SAM.gov Registration Process

Short-Term Coronavirus Relief Fund Grants are federal grant funds. In order to receive these grant funds, you must have an active registration in SAM.gov (System for Awards Management). If you are already registered with SAM.gov, verify that your yearly registration is up to date.

If you need to register with SAM.gov, this process usually takes between 7-10 days and is faster if you start with all of the required information below. Follow these steps to receive a DUNS number and to register with SAM.gov.

Step 1. Request a Data Universal Numbering System (DUNS) Number
- It usually takes about 48 hours to receive a DUNS number.
- Dun & Bradstreet (D&B) provides a DUNS Number, a unique nine digit identification number, for each physical location of your business.
- DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.
- Click here to request your DUNS Number

Step 2. Gather this Information
- Organization’s DUNS Number and address associated with that DUNS number
- Employer Name and Identification Number (EIN)
- Your Electronic Funds Transfer information, such as your financial institution’s ABA Routing Number and your account number, along with the bank phone or fax number
- Points of Contact (POC) – Types include, but are not limited to, contacts for accounts receivable, electronic business and government business

Step 3. Register for Sam.gov
In addition to the information in Step 2, this information will be requested:
- **Assertions** - Includes, but is not limited to, data about the types of goods and services your organization provides and agency size. NAICS Codes*, optional Electronic Data Interchange (EDI)* and disaster-relief data*.
- **Representations and Certifications** – Details related to an entity’s small business status, responses to commonly used Federal Acquisition Regulation (FAR)* and Defense Federal Acquisition Regulation Supplement (DFARS)* provisions/clauses, and Architect-Engineer Responses (SF330 Part II)*.

For Help: Contact Federal Service Desk
[www.fsd.gov](http://www.fsd.gov)    Hours of Operation: 9am - 9pm    Phone: 1- 866-606-8220

*- These items mostly will not apply to nonprofit organizations