



## ADMINISTRATIVE PROCEDURES

Procedure Number: 5-2

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Revision Date: \_\_\_\_\_

*C. Deulbeury*  
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County Administrator

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SUBJECT: DUNS NUMBERS AND GRANT PLATFORM USER ACCOUNTS  
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DEPARTMENT RESPONSIBLE: GRANTS MANAGEMENT & INNOVATION  
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### 1. BACKGROUND

Federal and non-federal grantors often utilize online portals to solicit and receive grant applications. These systems allow an individual to set up a login, complete a profile with information about their organization, and then use their login to submit a proposal on behalf of the organization.

The purpose of this procedure is to establish a uniform process for the creation and maintenance of authorized system user permissions, and to ensure that secondary credentials are established and maintained by the Grants Management & Innovation Department (GMI) whenever allowable by the registration system. This procedure applies to all grant-related accounts and registrations established on behalf of Pima County.

This procedure applies to all County departments, elected officials, courts, agencies, offices, and/or units ("County Entities").

### 2. DEFINITIONS

**Authorized Organizational Representatives (AOR)** – Individuals authorized to apply for and accept Federal grants using the Federal grants.gov application and award platform.

**DUNS Number** – A unique nine-digit sequence used by the Federal government to identify and track businesses and government offices. DUNS numbers are required to do business with the Federal government.

**E-Business Point of Contact (EBiz POC)** – An individual authorized to administer grant activities and respond to Federal office requests within an Entity. A primary and alternate EBiz POC are designated during the SAM registration process and are the only individuals within a County Entity capable of establishing AOR permissions for the Entity.

**Entity Administrator** – Individual(s) with established permissions to view, update, and renew an entity's full System of Award Management record. Entity Administrator permissions must be established by the Appointing Authority or designee and approved by the County Administrator as part of the annual SAM registration renewal.

**Grant** - An award that generally does not need to be paid back, given to finance and/or support a particular activity or facility. For the purposes of this procedure, the term "Grant" is

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defined to include, but not be limited to: Cash; Cooperative Agreements; Non-Cash Contributions; Donations of Property (including Donated Surplus Property); Technical Assistance; Direct Appropriations; Food Commodities; Loans; Loan Guarantees; Interest Subsidies; and Insurance.

**Grant-seeking Platform (Grant Portal)** – A web-based grant portal or database used by grantors to solicit and accept applications for private, local, state, Tribal, Federal, or other funds.

**Grant Application** - Any type of proposal for private or public financial assistance including, but not limited to: Grants; Cooperative Agreements; Non-Cash Contributions; Donations of Property (including Donated Surplus Property); Technical Assistance; Direct Appropriations; Food Commodities; Loans; Loan Guarantees; Interest Subsidies; and Insurance.

**Grants.gov** – A web-based grant portal used by many Federal agencies to apply for and manage grant applications.

**System for Award Management (SAM)** – A Federal web-based database in which all entities seeking or authorized to do business with the Federal government must be registered. Active SAM registration is required for all DUNS numbers under which an entity seeks Federal funds and must be updated annually.

### 3. PROCEDURE

#### 3.1. Grant-Seeking Platforms and User Accounts

- 3.1.1. GMI must review and approve County Entity decisions regarding Authorized Organizational Representatives (AORs) for all grant-seeking platforms and user accounts.
- 3.1.2. County Entities must maintain with GMI an up-to-date list of all existing grant-related accounts, which must include all AOR details. Entities must also notify GMI any time a new user account is created on any grant-seeking platform.
- 3.1.3. County Entities must provide account access to GMI by establishing a representative of GMI as an additional AOR on all grant-related user accounts and platforms used by the Entities unless the platform and/or account prohibits assigning more than one AOR.

#### 3.2. Federal Grants & Contracts – DUNS Numbers

- 3.2.1. GMI shall maintain a list of all DUNS numbers, the unique nine-digit sequence of numbers used by the Federal government to identify and track businesses and government offices, held by County Entities and the County employee designated as the Entity Administrator on each DUNS number.
- 3.2.2. If a County Entity would like to obtain a new DUNS number, the Entity shall complete the DUNS Number Request Form (see GMI intranet site) and submit it to GMI.

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- 3.2.3. If an Entity would like to make changes to an existing DUNS number profile (address, phone number, authorized representative, etc.), the Entity should complete the DUNS Number Request Form (see GMI intranet site) and submit it to GMI.

### 3.3. System for Award Management (SAM)

- 3.3.1. In order to apply for Federal funds and receive payments on Federal awards, entities must be registered in the System for Award Management (SAM). A unique SAM registration is required for each DUNS number.
- 3.3.2. County Entities must establish GMI as a secondary Entity Administrator on all SAM registrations. GMI will provide backup support to the County Entity's primary Entity Administrator(s).
- 3.3.3. Entity registrations must be renewed annually. The annual renewal process requires the submission of a notarized letter signed by the County Administrator or designee. GMI will facilitate the full execution and submittal of these letters on behalf of the County Entity.
- 3.3.4. GMI will monitor registration renewal deadlines and notify County Entities accordingly. Registration renewals should be submitted at least 60 days prior to expiration.
- 3.3.5. County Entities must assign primary and alternate E-Business Point of Contact (EBiz POC) roles in SAM.
- 3.3.5.1. The County Entity's Appointing Authority or designee must be assigned as the primary EBiz POC.
- 3.3.5.2. A representative from GMI must be assigned as the alternate EBiz POC.
- 3.3.6. SAM registration instructions are provided on the GMI intranet site. Entities may choose to have GMI complete annual registration renewals on their behalf.
- 3.3.7. County Entities which choose not to have GMI serve as their Entity Administrator must notify GMI each time their SAM registration is updated.

### 3.4. Grants.gov - Authorized Organizational Representatives (AORs)

- 3.4.1. County Entities must establish AOR permissions for at least two County employees, including, one representative from GMI, and one representative from the County Entity. County Entities are encouraged to establish AOR permissions for multiple representatives at the Appointing Authority's discretion.
- 3.4.2. County Entities must maintain with GMI an up-to-date list of all individuals with AOR permissions and must notify GMI any time AOR permissions are added or updated.
- 3.4.3. AOR permissions can only be established by individuals registered as Entity Administrators in SAM. GMI can provide assistance and guidance to Entity Administrators seeking to establish or update AOR permissions.