

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

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### 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 not 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: [www.sam.gov](http://www.sam.gov)

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: [Contact a Consultant | Nebraska Business Development Center | University of Nebraska Omaha \(unomaha.edu\)](#)

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## 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.

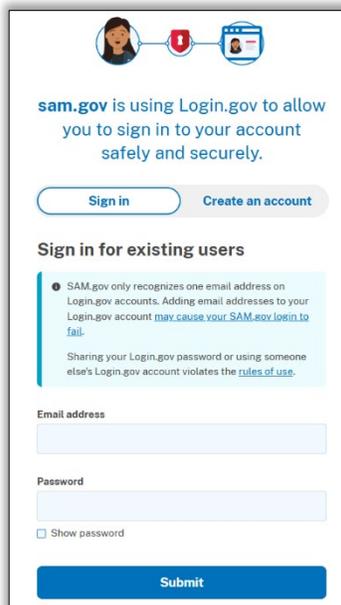
1. Go to [sam.gov](https://sam.gov) and click **Sign in** on the right side of the screen.



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



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.



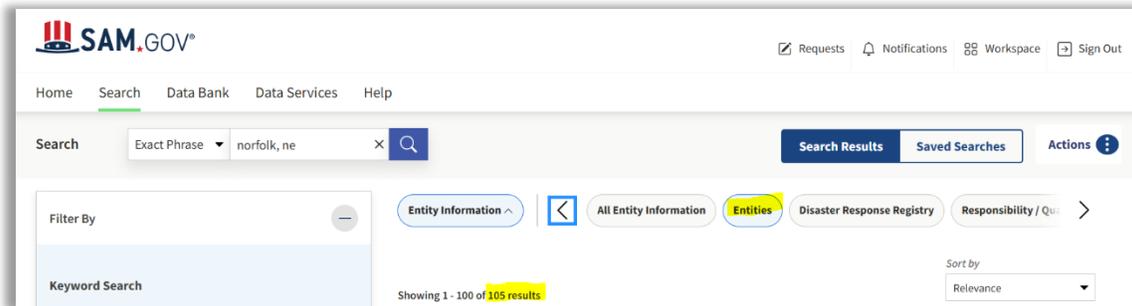
4. Once you are signed into the account, click on **Search** at the top left side of the screen.



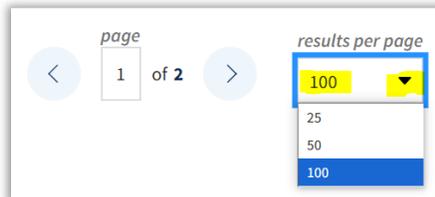
5. In the top search bar, click **Exact Phrase**. Type the name of the organization in the **Search** bar. Click the magnifying glass (or press enter) to conduct the initial search.



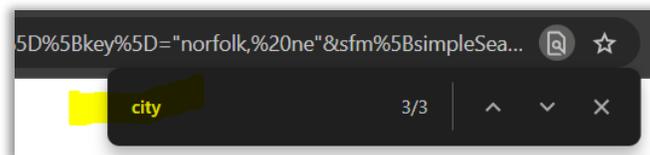
6. Results display on the right side. If you receive a large number of results (for example, 105 entities appeared in the search below), continue to refine your search criteria. Click **Entities** along the top bar.



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.

a

**NORFOLK, CITY OF, INC** • Active Registration

Unique Entity ID XQ [REDACTED]	CAGE Code 1 [REDACTED]	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 registration record.**

A. The following screen will populate. Click **Actions > Download**.

Core Data

**NORFOLK, CITY OF, INC** • Active Registration

Unique Entity ID XQ [REDACTED]	CAGE/NCAGE 1 [REDACTED]	Expiration Date Mar 27, 2026
Physical Address 309 N 5TH ST Norfolk, Nebraska 68701-4092, United States	Mailing Address 309 N 5TH ST Norfolk, Nebraska 68701-4092, United States	
Purpose of Registration Federal Assistance Awards Only		
Version Current Record		

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

**Download Options**

Select File Type

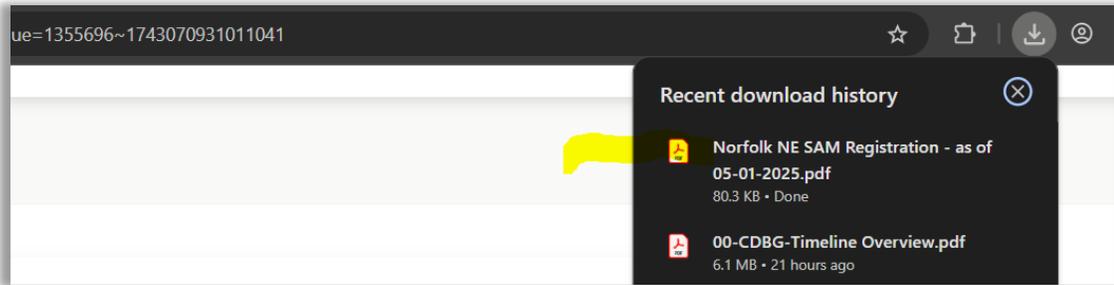
PDF

Name

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.

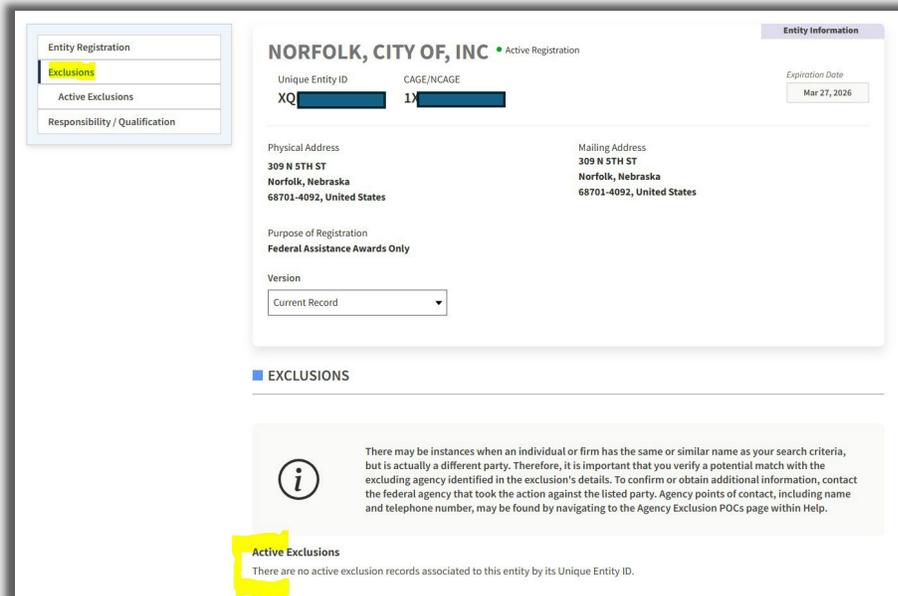


9. **Part II of II: Export the SAM exclusion record.**

- A. On the entity's SAM registration record, click **Exclusions** on the left side of the screen.



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



- 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 our keyword search, visit our [help guide](#)

Simple Search Search Editor

Any Words *i*

All Words *i*

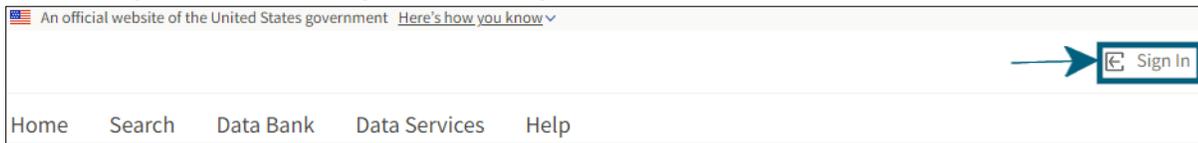
Exact Phrase *i*

e.g. 123456789, Smith Corp

"norfolk, ne" x

## Instructions: Entity Owner

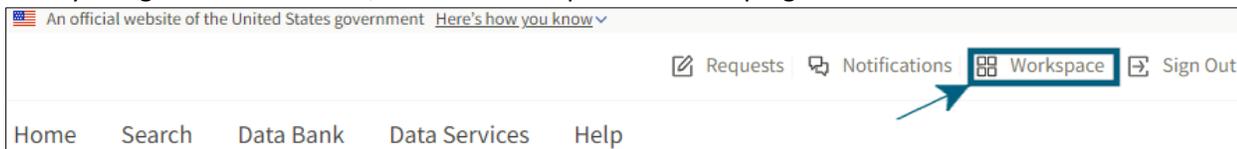
Go to sam.gov and click on “Sign In” on the right side of the screen



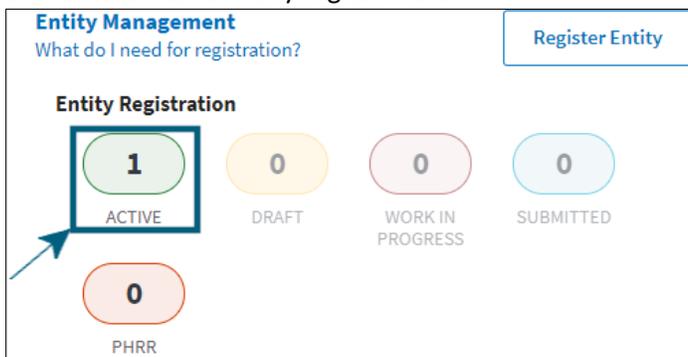
Accept the terms to sign into the site

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.



Click on the Active Entity registrations.



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



Click on “View Record”

**Economic Development, Nebraska Department Of** ● Active Registration

Unique Entity ID: [REDACTED]	Purpose of Registration: <b>Federal Assistance Awards</b>	<b>Actions</b> <a href="#">View Record</a> <a href="#">Update</a> <a href="#">Deactivate</a> <a href="#">View In Hierarchy</a>
CAGE/NCAGE: [REDACTED]	Physical Address: <b>301 Centennial Mall S Lincoln, NE 68508-2529 USA</b>	



Click on "Download"

[Back to Workspace](#)

[Download](#) [Follow](#)

**ECONOMIC DEVELOPMENT, NEBRASKA DEPARTMENT 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.