

Memorandum

CDBG Policy Guidance

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SC Department of Commerce, Grants Administration, 1201 Main Street, Suite 1600, Columbia, SC 29201
www.cdbgSC.com

Subject: System for Award Management (SAM)
Resource: *SC CDBG Implementation Manual, Chapter 9 - Labor Standards and Chapter 14 – Other Requirements*
Attachment: SAM FAQs

The System for Award Management (SAM) is a new federal website which consolidates several existing federal systems, including CCR, federal procurement systems and the Catalog of Federal Domestic Assistance. Phase 1 of SAM includes the Excluded Parties List System (EPLS), the Central Contractor Registration (CCR) system, Federal Agency Registration (FedReg) system, and the Online Representations and Certifications Application (ORCA), which have all been migrated into the new SAM system. The purpose of SAM is to reduce the number of different systems required to enter and interact with the Federal Government. SAM training videos, user guides and lists of Frequently Asked Questions are all available on www.sam.gov in the Help section. SAM's list of "Top FAQs" as of August 2012 is attached.

CCR Registration – The CCR website no longer exists and www.CCR.gov now takes you to www.sam.gov. According to SAM guidance for former CCR registrants, "if you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires a change in SAM in order for you to be paid or to receive an award." You can search to see if you are a registered entity in SAM by typing your DUNS number or entity name into the search box. Migrated CCR registrations and DUNS are linked together in SAM and an organization's DUNS number is the primary identifying number. CAGE codes still exist and are still required to receive an award of federal funds like CDBG or ARC. Grantees that never registered in CCR will now need to register in SAM to obtain a CAGE code.

Excluded Parties System - EPLS.gov was the system that contained the list of people and organizations excluded from doing business with the Federal Government. EPLS is being phased out and SAM.gov is the new system that will house suspension and debarment information. Any person or firm who has been declared ineligible because of previous instances of non-compliance may not participate in any contract involving CDBG funds.

Chapter 9 of the *SC CDBG Implementation Manual* is being revised to require contractor eligibility to be verified using SAM. You do not need to be registered in SAM to search for excluded parties. Click on SEARCH on the SAM menu and enter the complete vendor name. Note that partial vendor names will bring up a list of all entities with matching names and SAM cautions users to make sure to identify the appropriate party. Searches can also be performed using DUNS number or CAGE code but SAM cautions that DUNS and CAGE codes are not available for all entities in SAM. For more information about Excluded Parties changes, a User Guide can be found on the SAM website, or you can call CDBG's Compliance Specialist at 803-734-0709.

Due to high traffic volume on the SAM site, SAM may continue to experience performance issues, which may result in a slowness of page loading or maybe even a web page error. Over the coming years, additional system migrations will be completed.

This policy memorandum updates the Community Development Block Grant Program and becomes effective immediately unless otherwise stated. The program documents located on the SC Department of Commerce website have the most up to date policies of the CDBG program.

SAM TOP FAQs

1. Can I use my CCR Username and Password to log into SAM?

- No and Yes
- You must create an account in SAM. If you want to use the same username and password that you used in CCR, you may.

2. Does it cost anything to register in or to use SAM?

- No

3. Do I need to create a SAM account?

- It depends
- You DO NOT need an account in SAM if you want to search publicly available information. If it was publicly available in CCR, ORCA, or EPLS, it is publicly available in SAM
- You DO need an account in SAM if
 - You want to see more than publicly available information. Accounts that are associated with a government email address will automatically have access to FOUO-level data, when logged in.
 - You want to save search queries so you can run them again later
 - You want to update your records or add information in SAM

4. When should I create my account in SAM?

- It depends
- If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires a change in SAM in order for you to be paid or to receive an award. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the record. You can search for registered entities in SAM by typing the DUNS number or business name into the search box.
 - If you have opted out of the public search, your record will not display when you perform a public search. To see your record, you need to create an account in SAM and migrate your account from CCR.
- If you are a government staff member and you need to access non-public data, you should create your account now.
- If you are an entity with an expired record and you need to activate your record for an impending award opportunity, you should create your account now and migrate your roles from CCR.
 - NOTE: Once you update your record in SAM, it will take 48 to 72 hours to complete the TIN match and CAGE validation processes, just like it did in CCR. You will be notified via email when the process is complete and your record is active in SAM. SAM cannot expedite this process.
- If you are an entity with an active record and you need to update information in order to get paid or receive an impending award, then you should create your account now and migrate your roles from CCR.

5. How do I create a SAM account?

- Go to <https://sam.gov>
- Click on Create an Account
- Choose Individual account
- Provide the requested information and submit
- Receive the email from "notifications" and click through the sam.gov link to validate your account
- Log in at <https://sam.gov> with the username and password you created

6. Do I need to migrate anything?

- It depends
- If you had access to edit a record in CCR, you need to migrate your CCR account before you can edit that record in SAM (see question 4 for guidance on when to migrate). If that CCR record has an associated ORCA record, once you migrate the CCR account, you will also have access to the ORCA record.
- If you had access to edit a record in FedReg, you need to migrate your FedReg account before you can edit that record in SAM.
- If you had exclusions roles in EPLS, you need to migrate your EPLS account.
- If you had CCR Tools - Proprietary access you DO NOT need to migrate that role. Your account was created for you, your role was migrated for you. You received an email from askSAM@gsa.gov regarding the process for getting access to your account.
- If you had other roles in SAM (e.g., CCR Tools - Sensitive access, the ability to edit an entity record, the ability to add exclusions), then you can migrate those roles after you create your account in SAM.

If you need help with migration, please see the Quick Start Guide for Migration, which you can find in the SAM HELP section.

7. How do I find an entity's small business status?

- Go to <https://sam.gov>
- Search for the entity
- Click on View Details for the entity you need to view
- Click on Representations and Certifications in the menu bar on the left
- Scroll down to 52.212-3 or 52.219-1 and click on the provision. In some browser versions, this does not appear to be a hyper link. Mouse over the provision and click on it anyway. This will expand the record. Scroll down to view the NAICS table.

8. How do I find Exclusion records in SAM?

- It depends
- If you want to view all of the active exclusion records in EPLS or you want to pull data, you can use the:
 - Exclusions Extract, which is publicly available.
 - Click on SAM HELP
 - Click on Interfaces and Data Access

- **8. How do I find Exclusion records in SAM?** (continued)
 - Click on Public Access Data
 - Click on the date of the Exclusions Extract Data Package you want to download (updated file posted daily)
 - Legacy EPLS Search Web Service
 - View the WSDL at <https://gw.sam.gov/EPLS/EPLSSearchWebService.wsdl>
 - Use the following endpoint to retrieve the data, via SOAP:
<https://gw.sam.gov/epls/services/EPLSSearchWebService>
- If you want to search for specific exclusion records
 - Go to <https://sam.gov>
 - Type your query into the search bar, either on the home page or on the search tab. Note that SAM searches individual terms, not phrases.
 - View the results and then use the filters on the left side of the screen to isolate the applicable records.
 - Click on Performance Information
 - Use lower-level filters to tell the search tool that you want to search a particular area of the record for the terms you entered. E.g., if you want to find John Edward Smith in the name of the entity, click Entity Information, then Entity Name, then type John Edward Smith in the open field
 - Click Apply Filters