

## Section 9.1.6: System for Award Management (SAM.gov)

The System for Award Management (SAM), managed by the General Services Administration (GSA), is a web-based application that collects, validates, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes. Grants staff must register with SAM ([www.SAM.gov](http://www.SAM.gov)) to conduct business with the federal government. Before registering, staff should check their agency's registration status in the [SAM Status Tracker](#).

To register in SAM, staff will need the following information:

- The agency's Data Universal Numbering System (DUNS) number, legal business name, and physical address from the agency's Dun & Bradstreet (D&B) record
- The agency's Taxpayer Identification Number (TIN).
- The agency's bank routing number and bank account number to set up Electronic Funds Transfer (EFT).

### **Notarized letter for authorized Entity Administrator**

In March 2018, the General Services Administration (GSA) announced it had discovered fraudulent activity within SAM. To combat the breach, GSA began requiring entities to submit an original, signed notarized letter (only hard copy is accepted) identifying the authorized Entity Administrator for the entity associated with the Data Universal Numbering System (DUNS) number. As of June 2018, the letter must be received by the Federal Service Desk in London, KY within 30 days of registration activation or the agency risks having registration deactivated.

### **Checking subrecipient status in SAM**

Grants program managers must also use the SAM resources to ensure the subrecipient is eligible to receive pass-through funds from the federal government. The grants program manager can confirm the subrecipient has a current entity registration, a DUNS number, and must confirm that they are not on the excluded parties list.