

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

IRS EMPLOYER IDENTIFICATION NUMBER (SR-001-20)

EFFECTIVE DATE: April 1, 2020

PURPOSE:

This policy provides clear guidance regarding the pre-award requirement for potential Subrecipients to have an Employer Identification Number (EIN) or Tax Identification Number (Tax ID).

DEFINITIONS:

Subrecipient is an agency that has entered 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 obtain an IRS Employer Identification Number (or Tax ID).
2. This process may be completed online or via telephone.
3. The IRS webpage related to EIN for small businesses is:
<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>
4. Once the EIN is obtained, the potential Subrecipient will provide it to 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 EIN will prevent the issuance of a contract regardless of the successful completion of the Subrecipient Selection Process.