

CPD (HUD REQUIREMENTS)

Who **MUST** register in the System for Award Management (SAM.gov):

- (A) Grantee** - State Agency or Entitlement Community
- (B) Sub-Recipient** - a non-federal entity that receives a subaward from a pass-through entity to carry out any part of the federal program.
- (C) Sub-Grantee** - a non-federal entity that receives a subaward from a pass-through entity to carry out any part of the federal program.
- (D) Contractor** - an entity that receives a contract which has been procured by the grantee, subgrantee or subrecipient.
- (E) UGLG** - Unit of General Local Government, City, Town, County...etc

Unique Identifier

"DUNS # Required for (A-E)"

DUNS # is required to register within SAM.gov

SAM.gov Registration

Registration is required to apply for an award and for HUD to make payment. Make sure registration happens prior to award.

Required for Entities (A-E)

Debarment Check - Required for (A-E)

Check #1 (Company):

A debarment check should be generated in SAM.gov - your debarment check must show "Active" status with "No Exclusions" (the company must be registered in SAM.gov to receive this report.)

** Printouts for debarment checks are required and should be placed in the file**

Check #2 (Principals):

Debarment check is also required for all principals of the company. You can process this debarment check one of two ways (1) collect a signed certification from that person(s) using the U.S. Department of Housing and Urban Developments Certification Regarding Debarment and Suspension for all principals or (2) Add a clause or condition to the covered transaction within the contract.

Who **does not** have to register in the System for Award Management (SAM.gov):

- (F) Beneficiaries** - (individuals who benefit from grant\loan, such as a homeowner, farmer, etc);
- (G) Subcontractor** - used by contractor as long as contractor has been verified;
- (H) Contractors\Subcontractors** - *selected and hired* by the beneficiary to complete scope of work awarded by grant/loan from grantee/subrecipient/subgrantee/UGLG

Unique Identifier

Taxpayer Identification, SSN, or DUNS # Required

SAM.gov Registration

Not Required for Entities (F, G, H)

Debarment Check - (Required for G and H)

(F) Beneficiary - Not Required

(G) Sub-Contractor - Since the sub-contractor is not required to register in SAM you may receive a "no records" response when searching their unique identifier which is not an acceptable debarment check according to HUD. Therefore, both a signed certification and clause in their contract is recommended for certification that the company and its principals are not debarred.

(H) Contractor\Sub-Contractor selected and hired by the beneficiary- same requirement as (G)

NOTE: Although these entities are not required to "register" in SAM.gov, a debarment check should be performed using the DUNS #. Print the resulting report and place in the file. If a "no search records" is returned make sure you obtain a signed certification and have clauses outlined in your contracts.