

## CPD (HUD REQUIREMENTS)

### Who **MUST** register in the System for Award Management (SAM.gov):

- (A) Grantee** - State Agency or Entitlement Community
- (B) Sub-Recipient** - a non-federal entity that receives a subaward from a pass-through entity to carry out any part of the federal program.
- (C) Sub-Grantee** - a non-federal entity that receives a subaward from a pass-through entity to carry out any part of the federal program.
- (D) Contractor** - an entity that receives a contract which has been procured by the grantee, subgrantee or subrecipient.
- (E) UGLG** - Unit of General Local Government, City, Town, County...etc

#### Unique Identifier

"DUNS # Required for (A-E)"

DUNS # is required to register within SAM.gov

#### SAM.gov Registration

Registration is required to apply for an award and for HUD to make payment. Make sure registration happens prior to award.

Required for Entities (A-E)

#### Debarment Check - Required for (A-E)

##### Check #1 (Company):

A debarment check should be generated in SAM.gov - your debarment check must show "Active" status with "No Exclusions" (the company must be registered in SAM.gov to receive this report.)

\*\* Printouts for debarment checks are required and should be placed in the file\*\*

##### Check #2 (Principals):

Debarment check is also required for all principals of the company. You can process this debarment check one of two ways (1) collect a signed certification from that person(s) using the U.S. Department of Housing and Urban Developments Certification Regarding Debarment and Suspension for all principals or (2) Add a clause or condition to the covered transaction within the contract.

### Who **does not** have to register in the System for Award Management (SAM.gov):

- (F) Beneficiaries** - (individuals who benefit from grant\loan, such as a homeowner, farmer, etc);
- (G) Subcontractor** - used by contractor as long as contractor has been verified;
- (H) Contractors\Subcontractors** - *selected and hired* by the beneficiary to complete scope of work awarded by grant/loan from grantee/subrecipient/subgrantee/UGLG

#### Unique Identifier

Taxpayer Identification, SSN, or DUNS # Required

#### SAM.gov Registration

Not Required for Entities (F, G, H)

#### Debarment Check - (Required for G and H)

(F) Beneficiary - Not Required

(G) Sub-Contractor - Since the sub-contractor is not required to register in SAM you may receive a *"no records"* response when searching their unique identifier which is not an acceptable debarment check according to HUD. Therefore, both a signed certification and clause in their contract is recommended for certification that the company and its principals are not debarred.

(H) Contractor\Sub-Contractor selected and hired by the beneficiary- same requirement as (G)

NOTE: Although these entities are not required to "register" in SAM.gov, a debarment check should be performed using the DUNS #. Print the resulting report and place in the file. If a "no search records" is returned make sure you obtain a signed certification and have clauses outlined in your contracts.