



To: All Owners and Managers
From: Bob Conroy, Director of Asset Management

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I. DUNS Number Required on All Voucher Submissions

This is a reminder that effective December 1, 2017, vouchers that do not contain an active Dun & Bradstreet's (DB) Data Numbering System (DUNS) Number will generate a Tenant Rental Assistance Certification System (TRACS) fatal error and will not receive payment until corrected. Attached is the memorandum, dated June 2, 2017, that implements the requirement to include the DUNS numbers on all vouchers submitted to Tenant Rental Assistance Certification System (TRACS).

For technical support questions regarding a DUNS number, contact the SAM Federal Service Desk at 1-866-606-8220. For other questions regarding the attached memorandum, please contact Annecia Durr at Annecia.Durr@hud.gov.

****Note: The attached memorandum applies to entities that submit voucher payment requests to TRACS only.****

II. MREMA Workshop Offerings

MREMA is offering an educational training on Friday, December 1, 2017. The workshop topics include, "Creating an Insanely Positive and Productive Workplace Culture" and "How to Cultivate Employee Accountability". With both workshops, Larry Johnson will show you how you can apply principles to create a work culture for your own property management team. Please refer to the attached brochure for more information.

Attachments:

- **MREMA Educational Training Brochure**
- **HUD Memo dated June 2, 2017, "DUNS Number Required on All Voucher Submissions".**

Please note that MaineHousing provides notices as a service to our partners. Notices are not intended to replace ongoing training and do not encompass all compliance and regulatory changes that may occur on the wide arrange of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

OFFICE OF HOUSING

JUN - 2 2017

MEMORANDUM FOR: All Multifamily Regional Directors
All Asset Management Division Directors
All Multifamily Owners and Management Agents
All Contract Administrators

FROM: *Marilyn M. Edge*
Marilyn M. Edge, Acting Director, Office of Asset Management
and Portfolio Oversight, HTN

SUBJECT: DUNS Number Required on all Voucher Submissions

PURPOSE:

This memorandum implements the requirement to include the Dun & Bradstreet's (DB) Data Numbering System (DUNS) Numbers on all vouchers submitted to Tenant Rental Assistance Certification System (TRACS). Effective approximately six months from the date of this memorandum, HUD will not pay a voucher that does not include an active DUNS number.

BACKGROUND:

Before an entity can conduct business with the government, it must obtain DUNS, a unique nine-digit identification number for each physical location. The entity must also register in the System for Award Management (SAM), the Official U.S. Government system that consolidates the Central Contractor Registration (CCR), Federal Contract Registry (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). Business entities that have obtained a DUNS number must register/re-activate annually in SAM to be eligible to receive financial assistance.

In accordance with 24 CFR 5.1004 and Notice H 2012-06, HUD requires covered housing entities to maintain an active DUNS number and registration with CCR to receive housing assistance payments or rental assistance payments. CCR has since been consolidated into SAM.

IMPLEMENTATION:

Effective December 1, 2017, approximately six months from the date of this memorandum, vouchers that do not contain an active DUNS number will generate a Tenant Rental Assistance Certification System (TRACS) fatal error and will not receive payment until corrected. Entities must register/re-activate annually in SAM to maintain an active status to be eligible to receive financial assistance. There is NO charge to register or maintain your entity registration record in SAM. Fatal error corrections in TRACS does not address the status of the entity's DUNS number or SAMS status.

TECHNICAL SUPPORT:

Below are steps to assist with *inactive* or *expired* DUNS number. For all technical support questions relating to your DUNS number, contact the SAM Federal Service Desk at **1-866-606-8220**. Additionally, the SAM User Guide is available at:

https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm

If your DUNS number has been inactive or expired *after 2013*, follow the steps below.

- Step 1.** Log into "www.SAM.gov"
- Step 2.** Click on "Entity Registration" on the left-hand side of the page
- Step 3.** Click on the "Existing Entity Registration" drop down.
- Step 4.** Click on your Entity name under the "Entity List"
- Step 5.** Click on "Update Entity" under the "Registration Details"
- Step 6.** In the "What would you like to update" – click on "Purpose of Registration and Remaining Entity Registration"
- Step 7.** Fill out/Verify all applicable information
- Step 8.** Click on "Save and Continue" and verify information on each page until the "Submit" button is seen
- Step 9.** Congratulations message will appear upon completion

If your DUNS number has been inactive or expired *preceding 2013*, or if your permissions did not migrate from a legacy system (CCR/FedReg/EPLS), you may have to submit a request for the applicable roles in SAM, follow the steps below.

- Step 1.** Log into "www.SAM.gov", and select "My User Roles" on the "My SAM" page
 - Step 2.** Select "My Roles." You will see the entities with which you have roles
 - Step 3.** Select an entity to see your roles and the status of the roles
 - Step 4.** To add or remove roles with an entity, select the entity and click "Manage My Roles With This Entity"
 - Step 5.** To request an additional role, select any role from the "Role Pick List" on the left and it will be added to your "User's Roles" list on the right
 - Step 6.** Click "Next"
 - Step 7.** Complete the Reason for Request field, and select "Review Changes" to continue
 - Step 8.** Click "Next"
 - Step 9.** On the "Summary" page, review the role changes that you have made
 - Step 10.** Select "Submit" to send your role requests to your administrators for approval
- Note:** For specific information pertaining to roles and how to request roles, see the SAM User Guide, Section 2.7.2 "Requesting a Role with an Entity."

POINT OF CONTACT:

For further information regarding this memorandum, contact Danielle Garcia at 202-402-2768.

Ever Ask Yourself? How can I increase productivity, raise employee enthusiasm, spur innovation, improve employee accountability and reduce employee turnover?



Is excited to offer this Educational training to YOU!



WORKSHOP TOPICS:

Creating an Insanely Positive And Productive Workplace Culture
 &
How to Cultivate Employee Accountability

With 30 years of helping organizations, Larry Johnson will show our members how you can apply principles to create a work culture for your own property management team. *Bottom Line: You will learn new ways to help your team innovate more, produce more and have more fun.*



DATE:
Friday, December 1, 2017

LOCATION:
Italian Heritage Center
40 Westland Ave
Portland, ME

8:30am – 9:00am
Registration & Continental Breakfast

9:00am – 2:30pm
Workshops with Larry Johnson

12:00pm – Lunch

****There will be no quarterly meeting as we have dedicated this time to bring you a fantastic educational opportunity.**

Don't forget about our annual Toys for Tots & Teens Event in the evening on December 1st at the Italian Heritage Center

PLEASE SEND REGISTRATION & PAYMENT TO:

MREMA
 P.O. Box 4599, #82455
 Portland, ME 04121-4599

Register by November 29, 2017

FEE: \$150.00 Per Person (Members Only) – *Make Checks Payable to MREMA*
 \$200.00 Per Person (Non-members) – *Make Checks Payable to MREMA*

<i>Company:</i>		<i>Names of Attendees:</i>	
<i>Address:</i>			
<i>City, ST, Zip:</i>			
<i>Phone:</i>			
<i>Email:</i>			
<i>Check Amt:</i>			

If you require any special considerations, please state your request along with your registration by November 29, 2017.