GSA requiring all entities to submit notarized letter in wake of System for Award Management (SAM) security breach

Entities cannot make changes to their existing accounts until the letter is received and processed

In March, the federal Government Services Administration (GSA) announced it had discovered fraudulent activity within GSA's System for Award Management (SAM); all entities seeking to do business with the U.S. government must have an active registration in SAM.

GSA has since reported that the breach impacted "a limited number of entities registered in SAM" and has notified those entities. The GSA Office of the Inspector General (OIG) is investigating the fraudulent activity and GSA has taken steps to address the issue. This includes 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 before the registration will be activated. GSA posted instructions for domestic entities and instructions for international entities for easy reference. This requirement went into effect on March 22, 2018 for new entities registering in SAM and went into effect on April 27, 2018 for existing registrations being updated or renewed in SAM.

The GSA posted an online update about the situation and there is a link to the templates for the notarized letter on the SAM website, www.sam.gov.

Note: No entity profile maintenance or registration renewal will be accepted for processing by the SAM until an approved letter is on file with the Federal Services Desk.

Grants.gov clean-up and maintenance; release of version 16.2

Grants.gov is consolidating user accounts, meaning one individual may have only one account. As such, a user who currently has multiple user accounts, legacy accounts from previous programs or accounts previous employers should delete the old accounts. Grants.gov will delete inactive accounts.

In April, the Grants.gov Program Management Office released Grants.gov version 16.2. The new release has several features that impact the user experience. The most notable changes are user roles, which may require existing users to update and/or consolidate these fields in Workspace.

The summary of new features can be found here:

https://www.grants.gov/documents/19/18249/GDG-Applicant_Release_Notes_16.2.pdf

The summary of user impacts can be found here:

https://www.grants.gov/web/grants/support/grants-gov-notices.html

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eCivis Subrecipient Manager (SRM) update; initial pilot a success

Office of Grants and Federal Resources is ready to onboard more agencies

During the initial pilot of the new eCivis Subrecipient Manager (SRM) solution for state agencies as grantors, GFR worked with several agencies to define and create a standardized SRM solicitation template, budget submission, and review process to ensure uniformity across the varied grant programs managed at the state. The SRM will be a cost-savings for the state, as well as individual agencies that will no longer have to pay for development and maintenance of individual grants management solutions.

GFR would like to thank the leadership and staff at the five agencies that participated in the initial pilot. GFR continues to work with these agencies to further improve processes in the SRM:

- Agriculture Department,
- Arizona Criminal Justice Commission
- Arizona Department of Administration,
- Arizona State Department of Forestry and Fire Management
- The Governor's Office.

As these initial phases are concluding, GFR is looking for opportunities to engage additional agencies to review the updated eCivis application and the related SRM processes for potential on-boarding to the tool. GFR conducted a demonstration to showcase the SRM module on April 18; the demo was captured on video via WebEx and is posted on the news section of the GFR website. In addition to these live demonstrations, GFR will send communications explaining the tool, status on the overall roll-out, related documentation and other opportunities to address individual questions. The eCivis User Guide: Subrecipient Manual has been posted on the GFR website; this provides a detailed look at how the tool functions.

Agencies interested in onboarding should contact Assistant Statewide Grants Administrator Jason Mistlebauer at Jason.Mistlebauer@azdoa.gov.

Keeping Connected with GFR

Each month, the Office of Grants and Federal Resources schedules office hours for grants professionals and the public to get additional assistance with grants management or other related topics. Office hours are generally scheduled on the last Tuesday of each month and visitors may call or visit GFR staff at the office. For more information, please email GFR@azdoa.gov.

Grants Management Manual

GFR staff is busy drafting the chapters for the online Grants Management Manual — Grantor. As the team finishes a chapter or section, the updated copy is posted on the GFR website at https://grants.az.gov/grant-manual. All updates to GMM—Grantor are scheduled to be complete by the end of June 2018. Be sure to watch for more information and training opportunities!

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