

Memorandum

Date: February 1, 2016

NAHTF Policy Guidance

Policy: 15-03

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

SUBJECT: System for Award Management (SAM) and Nebraska Affordable Housing Trust Fund (NAHTF) 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 NAHTF applications and projects that have been funded with NAHTF resources.

This policy memorandum updates the Nebraska Affordable Housing 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 for the NAHTF program.

After reviewing guidance related to SAM, and reviewing internal policies, the Department has determined that it will implement new policies and procedures for applicants and grantees related to the System for Award Management (SAM).

These requirements pertain to those applicants that will be applying for resources beginning in 2016, and also current grantees who have been funded with NAHTF resources. This includes all NAHTF applicants funded through the Annual Cycle, or other NAHTF-specific application cycles, but does not include any NAHTF project funded through the joint NIFA/DED application cycle for low income housing tax credits.

This NAHTF policy only applies to direct applicants applying to the Department for NAHTF resources and for grantees that have been funded with NAHTF resources. SAM registration is not required for contractors and subcontractors completing work on any NAHTF project.

Although SAM registration is not required for contractors and subcontractors completing work on any NAHTF project, the Department encourages grantees, when working with contractors and subcontractors, that those entities performing work on a NAHTF project are properly insured; licensed; have a written contract with the grantee; and are qualified to perform the work. This is for the benefit of the grantee, and those persons served by the grantee.

Each applicant applying for NAHTF resources in 2016 (and any subsequent year after that) will be required to follow the detailed instructions defined below (titled "Instructions for SAM database record and clearance"). See also the attached excerpt below.

The 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 NAHTF application as required.

All NAHTF 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 NAHTF 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 NAHTF 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.

NAHTF Grantee Instructions for SAM

Instructions for SAM database record and clearance

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

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.

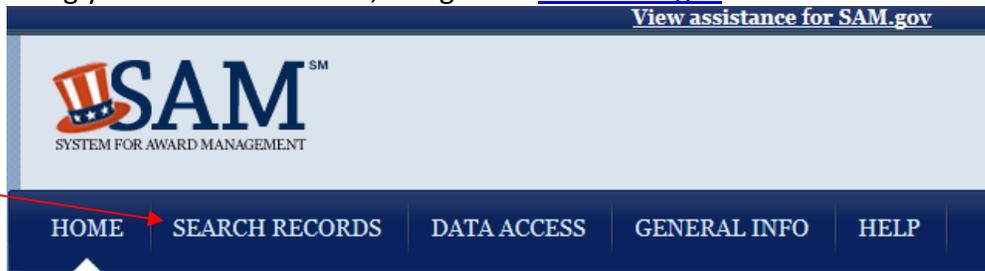
For more information on obtaining a DUNS number and registering in the System for Award Management (SAM), please review the following information at:

<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.

1. Using your internet browser, navigate to www.sam.gov



2. Select "Search Records", enter the DUNS number, and click "Search".

Search Records

Looking for entity registration records or entity exclusion records in SAM?
* Use **Quick Search** if you know an entity's Business Name, DUNS number or CAGE code.
* Use **Advanced Search** to structure your search using multiple categories and criteria.

Are you a Federal government employee?
* Create a SAM user account with your government e-mail address and [log into SAM before searching](#) to see FOUO information and registrants who chose to opt out of the public search.

Conducting small business-focused market research?
* In addition to what is contained in SAM, small businesses may supplement information about themselves in the SBA's [Dynamic Small Business Search](#).

QUICK SEARCH:
Enter your specific search term
(Example of search term includes the entity's name, etc.)

DUNS Number Search: Enter DUNS number ONLY

CAGE Code Search: Enter CAGE code ONLY

SEARCH Need Help?

ADVANCED SEARCH: Use specific criteria in multiple categories to structure your search.

ADVANCED SEARCH - ENTITY

ADVANCED SEARCH - EXCLUSION

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.**

Clear Search

TOTAL RECORDS: 10

Result page 1 of 1

Save PDF Export Results Print

Sort by Modified Date Order by Descending

FILTER RESULTS Your search for "state* of nebraska*" returned the following results

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

View assistance for SAM.gov

USER NAME

Forgot Usern

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

Register/Update Entity

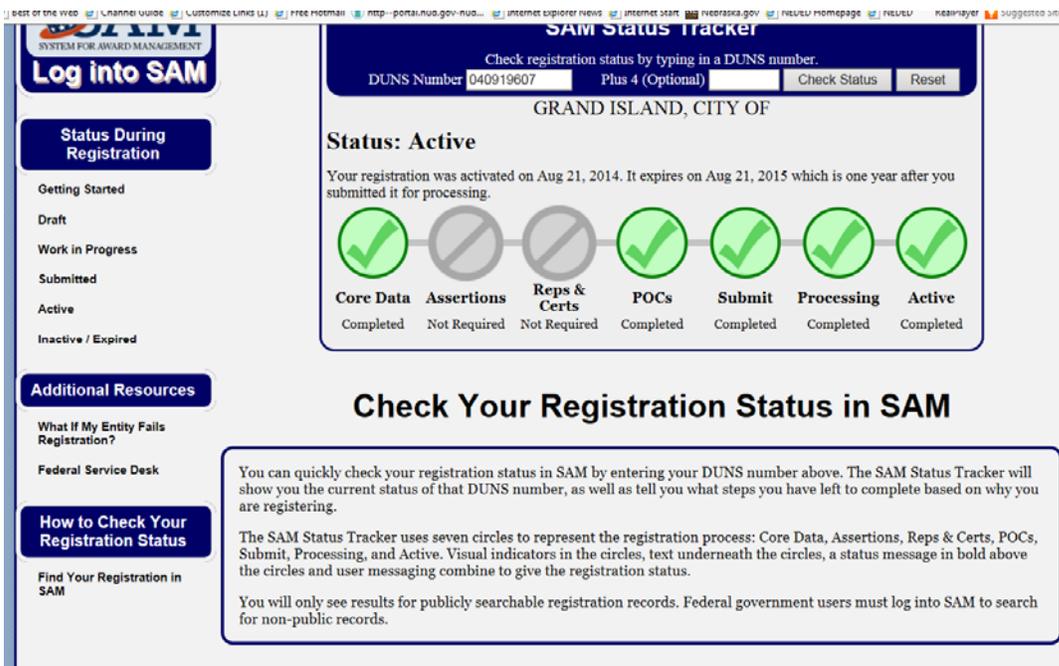
Create User Account

New! Use the SAM Status Tracker to: Check Status

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 documentation that the applicant must submit with each 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/>

The screenshot shows the SAM.gov portal home page. At the top, there is a navigation bar with the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". To the right of the logo, there are input fields for "USER NAME" and "PASSWORD", along with links for "Forgot Username?" and "Forgot Password?". Below the navigation bar, there is a main menu with options: "HOME", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The main content area is divided into three columns: "CREATE USER ACCOUNT", "REGISTER/UPDATE ENTITY", and "SEARCH RECORDS". Each column contains descriptive text and a button. Below the main content area, there is a section titled "WHAT IS SAM?" with a brief description of the system.

View assistance for SAM.gov

USER NAME PASSWORD

[Forgot Username?](#) [Forgot Password?](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

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[Create User Account](#)

REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.
[Register/Update Entity](#)
New! Use the SAM Status Tracker to: [Check Status](#)

SEARCH RECORDS
All entity records from CCF and exclusion records from expired, were moved to SAM these records and new ones you are a government user SAM user account, you will access to FOUO informatio
[Search Records](#)

WHAT IS SAM?
The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/Fe EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are a

- 2) Select "Search Records" from the menu list

The screenshot shows the SAM.gov Search Records page. The "SEARCH RECORDS" menu item is highlighted with a black box. The page content includes a "Search Records" heading, followed by instructions on how to use the search functionality. There are three main sections: "Looking for entity registration records or entity exclusion records in SAM?", "Are you a Federal government employee?", and "Conducting small business-focused market research?". Each section provides specific instructions and links. At the bottom, there is a "QUICK SEARCH" section with input fields for "Enter your specific search term", "DUNS Number Search", and "CAGE Code Search". A "SEARCH" button and a "Need Help?" link are also present.

HOME **SEARCH RECORDS** DATA ACCESS GENERAL INFO HELP

Search Records

Looking for entity registration records or entity exclusion records in SAM?
* Use **Quick Search** if you know an entity's Business Name, DUNS number or CAGE code.
* Use **Advanced Search** to structure your search using multiple categories and criteria.

Are you a Federal government employee?
* Create a SAM user account with your government e-mail address [and log into SAM before search](#) opt out of the public search.

Conducting small business-focused market research?
* In addition to what is contained in SAM, small businesses may supplement information about t

Trying to find a contractor participating in the Disaster Response Registry?
* Use the [new Disaster Response Registry Search](#) to search for contractors willing to provid other disaster or emergency relief services in the event of a national disaster.

QUICK SEARCH:
Enter your specific search term
(Example of search term includes the entity's name, etc.)
DUNS Number Search: Enter DUNS number ONLY
CAGE Code Search: Enter CAGE code ONLY
[SEARCH](#) [Need Help?](#)

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

The screenshot shows the SAM System for Award Management search page. At the top is the SAM logo and a navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the navigation bar is the "Search Records" section, which contains instructions on how to use the search features. The "QUICK SEARCH:" section is highlighted with a black border and contains three input fields: a general search term field, a "DUNS Number Search:" field with the value "040919607", and a "CAGE Code Search:" field. A "SEARCH" button is located at the bottom of the search section, and a "Need Help?" link is also present.

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

This is a close-up view of the "QUICK SEARCH:" section. It features a large text input field with the placeholder text "Enter your specific search term" and a subtext "(Example of search term includes the entity's name, etc.)". Below this are two smaller input fields: "DUNS Number Search:" with the value "040919607" and "CAGE Code Search:" with the placeholder "Enter CAGE code ONLY". At the bottom, there is a "SEARCH" button highlighted with a black border and a "Need Help?" link.

- 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...”

Your search returned the following results...

Entity	GRAND ISLAND, CITY OF	Status: Active +
DUNS: 040919607	CAGE Code: 42QF5	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 08/21/2015	Delinquent Federal Debt? No	
Purpose of Registration: Federal Assistance Awards Only		

- 6) From this screen select “View Details”

Your search returned the following results...

Entity	GRAND ISLAND, CITY OF	Status: Active +
DUNS: 040919607	CAGE Code: 42QF5	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 08/21/2015	Delinquent Federal Debt? No	
Purpose of Registration: Federal Assistance Awards Only		

- 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”

The screenshot shows the SAM system interface. At the top, there is a header with the AM logo and navigation tabs: SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the header, there is a search bar with fields for USER NAME and PASSWORD, and links for Forgot Username? and Forgot Password?. The main content area displays the following information for GRAND ISLAND, CITY OF:

- Name: GRAND ISLAND, CITY OF
- Business Type: US Local Government
- POC Name: Tonja Coney
- Registration Status: Active
- Activation Date: 08/21/2014
- Expiration Date: 08/21/2015
- Purpose of Registration: Federal Assistance Awards Only

Below this information, there is a section titled "Entity Overview" which includes a sub-section for "Entity Information" and another for "Exclusions". The "Entity Information" sub-section displays the same details as above. The "Exclusions" sub-section displays "Active Exclusion Records? No".

- 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 NAHTF 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.

USER NAME PASSWORD
[Forgot Username?](#) [Forgot Password?](#)

[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](#)

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 Types: 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