

HOUSTON REGIONAL HIV/AIDS RESOURCE GROUP, INC.  
SUBRECIPIENT REQUIREMENTS  
POLICY AND PROCEDURE  
PRE-AWARD REQUIREMENTS

SYSTEM FOR AWARDS MANAGEMENT (SAM) REGISTRATION (SR-003-20)

EFFECTIVE DATE: April 1, 2020

PURPOSE:

This policy provides clear guidance regarding the pre-award requirement for potential Subrecipients to be registered in the System for Awards Management (SAM).

DEFINITIONS:

**Potential Subrecipient** is an agency that intends to enter into a contract with The Resource Group to provide services.

POLICY:

Before a contract for funding from The Resource Group (TRG) can be executed the Subrecipient must obtain and provide its EIN/Tax ID. Failure to obtain an EIN/Tax ID will preclude the Subrecipient from receiving funding regardless of the outcome of the Subrecipient Selection Process.

PROCEDURE:

1. Prior to the execution of any contract with TRG, the potential Subrecipient must register in the System for Awards Management (SAM).
2. The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg, Online Representations and Certifications Applications (ORCA) and the Excluded Parties List System (EPLS). The SAM webpage is <https://www.sam.gov/SAM/>
3. The following webpage can provide assistance in registering in the SAM:  
<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>
4. Once the SAM registration is completed, the potential Subrecipient will notify TRG in writing. Notification should be sent to the following TRG staff:
  - a. The Executive Director
  - b. The Program Development Director, and
  - c. The Programmatic Administrative Assistant.
5. Failure to obtain the DUNS number will prevent the issuance of a contract regardless of the successful completion of the Subrecipient Selection Process.
6. The following webpage can be used to track the status of SAM registration:  
<https://www.sam.gov/SAM/pages/public/samStatusTracker.jsf>

7. In December 2020, the SAM will begin issuing the Unique Entity Identifier (UEI), the new “official identifier for doing business with the U.S. Government.” Grants.gov has begun preparing for this transition by [educating users about the upcoming changes](#) and updating field labels and references to the DUNS Number (the current identifier) within the Grants.gov system. Users should continue using the DUNS Number in UEI fields until further notice. To learn more about the rollout of the UEI, please visit [gsa.gov/entityid](https://gsa.gov/entityid).