



**GRANT MANAGEMENT MEMORANDUM
GMM-2018-06**

Date: May 17, 2018
To: Cal OES Grants Management Subrecipients
From: Cal OES Grants Management
Subject: Process Change to Activate/Renew DUNS Numbers

As a Subrecipient of Cal OES, you are required to register and maintain a current Data Universal Numbering System (DUNS) number in the System for Award Management (SAM) before Cal OES can put you into Grant Subaward or process a Grant Subaward Amendment for additional funds. This is to inform you that due to some alleged fraudulent activity in SAM, the General Services Administration (GSA) has changed the process to register and maintain DUNS numbers, which will affect the time needed to process your applications and/or amendments.

Effective immediately, all entities registering for a DUNS number for the first time, or updating/renewing a DUNS number must now submit an original, signed notarized letter identifying the authorized Entity Administrator before your registration will be activated/renewed. Notarized letters must be submitted via U.S. Postal Service Mail.

Click [HERE](#) to determine which letter template to use. The provided templates must be used – no exceptions. Please ensure that you follow all instructions carefully as GSA has been returning notarized letters to entities when information is missing, further delaying the DUNS number activation/renewal process. The entire process, from start to finish, is taking approximately 3-4 weeks. Click [HERE](#) to learn more about this process change.

It is imperative that we have current, active DUNS numbers to process your applications and/or amendments. We strongly encourage you to contact GSA staff frequently to check the status of your DUNS number activation/renewal. Thank you for your prompt attention to this matter.