

# Exhibit N: System for Award Management Documentation

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**INSTRUCTIONS:** 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 Part II, Section 1.03. 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.

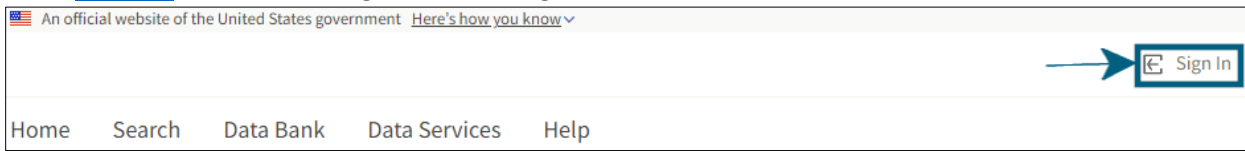
- **Non-Profit Entity:** The non-profit organization must be registered within SAM and demonstrate that they are not excluded from receiving federal funds.

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.
-

## Instructions: Not the Entity Owner

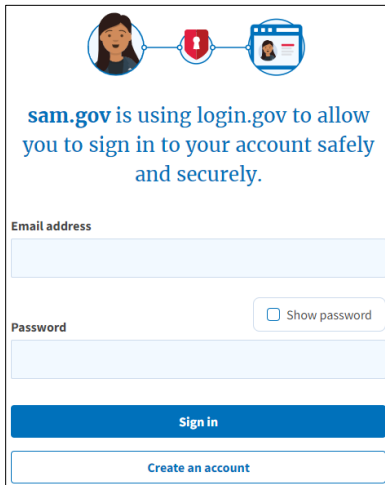
Go to [sam.gov](https://sam.gov) and click on “Sign In” on the right side of the screen



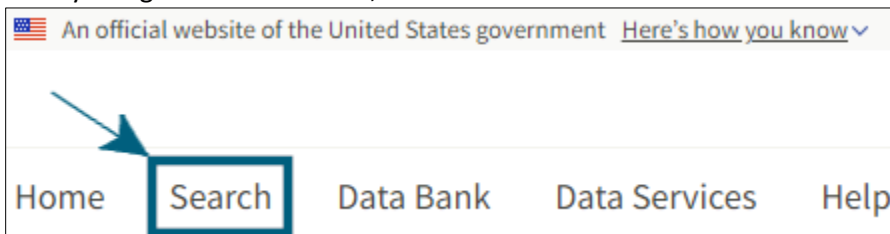
Accept the terms to sign into the site



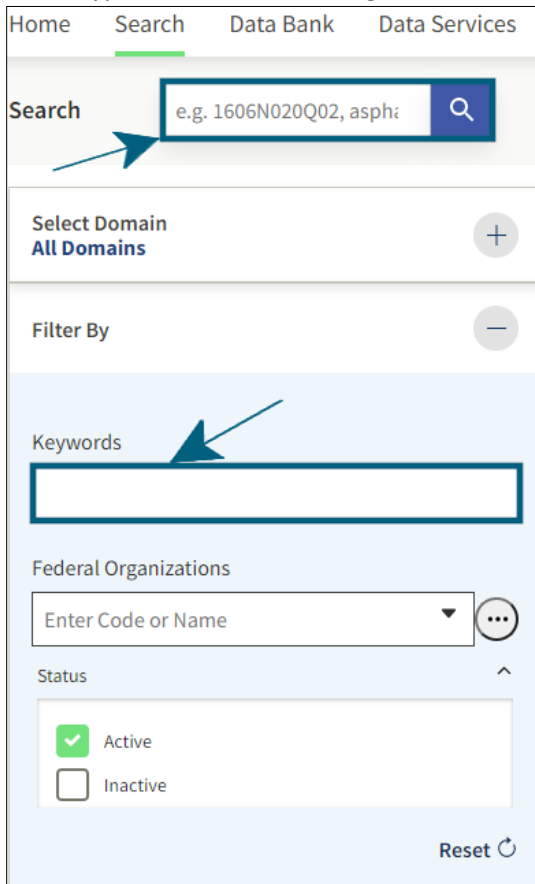
Enter your login.gov sign-in credentials, if you do not have sign-in credentials, please create an account



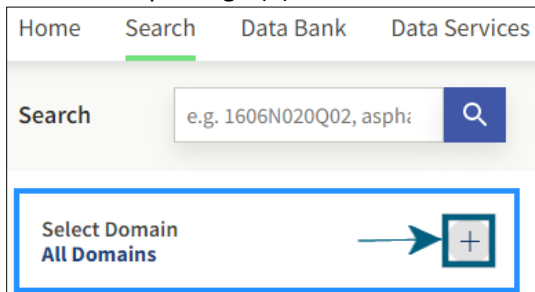
Once you sign into the account, click on “Search” at the left side of the screen.



Either type the name of the organization in the top Search Box or the Keywords box.



Click on the plus sign (+) next to Select Domain



Click on "Entity Information in the drop down

Search e.g. 1606N020Q02, asph: [Search]

Select Domain All Domains [Close]

- All Domains
- Contract Opportunities
- Assistance Listings
- Entity Information**
- Federal Hierarchy
- Wage Determinations

If the location area is not expanded, click on the drop down arrow next to location. Under State / Province, enter Nebraska in the "Input Text" box.

Filter By [Close]

**Keyword Search**  
For more information on how to use our keyword search, visit our [help guide](#)

Any Words ⓘ  
 All Words ⓘ  
 Exact Phrase ⓘ

e.g. 123456789, Smith Corp

- Entity
- Purpose of Registration
- Entity Type
- Socio-Economic Status
- Product or Service Information
- Registration with Debt Subject to Offset
- Location**
- Entity Status

Active  
 Inactive  
 ID Assigned

Reset

Location [Close]

Zip Code  
Input Zip

State / Province  
**Input Text**

City  
Select State (Optional)

Select City

Congressional District  
Input Text

Country  
Input Text

Select the result by clicking on the name.

Showing 1 - 2 of 2 results

Sort by Relevance

**CITY OF COLUMBUS** ● Active Registration

Entity

Unique Entity ID: YM4RJGN196F5

CAGE Code: 3ES84

Physical Address: 2424 14TH ST, COLUMBUS, NE 68601 USA

Expiration Date: Oct 14, 2022

Purpose of Registration: Federal Assistance Awards

The following screen will populate.

Download Follow

**CITY OF COLUMBUS**

Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Points of Contact

Assertions

Reps and Certs

Exclusions

Responsibility / Qualification

Unique Entity ID: YM4RJGN196F5

CAGE/NCAGE: 3ES84

Physical Address: 2424 14TH ST, Columbus, Nebraska 68601-5038, United States

Registration Status: Active Registration

Expiration Date: Oct 14, 2022

Purpose of Registration: Federal Assistance Awards Only

Mailing Address: P.O. Box 1677, 2424 14TH Street, Columbus, Nebraska 68602-1677, United States

Version: Current Record

Click on "Download."

Download Follow

**CITY OF COLUMBUS**

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Version: Current Record

Select the file type, enter the file name, then click on the download button. For example, if your entity was DED, type DED-20220609 (20220609 is the year, month, day), 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. **This download documents the registration of the entity.**

Download Options

Select File Type

**.pdf**

Name File *Required*

EntityInformation-20220609-114247

Follow

**DOWNLOAD**

To document the status of exclusions, select “Exclusions” on the left side of the screen.

Download Follow

**Entity Registration**

Core Data

Business Information

Entity Types

Financial Information

Points of Contact

Assertions

Reps and Certs

**Exclusions**

Responsibility / Qualification

**CITY OF COLUMBUS**

Unique Entity ID  
**YM4RJGN196F5**

CAGE/NCAGE  
**3ES84**

Physical Address  
**2424 14TH ST  
Columbus, Nebraska  
68601-5038, United States**

Registration Status  
**Active Registration**

Expiration Date  
**Oct 14, 2022**

Purpose of Registration  
**Federal Assistance Awards Only**

Mailing Address  
**P.O. Box 1677  
2424 14TH Street  
Columbus, Nebraska  
68602-1677, United States**

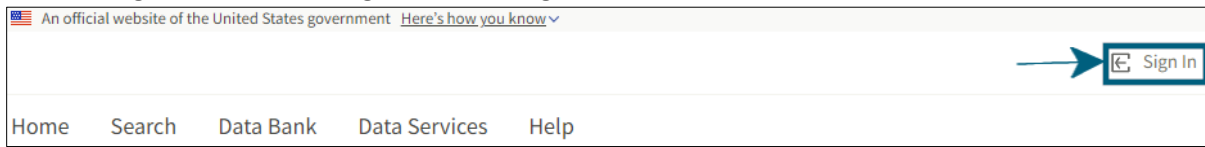
Version Current Record

Then save the following screen for your entity and upload to AmpliFund (the user will need to capture the screen):

Entity Registration	<h2>CITY OF COLUMBUS</h2> <table border="1"> <tr> <td>Unique Entity ID <b>YM4RJGN196F5</b></td> <td>Registration Status <b>Active Registration</b></td> <td>Expiration Date <b>Oct 14, 2022</b></td> </tr> <tr> <td>CAGE/NCAGE <b>3ES84</b></td> <td colspan="2">Purpose of Registration <b>Federal Assistance Awards Only</b></td> </tr> <tr> <td>Physical Address <b>2424 14TH ST Columbus, Nebraska 68601-5038, United States</b></td> <td colspan="2">Mailing Address <b>P.O. Box 1677 2424 14TH Street Columbus, Nebraska 68602-1677, United States</b></td> </tr> <tr> <td>Version Current Record <input type="button" value="v"/></td> <td colspan="2"> <p>There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.</p> </td> </tr> <tr> <td colspan="3"> <h3>ACTIVE EXCLUSIONS</h3> <p>There are no active exclusion records associated to this entity by its Unique Entity ID.</p> </td> </tr> <tr> <td colspan="3"> <h3>INACTIVE EXCLUSIONS</h3> <p>There are no inactive exclusion records associated to this entity by its Unique Entity ID.</p> </td> </tr> </table>	Unique Entity ID <b>YM4RJGN196F5</b>	Registration Status <b>Active Registration</b>	Expiration Date <b>Oct 14, 2022</b>	CAGE/NCAGE <b>3ES84</b>	Purpose of Registration <b>Federal Assistance Awards Only</b>		Physical Address <b>2424 14TH ST Columbus, Nebraska 68601-5038, United States</b>	Mailing Address <b>P.O. Box 1677 2424 14TH Street Columbus, Nebraska 68602-1677, United States</b>		Version Current Record <input type="button" value="v"/>	<p>There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.</p>		<h3>ACTIVE EXCLUSIONS</h3> <p>There are no active exclusion records associated to this entity by its Unique Entity ID.</p>			<h3>INACTIVE EXCLUSIONS</h3> <p>There are no inactive exclusion records associated to this entity by its Unique Entity ID.</p>		
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Active Exclusions																			
Inactive Exclusions																			
Responsibility / Qualification																			

## Instructions: Entity Owner

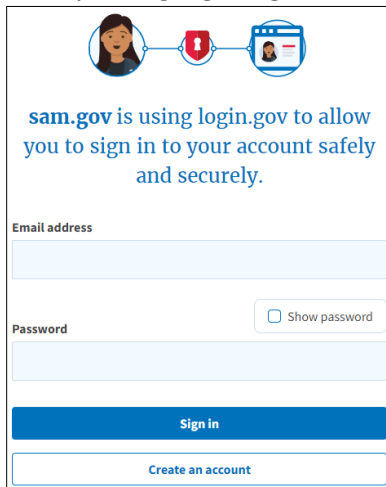
Go to [sam.gov](https://sam.gov) and click on “Sign In” on the right side of the screen



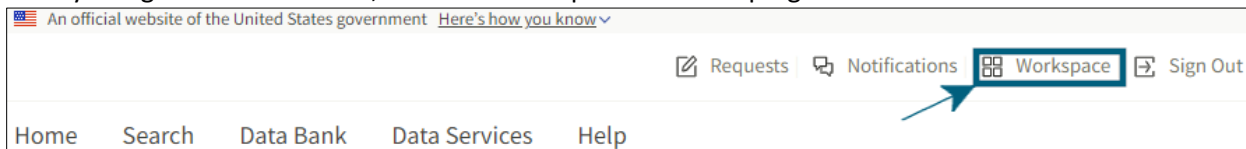
Accept the terms to sign into the site



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.

**Entity Management**  
What do I need for registration? [Register Entity](#)

**Entity Registration**

- 1** ACTIVE
- 0** DRAFT
- 0** WORK IN PROGRESS
- 0** SUBMITTED
- 0** PHRR

An arrow points to the '1' in the 'ACTIVE' status.

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

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

Unique Entity ID: [REDACTED] Purpose of Registration: **Federal Assistance Awards** Expiration Date: **Feb 10, 2023**

CAGE/NCAGE: [REDACTED] Physical Address: **301 Centennial Mall S  
Lincoln, NE 68508-2529 USA**

An arrow points to the three vertical dots menu icon in the top right corner.

Click on "View Record"

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

Unique Entity ID: [REDACTED] Purpose of Registration: **Federal Assistance Awards**

CAGE/NCAGE: [REDACTED] Physical Address: **301 Centennial Mall S  
Lincoln, NE 68508-2529 USA**

**Actions**

- View Record**
- Update
- Deactivate
- View In Hierarchy

An arrow points to the 'View Record' button, and another arrow points to the close icon (X) in the top right corner of the Actions menu.

Click on "Download"

[Back to Workspace](#)

**ECONOMIC DEVELOPMENT, NEBRASKA DEPARTMENT OF**

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

An arrow points to the 'Download' button.

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.