

RE: DUNS, SAM, and Congressional District Number submission

FY2013 Sub-recipient:

Federal rules require that we notify you that the Texas Division of Emergency Management (TDEM) may not make a grant award/subaward to you unless you provide your DUNS [Dun and Bradstreet Numbering System] number to TDEM. See 2 CFR 25 at http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr25_main_02.tpl

Federal law requires sub-recipients (entities receiving a grant award) provide their DUNS number to prime awardee (TDEM); and, provide assurance it has an **active** System for Award Management (SAM) record. In the past this was a CCR number. CCR has been replaced by the System for Award Management (SAM) (www.sam.gov). See The Federal Funding Accountability and Transparency Act [FFATA] of 2006 (P.L. 109-282) at <http://www.gpo.gov/fdsys/pkg/PLAW-109publ282/pdf/PLAW-109publ282.pdf> as amended by The Government Funding Transparency Act of 2008 (P.L. 110-252) at <http://www.gpo.gov/fdsys/pkg/PLAW-110publ252/pdf/PLAW-110publ252.pdf>.

To meet these requirements, TDEM requests you **submit your DUNS number and a copy of your active SAM record to TDEM**. Also required by FFATA, **please include the federal congressional district number in the email**. If you do not know your district number, you may find it at the following link: <http://www.fyi.legis.state.tx.us/>. The congressional district is tied to the address of your primary place of business. Failure to provide the requested information may delay or prohibit the SAA from awarding your 2013 grant award to you.

To ensure the timely flow of the awards for the 2013 grants, please provide the requested information **by email** to Heather.Baxter@dps.texas.gov **no later than Tuesday April 30, 2013**. Please title the subject line as Your Jurisdiction's Name and "DUNS Number and SAM" on your response. We suggest that you retain a copy for your records because you will be asked to confirm the DUNS Number on your Sub-recipient Award if you receive a FY2013 grant award.

Most jurisdictions will already have a DUNS number and will have registered on <https://www.sam.gov/portal/public/SAM>. To obtain your jurisdiction's DUNS number and SAM registration, please consult your chief financial officer, i.e., county auditor, county treasurer, city manager, or comptroller. If you are told your entity does not have a DUNS number, you should immediately have your financial section apply for one at <https://www.sam.gov/portal/public/SAM>; on the left side of the screen is a link to the Dun and Bradstreet web site so you may apply for the number. For more information, please reference http://www.grants.gov/applicants/applicant_faqs.jsp.

We recognize that you may have previously submitted this information to our office; however, **this is required to be submitted every year**.