

ADDITIONAL REQUIREMENTS FOR ORGANIZATIONS APPLYING FOR FEDERAL ASSISTANCE

All organizations applying to receive Federal assistance must have a Dun & Bradstreet Number (DUNS) before the application is submitted, a CCR (NCAGE) number, and a letter identifying the authorized Entity Administrator, and an active account with the System for Award Management (SAM.gov) **before an award can be made.**

Please note that process of registration on the SAM.gov portal can take substantial amount of time, so we recommend starting the process as early as possible.

Dun & Bradstreet DUNS – A DUNS number may be acquired at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or requesting on-line at www.dnb.com.

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. All organizations applying for U.S. government grant funds must have a DUNS number. To obtain a DUNS number, please follow the steps below:

1. Go to <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.
2. Select the country where your organization is physically located. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary Standard Industrial Code (SIC), and annual revenue. Typically, organizations can complete this process in one day and have a DUNS number emailed to them. For technical difficulties in obtaining this number, please contact D&B at: govt@dnb.com.

System for Award Management (SAM) – SAM is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found

at: <https://www.statebuy.state.gov/fa/Pages/SAMInfo.aspx>

Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov. Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, applicants must renew it at least once each year. If an account expires, the organization cannot submit a grant application until it is renewed.

When you register a new entity in the System for Award Management (SAM) at www.sam.gov, a letter stating you are the authorized Entity Administrator is required. **It does not need to be notarized.** It can be scanned and submitted to the Federal Service Desk. Submit a copy to the Federal Service Desk by creating a service ticket at <https://www.fsd.gov> and attaching the scanned letter.

1. This letter needs to:
 - Be on your company/organization letterhead
 - Be signed by your company President, CEO, or other authorized signature authority
 - Contain your company/organization DUNS Number
 - Contain your company/organization Legal Business Name (as associated with the DUNS Number)
 - Contain your company/organization physical address (as associated with the DUNS Number)

- Contain the new Entity Administrator’s name, phone number, address, and email address
 - Contain the following statement above the signature block of your letter with the appropriate information inserted where noted:
 “The purpose of this letter is to designate **[insert name of Entity Administrator]** as Entity Administrator for **[insert Legal Business Name]**. I, **[insert Name and Title of signatory]**, hereby confirm that **[insert name of Entity Administrator]** is an authorized officer, agent, or representative of **[insert entity Legal Business Name, or, for individuals representing themselves, say him/herself]**. This letter will authorize **[insert name of Entity Administrator]** to have access to the System for Award Management (SAM). SAM is a computer system managed by the U.S. Government, and it is only accessible by individuals who are either authorized to represent a particular entity, or by individuals representing themselves. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained on this entity. I, the below-signed, attest to the accuracy of all information contained in this letter.”
2. There is no cost to register in SAM — it is free. However, if you choose to have a third-party company administer your SAM registration, with or without an associated fee, include the following statement in your letter:
 “For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert name, phone number, address, and email address of the Third-Party Agent]** to act on behalf of **[insert entity Legal Business Name, DUNS Number, physical address, authorizing party’s email address, and phone number]**. This authorization permits **[insert name, phone number, address, and email address of the Third-Party Agent]** to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein.
 3. If you will not have a third-party company managing your SAM registration, include the following statement in your letter:
 “For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of **[insert entity Legal Business Name]**.”
 4. Letters omitting either the third-party authorization referenced in Step 2 or the statement referenced in Step 3 will be considered unacceptable.
 5. The new Entity Administrator must have an individual SAM User Account created with the e-mail address provided in the letter.
 To create a new account, please follow the steps below:
 1. Go to <http://www.sam.gov>
 2. Select Create User Account, and then select Create an Account on the left-hand side of the screen under Individual Account Details. Organizations must have DUNS number and a CAGE number (US Domestic Organizations) or a NCAGE number Foreign Organizations), to create an account.
 3. Complete and submit the online form. If the applying organization already has the necessary information on hand (see the [SAM User Guide](#)), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it can take anywhere from three to fourteen days to complete the process of creating an account with the system. For help with SAM.gov, please visit their support page at: <https://www.fsd.gov> or contact them at: (+1) 334-206-7828.
 Regarding all the challenges related to receiving NCAGE code please contact the following people:

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Tel.: +380 44 4547470
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E-mail: ncbyrncage@mil.gov.ua

Staff of the Democracy Small Grants Program is not able to influence SAM registration. All the questions and technical requests should be addressed directly to the admins of the system <https://www.fsd.gov/fsd-gov/home.do>

For further details on SAM registration, please check a [Quick Guide on SAM Registration \(PDF 266 KB\)](#).

- [Organization Letter SAM Sample \(PDF 93 KB\)](#)