Memorandum

Date: April 20, 2015

CDBG Policy Guidance

Policy: 14-02

Nebraska Department of Economic Development, 301 Centennial Mall South, Lincoln NE 68509
http://www.neded.org

SUBJECT: System for Award Management (SAM) and Community Development Block Grant (CDBG) projects

This Notice provides guidance on the proper procedures for grantees and staff in utilizing the System for Award Management (SAM) as it relates to CDBG applications and projects that have been funded with CDBG resources. This Notice also replaces the guidance provided with the Memorandum 13-02 titled "System for Award Management (SAM)" from June 2013.

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

As a response to guidance received from the State Auditor, and the requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006, the Department will be implementing new policies and procedures for applicants and grantees. These requirements pertain to those units of general local government that will be applying for resources beginning in 2015. This includes all CDBG applicants including: Economic Development (ED); Tourism (TD); Comprehensive Revitalization (CR); Comprehensive Investment & Stabilization (CIS); Public Works (PW); Water/Waste Water (W/WW); Planning; Downtown Revitalization (DTR); and CDBG Housing (HO).

Each applicant applying for CDBG resources in 2015 (and any subsequent year after that) will be required to follow the detailed instructions defined in Exhibit N (titled "Instructions for Exhibit N: SAM database record and clearance") that is currently located within the 2015 CDBG Application Guidelines. See also the attached excerpt from Exhibit N.

The Exhibit N Instructions require each applicant to complete the following:

1) Obtain a Duns and Bradstreet (DUNS) number;
2) Register in the System for Award Management (SAM);
3) Review registration status in SAM;
4) Print and send in the necessary documentation with each CDBG application as required by Exhibit N.

All CDBG applicants must comply with this guidance. A failure to complete and submit the required application information may result in an applicant not being eligible to receive CDBG resources.
In addition to each applicant having to register and provide documentation in SAM, the Department will also review the status of any applicant that is recommended for a Notice of Approval (aka Award Letter). Prior to issuing a Notice of Approval Letter, the Department will ensure the applicant has obtained an "Active" status in SAM and that the applicant is eligible to receive CDBG resources. These tasks will be accomplished by the Department by having staff access SAM; printing out the necessary source documentation; and attaching that source documentation in each project file. Below is an example of what this source documentation would look like and be included in the project file.

Department staff will utilize the attached procedures in order to ensure that SAM documentation is properly obtained and included within project files. See below for more information.

CDBG Grantee Instructions from Exhibit N

Instructions for Exhibit N: SAM database record and clearance

Each applicant must obtain a Duns and Bradstreet (DUNS) number and also register within the SAM system.

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 mandated specific reporting requirements for recipients of federal funds. In order to report in this system, each State award recipient must have a DUNS and a CAGE code, assigned as a result of registration in the federal SAM.

For more information on obtaining a DUNS number and registering in the System for Award Management (SAM), please review the following information at: https://www.sam.gov/portal/SAM/

Once registered, each applicant must access SAM, determine that the applicant is eligible within SAM, and provide a print out of the information from SAM. Each applicant must also provide documentation that they are registered in the SAM using the DUNS number entry (refer to the check your registration status in SAM) the last illustration.

Applicant must run a query at the System for Award Management website (www.sam.gov) at the time of application and include a copy of the search record showing the DUNS Number and/or search terms and date. This information must be provided within the application and labeled as "Exhibit N".

1. Using your internet browser, navigate to www.sam.gov
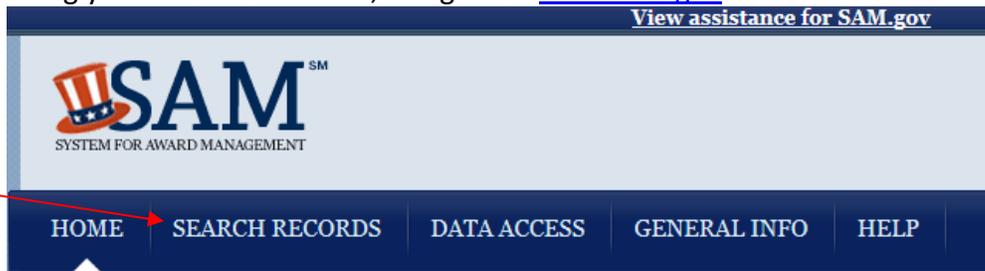
2. Select "Search Records", enter the DUNS number, and click "Search".

3. Review the search results and click "Print" to print the results. *Your printed copy should include a date stamp at the bottom of the page.*

4. If you need to register in the SAM, click Create User Account. The applicant must Check Status and submit a printout of Status, which must be an active status as the last screen indicates

5. Check your registration status in the SAM by entering applicant nine digit DUNS number. If result is not active, create a user account. If result is inactive, reactive user account.
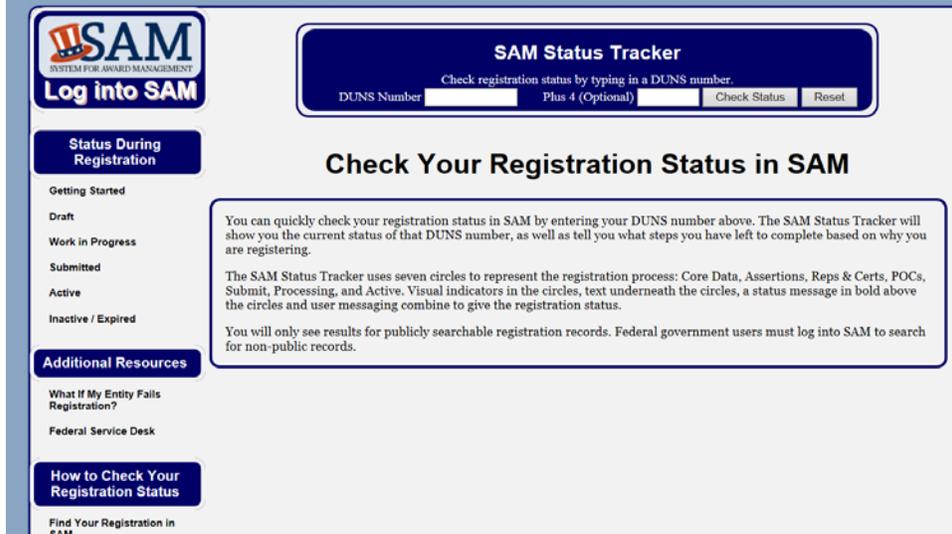
6. Submit a screen print out of the SAM status tracker that indicates active status for the applicant. The applicant must be in an active status as determined by DUNS number entry.
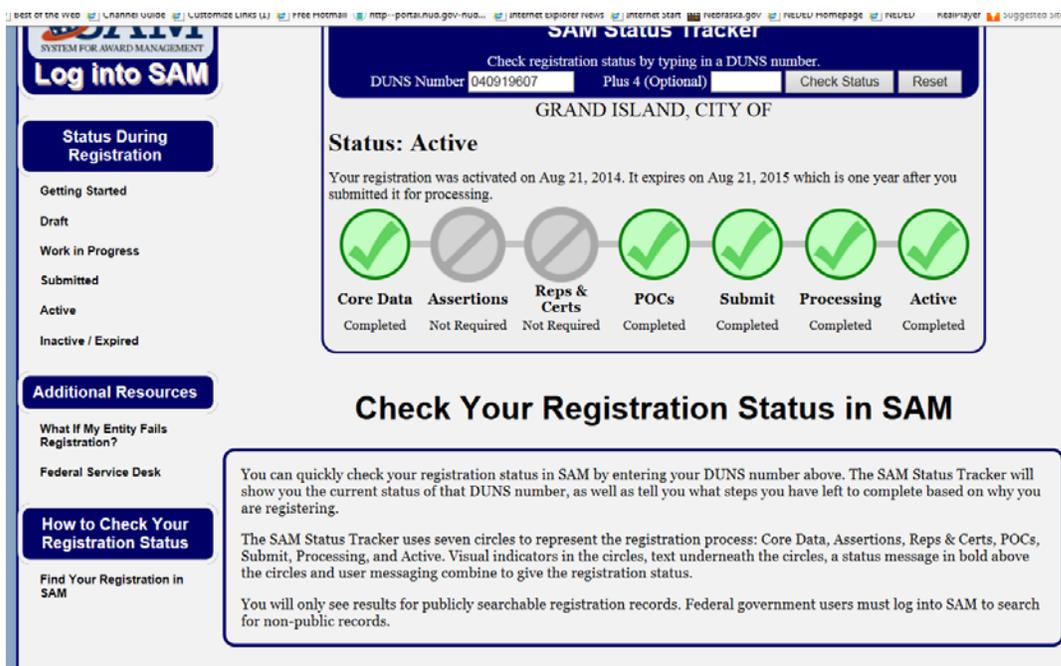
The final Exhibit N that the applicant must submit with their application must contain:

1) Proof of SAM Registration (See Item 6 above) and
2) Proof that the applicant is eligible in SAM (See Item 5 above)

Department Staff Instructions for reviewing applicants in the System for Award Management (SAM)

1) Access SAM at: https://www.sam.gov/portal/SAM/

2) Select "Search Records" from the menu list

3) Enter the Applicant's DUNS number in the "QUICK SEARCH" section next to the "DUNS Number Search:" criteria

4) Once the applicant's DUNS numbered is entered select the "Search" button

5) Once "Search" has been selected, if an applicant has registered in SAM then a screen should open noting "Your search returned the following results…"

6) From this screen select "View Details"

7) Once "View Details" has been selected a new "Entity Information" screen should open that includes information on the Registration Status of the applicant; the date the applicant's registration expires; and whether or not there are any "Active Exclusion Records"

8) Print this page and include it in the project file. Ensure that there are no Active Exclusion Records. If there are any active exclusion records, then the applicant is not eligible for CDBG funding. Note that the Header of the printed page will note "System for Award Management" and the footer will note the website access and the date that SAM was accessed. All this information must be included in the print out for the file.

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USER NAME   PASSWORD

Forgot Username?   Forgot Password?   LOG IN

Create an Account

Entity Dashboard
Entity Overview
Entity Record
Core Data
Assertions
Reps & Certs
POCs
Reports
Service Contract Report
BioPreferred Report
Exclusions
Active Exclusions
Inactive Exclusions
Excluded Family Members
RETURN TO SEARCH

GRAND ISLAND, CITY OF   100 E 1ST ST
DUNS: 040919607   CAGE Code: 42QF5   GRAND ISLAND, NE, 68801-6023 ,
Status: Active   UNITED STATES
                        Expiration Date: 08/21/2015
             Purpose of Registration: Federal Assistance Awards Only

Entity Overview

Entity Information

Name: GRAND ISLAND, CITY OF
Business Type: US Local Government
POC Name: Tonja Carey
Registration Status: Active
Activation Date: 08/21/2014
Expiration Date: 08/21/2015

Exclusions

Active Exclusion Records? No

SAM | System for Award Management 1.0   IBM v1.P.27.20150327-1711
                                                        WWW2
Note to all Users: This is a Federal Government computer system. Use of this
system constitutes consent to monitoring at all times.

GSA   USA.gov

https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS_rO0ABXdcACJqYXZheC5m...   4/1/2015