

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

Hours of Operation: 9am - 9pm

Phone: 1- 866-606-8220

*- These items mostly will not apply to nonprofit organizations