

## NAHMA HUD Update: DUNS Number Registration and Annual Re-Activation Procedures

Dear NAHMA Members,

Below, please find a reminder from HUD with regard to keeping DUNS registrations up to date to avoid missing a rental assistance payment. [Multifamily owners and agents must re-activate their DUNS number annually in the SAM system to avoid subsidy payment interruptions.](#)

Please see below for more information.

Thanks,  
Juliana

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***NAHMA is the leading voice for affordable housing management, advocating on behalf of multifamily property managers and owners whose mission is to provide quality affordable housing.***

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Dear Multifamily Partners:

Following is a reminder to multifamily owners and managing agents to keep their DUNS registration up to date so that they don't miss a rental assistance payment. Feel free to forward to your appropriate contacts. Please contact [Danielle Garcia](#) with any questions.

Thank you.  
Office of Multifamily Housing Programs

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Dear Owners & Managing Agents:

With the implementation of new restrictions on the payments of public funds to entities, subsidy payments will be interrupted due to the expiration of project Dun and Bradstreet Numbering System (DUNS) numbers in the System for Award Management (SAM) system. **Entities must re-activate their DUNS number annually in the SAM system to avoid subsidy payment interruptions. To ensure that your DUNS number is currently activated, owners/agents will need to include their active DUNS number on any HAP contract renewal form being submitted to HUD or their contract administrator as noted below.**

HUD Notice H 2011-01 requires owners of Project-Based Rental Assistance Contracts or Section 202 or 811 Project Rental Assistance Contracts (PRACS) to obtain and maintain an active DUNS number for their project. The Central Contractor Registry (CCR) referenced in this Notice has been replaced by the System for Awards Management (SAM)s, and DUNS numbers can be registered and renewed each year at the following website:

[https://www.sam.gov/portal/SAM/?portal:componentId=57532328-784f-4065-bceb-801ac648ccba&interactionstate=JBPNS\\_rO0ABXc0ABBfanNmQnJpZGdlVmllld0lkAAAAAQATL2pzZi9uYXZpZ2F0aW9uLmpzcAAHX19FT0ZfXw\\*\\*&portal:type=action#1](https://www.sam.gov/portal/SAM/?portal:componentId=57532328-784f-4065-bceb-801ac648ccba&interactionstate=JBPNS_rO0ABXc0ABBfanNmQnJpZGdlVmllld0lkAAAAAQATL2pzZi9uYXZpZ2F0aW9uLmpzcAAHX19FT0ZfXw**&portal:type=action#1)

Again, HUD requires an active DUNS number in order to renew contracts covered by the notice, and the DUNS number needs to be renewed each year to stay active. The attached “Quick Start Guide for Updating/Renewing an Entity” provides guidance for renewing your DUNS number in SAM.

Thank you in advance for your prompt attention to this matter. Please contact your assigned account executive or contract administrator if you have further questions.

Note: This page of your renewal request will be forwarded by your local HUD office or contract administrator to the HUD Ft. Worth office with your renewed HAP contract at each HAP contract renewal where the DUNS number will be verified in the SAM system. Should your DUNS number be expired, your contract will be returned.

**Contract Renewal  
Request Form  
Multifamily Section 8 Contracts**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing

OMB No. 2502-0587  
(Exp. 04/30/2017)

**Public reporting burden** for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Title V of the Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act of 1988 (PL. 106-65, 111 Stat. 1384) authorizes the FHA Multifamily Housing Mortgage and Housing Assistance Restructuring Program. HUD implemented a statutory permanent program directed at FHA-insured multifamily projects that have project-based Section 8 contracts with above-market rents. The information collection is used to determine criteria eligibility of FHA-insured multifamily properties for participation in the Mark to Market program and the terms on which participation should occur. The purpose of the program is to preserve low-income rental housing affordability while reducing the long-term costs of Federal rental assistance. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

**Cover Sheet**

PROJECT NAME	
PROJECT ADDRESS	
PROJECT OWNER	
FHA PROJECT NO	DUNS NUMBER
TOTAL UNITS IN PROJECT	TOTAL SECTION 8 UNITS IN PROJECT
DATE OF SUBMISSION	DATE RECEIVED BY HUD

**Section 8 contracts and stages in the project:**

Section 8 Contract Number	Stage Number (if applicable)	Combine (Yes?)	# Units	Expiration Date	Renew (Yes?)

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