# **Exhibit N: System for Award Management Documentation** (SAM)

#### **Record of Changes**

Date	Description of Change	
2022	Exhibit template added to CDBG website	
2023	Updates to General Instructions.	
2024	Updates to General Instructions – added additional assistance contact information.	
2025	Significant substantive updates as website functionality has changed.	

Please note that **Exhibit N is <u>not</u> a template; it is a reference guide.** The submission of the System for Award Management (SAM) documentation is required for all CDBG applicants and associated entities as identified in the CDBG Application Guidelines.

Documentation to be provided includes:

- 1) SAM Registration and
- 2) Exclusion Status.

To access SAM: <u>www.sam.gov</u>

For those applications that involve additional entities:

 For-Profit Business: Both the business and the business owner need to be reviewed within SAM. The business owner does not need to be registered within SAM; however, documentation must be provided that indicates that the business owner is not excluded from receiving federal funds.

In addition, applications that involve a for-profit business must provide documentation for the Non-Profit Development Organization (NDO) associated with the application. The NDO must be registered within SAM and demonstrate that they are not excluded from receiving federal funds.

• **Non-Profit Entity:** The non-profit organization must be registered within SAM and demonstrate that they are not excluded from receiving federal funds.

The following are instructions to access the documentation based on the user type:

- Not the Entity Owner: an individual who did not set up the account within the SAM system.
- Entity Owner: the representative tasked with setting up the account within the SAM system.

If you need assistance, please visit Nebraska Business Development Center: <u>Contact a Consultant | Nebraska</u> Business Development Center | University of Nebraska Omaha (unomaha.edu)

# Instructions: Not the Entity Owner

Most users will follow this set of instructions. The other set of instructions (below), titled 'Entity Owner' will only be used by individuals who manage their entity's SAM registration.

1. Go to <u>sam.gov</u> and click **Sign in** on the right side of the screen.

sam.gov	ৎ
An official website of the United States government Here's how you know Y	
	€ Sign In
Home Search Data Bank Data Services Help	
SAM.GOV*	Official U.S. Government Website 100% Free

2. Agree to the terms to sign into the site.

		×
<b>L</b> SA	<b>I</b> ∗GOV°	
SAM.gov <u>Terms of Us</u> ss to SAM.gov and w	≥ ☑ to sign in. If you e may take other lega	violate our Terms of I action.
person's email addre	ss and password to a	ccess SAM.gov is
	SAM.gov Terms of Use ss to SAM.gov and we	SAM.gov Terms of Use 2 to sign in. If you to SAM.gov and we may take other legater person's email address and password to act

3. Enter your login.gov sign-in credentials and complete the multi-factor authentication. If you do not have sign-in credentials, create an account.

sai	<b>m.gov</b> is using Login.go you to sign in to your a safely and secure	by to allow account
C	Sign in Create	an account
Emai	Login.gov accounts. Adding email add Login.gov account <u>may cause your SA</u> <u>fail</u> . Sharing your Login.gov password or u else's Login.gov account violates the <u>r</u> I address	resses to your <u>M.gov login to</u> sing someone <u>ules of use</u> .
Pass	word	
<mark>_</mark> Sł	now password	

4. Once you are signed into the account, click on **Search** at the top left side of the screen.



5. In the top search bar, click **Exact Phrase**. Type the name of the organization in the **Search** bar. Click the magnifying glass (or press enter) to conduct the initial search.



6. Results display on the right side. If you receive a large number of results (for example, 105 entities appeared in the search below), continue to refine your search criteria. Click **Entities** along the top bar.

SAM.GOV°		☑ Requests
Home Search Data Bank Data Services H	lelp	
Search Exact Phrase 🔻 norfolk, ne	×Q	Search Results Saved Searches Actions
Filter By —	Entity Information All Entity Information Entities	Disaster Response Registry Responsibility / Que
Keyword Search	Showing 1 - 100 of <mark>105 results</mark>	Sort by Relevance

A. Tip: You may find the next step is easier if you scroll to the bottom of the list and change the results list to display the maximum number on the page (100):



B. Press the CONTROL (key) + 'F' (letter key) to launch the browser window's search bar, which will open at the top of the window. Type another keyword associated with the entity you seek and press the Enter key. Use arrows at the right to jump forward or backward to each keyword on the page.



- 7. Once you find the correct entity, click on the blue hyperlinked name to access the entity's SAM registration record.
- а

NORFOLK, CITT OF, INC · ACTive Registration		Entity	
Unique Entity ID XQ	CAGE Code	Physical Address 309 N 5TH ST, NORFOLK, NE 68701 USA	Expiration Date Mar 27, 2026
			Purpose of Registration Federal Assistance Awards

- 8. Part I of II: Export the SAM <u>registration</u> record.
  - **A.** The following screen will populate. Click **Actions > Download.**

			Entity Information
Entity Registration	NORFOLK, CITY OF, INC	Active Registration	
> Core Data	Unique Entity ID CAGE/NCAGE		Expiration Date
<b>Business Information</b>	XQ 1		Mar 27, 2026
Entity Types			
Financial Information	Physical Address	Mailing Address	
Points of Contact	309 N 5TH ST	309 N 5TH ST Norfolk, Nebraska	
Assertions	Norfolk, Nebraska 68701-4092, United States	68701-4092, United States	
Reps and Certs			
Exclusions	Federal Assistance Awards Only		
Responsibility / Qualification	Version		

B. In the Name box you may optionally type a name for the PDF file export. Click **Download**.

Download Options		×
Select File Type PDF Neme		
Norfolk NE SAM Registration as of 05-01-2025	×	
	Cancel	Download

C. Choose what to name and where to save your file. Your browser may display the downloaded file at the top of the browser screen.



- 9. Part II of II: Export the SAM exclusion record.
  - A. On the entity's SAM registration record, click **Exclusions** on the left side of the screen.

Entity Registration	NODEOLK CITY OF INC	Active Registration	
Core Data Business Information	Unique Entity ID CAGE/NCAGE	- Tours ingeneration	Expiration Date Mar 27, 2026
Financial Information Points of Contact Assertions	Physical Address 309 N 5TH 5T Norfolk, Nebraska 68701-4092, United States	Mailing Address 309 N 5TH ST Norfolk, Nebraska 68701-4092, United States	
Reps and Certs Exclusions	Purpose of Registration Federal Assistance Awards Only		
Responsibility / Qualification	Version		
	Current Percerd		

B. On the entity's Exclusion record, the status of Active Exclusions appears at the bottom of the screen.

Entity Registration Exclusions Active Exclusions	NORFOLK, CITY OF, INC • Active Reg Unique Entity ID CAGE/NCAGE	Entity Information Expiration Expiration Mar 27, 2026
Responsibility / Qualification	Physical Address 309 N 5TH 5T Norofik, Nebraska 68701-4092, United States Purpose of Registration Federal Assistance Awards Only Version	Mailing Address 309 N STH ST Norfolk, Hersaka 68701-4092, United States
	There may be instances when an indivi- but is actually a different party. Theref excluding agency identified in the exclu- the federal agency that took the action and telephone number, may be found to	dual or firm has the same or similar name as your search criteria, ore, it is important that you verify a potential match with the usion's details. To confirm or obtain additional information, contact against the listed party. Agency points of contact, including name y navigating to the Agency Exclusion POCs page within Help.
	Active Exclusions There are no active exclusion records associated to this entity by	its Unique Entity ID.

C. Repeat steps 8A – C to export and save a pdf of the exclusions. Click **Actions** > enter a **Name** for the file (optional) > **Download** > open file via browser downloaded files list at the top.

Download Options		
Select File Type		
PDF		
Name		
Norfolk NE - No SAM Exclusions - as of 05-01-2025	×	
	Cancel	Download

10. OPTIONAL: If you will conduct another search, be sure to remove the current search filter by clicking the '**x**' next to the entity name in the search box.

Keyword Search For more information on how to use help guide 🗹	our keyword search, visit our
Simple Search	Search Editor
<ul> <li>Any Words i</li> <li>All Words</li> <li>Exact Phrase</li> </ul>	
e.g. 123456789, Smith Corp	
"norfolk, ne"	×

# **Instructions: Entity Owner**

## Go to sam.gov and click on "Sign In" on the right side of the screen

An offic	cial website of th	e United States gove	rnment Here's how you	<u>know</u> ∨		
						Sign In
Home	Search	Data Bank	Data Services	Help		

#### Accept the terms to sign into the site

#### Enter your login.gov sign-in credentials, if you do not have sign-in credentials, please create an account

Once you sign into the account, click on "Workspace" at the top right of the screen.

An offic	ial website of th	ne United States gove	ernment Here's how you	know ~							
					🛛 Requests	멍	Notifications	88	Workspace	∋	Sign Out
Home	Search	Data Bank	Data Services	Help							

#### Click on the Active Entity registrations.



## Once your organization populations, click on the three vertical dots on the right side of the screen.

Economic Development, Nel	braska Department Of   Active Registration	
Unique Entity ID:	Purpose of Registration:	Expiration Date
	Federal Assistance Awards	Feb 10, 2023
CAGE/NCAGE:	Physical Address:	
	301 Centennial Mall S Lincoln, NE 68508-2529 USA	

Click on "View Record"

Economic Development, Nel	Actions	
Unique Entity ID:	Purpose of Registration: Federal Assistance Awards	View Record
CAGE/NCAGE:	Physical Address: 301 Centennial Mall S Lincoln, NE 68508-2529 USA	Update Deactivate View In Hierarchy

## Click on "Download"

	Download	🖽 Follow
< Back to Workspace		
ECONOMIC DEVELOPMENT, NEBRASKA DEP	ARTMENT OF	

Enter the name of your entity in the name file and the date you downloaded the file. For example, if your entity was DED, type DED-20220609, then click on the PDF file type, then click on the download button. Depending on your browser, it should ask you to save the PDF file.