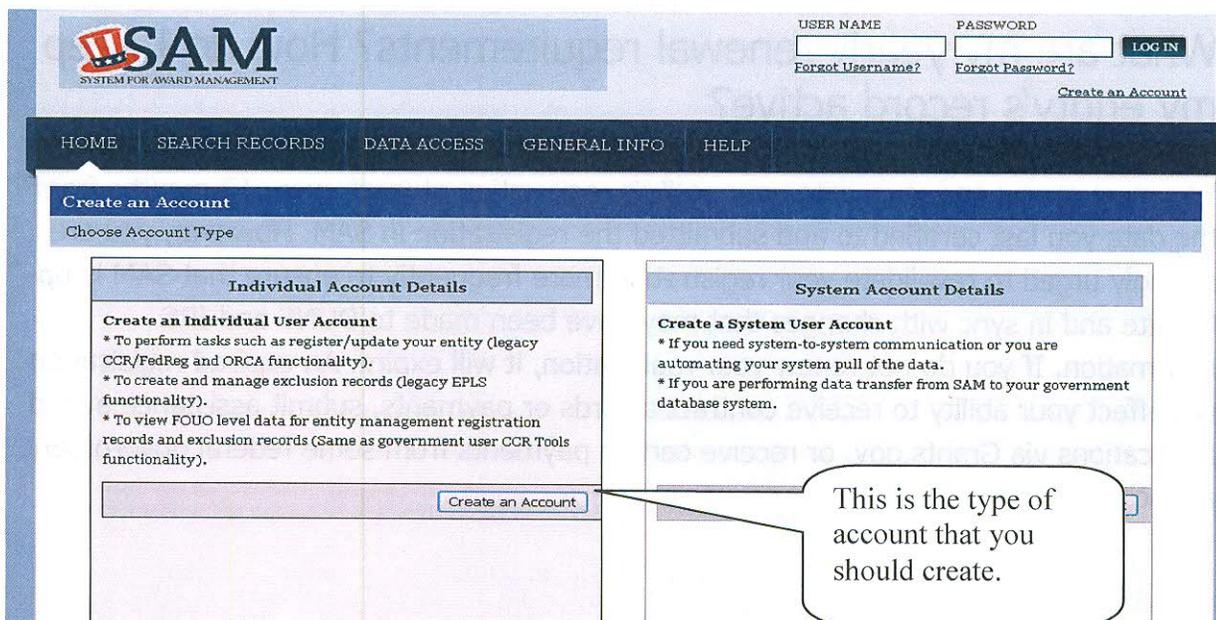
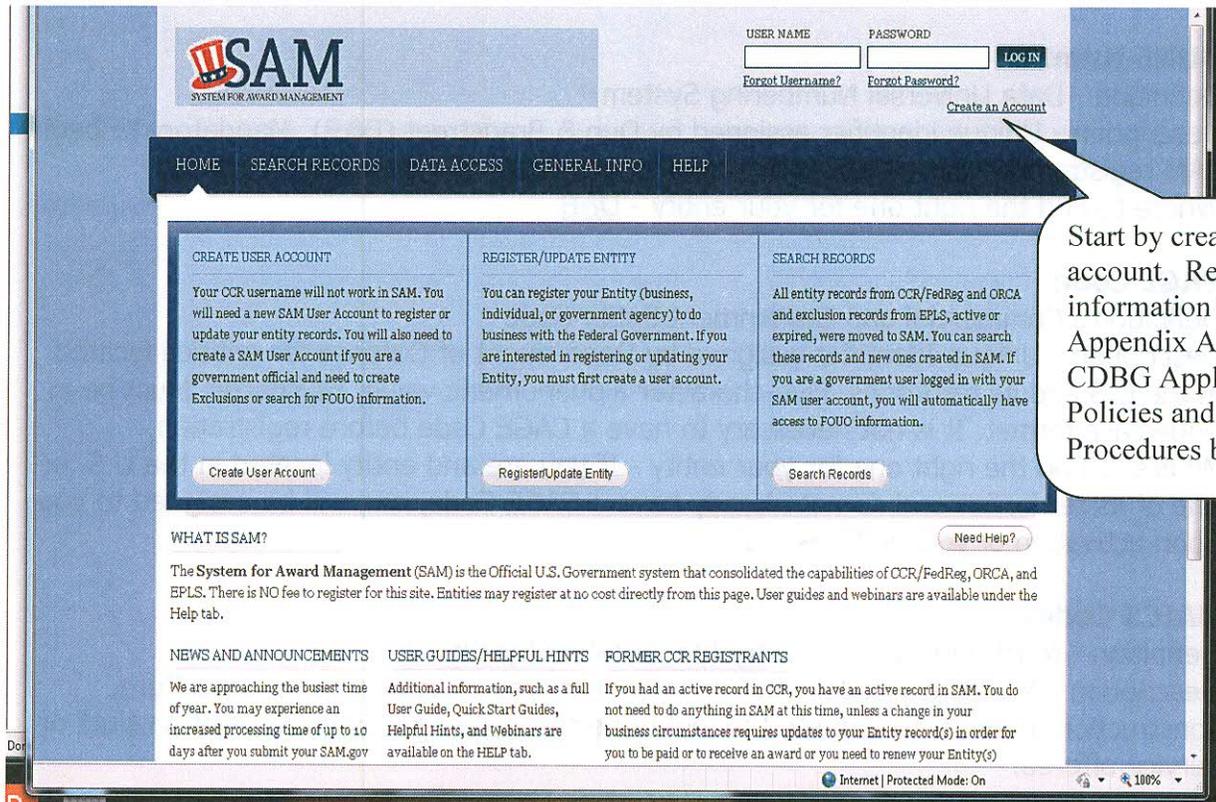
You must renew and revalidate your entity's registration at least every 12 months from the date you last certified to and submitted the registration in SAM. However, you are strongly urged to revalidate your registration more frequently to ensure that SAM is up to date and in sync with changes that may have been made to DUNS and IRS information. If you do not renew your registration, it will expire. An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov, or receive certain payments from some federal government agencies.

SAM - System for Award Management

Help Line – Federal Service Desk
(866) 606-8220

Registration is FREE!!!

If you are at a Website that is asking for a fee, you are in the wrong place!





USER NAME

PASSWORD

LOG IN

[Forgot Username?](#)

[Forgot Password?](#)

[Create an Account](#)

- HOME
- SEARCH RECORDS
- DATA ACCESS
- GENERAL INFO
- HELP

Entity Dashboard

COUNTY OF UINTAH
 DUNS: 050534361 CAGE Code: 3NVE8
 Status: Active

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 VERNAL, UT, 84078-2643,
 UNITED STATES

Entity Overview

- Entity Overview
- Entity Record
 - Core Data
 - Assertions
 - Reps & Certs
 - POCs
- Reports
 - BioPreferred Report
- Exclusions
 - Active Exclusions
 - Inactive Exclusions

Entity Information
Name: COUNTY OF UINTAH
Business Type: US Local Government
POC Name: None Specified
Registration Status: Active
Activation Date: 05/08/2013
Expiration Date: 05/08/2014

Exclusions
Active Exclusion Records? No

Search for the DUN's # and print this page as documentation that it is registered and current in SAM.gov.

