

# System for Award Management (SAM) Frequently Asked Questions (FAQs) Guide Community Development Block Grant - Disaster Recovery Community Development Block Grant - Mitigation

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## What is the System for Award Management (SAM)?

The System for Award Management (SAM) is an Official U.S. Government system for all U.S. and International Businesses that would like to do business with the Federal Government. SAM is a government-wide portal system of records to enable Federal Agencies to determine who is registered to do business with the U.S. Federal Government.

## How to register in SAM?

For an entity to register in SAM, the entity needs to first create a Login.gov account: [Create your account](#)

The diagram illustrates the initial steps to create a Login.gov account. It shows two sequential screens. The first screen is the Login.gov sign-in page, which includes fields for 'Email address' and 'Password', a 'Show password' toggle, and buttons for 'Sign in' and 'Create an account'. Below these are links for 'Back to sam.gov', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'. The second screen is the 'Create your account' page, which has an 'Enter your email address' field, a 'Select your email language preference' section with radio buttons for English (default), Spanish, and French, a checkbox for 'I read and accept the Login.gov Rules of Use', and a 'Submit' button. At the bottom of this screen are links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.



After creating the Login.gov account, the entity shall begin the registration process by accessing the following link: [Register Here](#), and clicking the “Get Started” button.



The screenshot shows the SAM.gov homepage. The top navigation bar includes links for 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. The 'Home' link is highlighted with an orange box. The main content area features a section titled 'The Official U.S. Government System for:' with links to 'Contract Opportunities', 'Assistance Listings', 'Contract Data', 'Entity Information', 'Wage Determinations', 'Entity Reporting', 'Federal Hierarchy', and 'SCR and Bio-Preferred Reporting'. On the right side, there is a 'NEW Learn More' section titled 'Register Your Entity or Get a Unique Entity ID' with a 'Get Started' button highlighted with an orange box. A large grey arrow points from the 'Get Started' button to the right.

You can save your registration at any point during the process as long as you verify and save a valid Unique Entity ID (UEI), legal business name, and physical address. Incomplete registrations are deleted from the system after 90 days of inactivity.

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## Does the SAM expire?

Yes, once registered in SAM, it must be renewed annually to be able to bid on and get paid for federal contracts or to receive federal funds.

## Who needs to register in SAM?

Any person, company or entity that would like to do business with the federal government, or needs to report subcontract information, must register on the SAM. Contracting Officers will check to make sure the entity is registered in SAM before awarding a contract. The entities registering must be: sole-proprietorship, an LLC, Corporation, Partnership or S-Corp. The entity must have its Employer Identification Number (EIN) from IRS and a personal or business bank account.



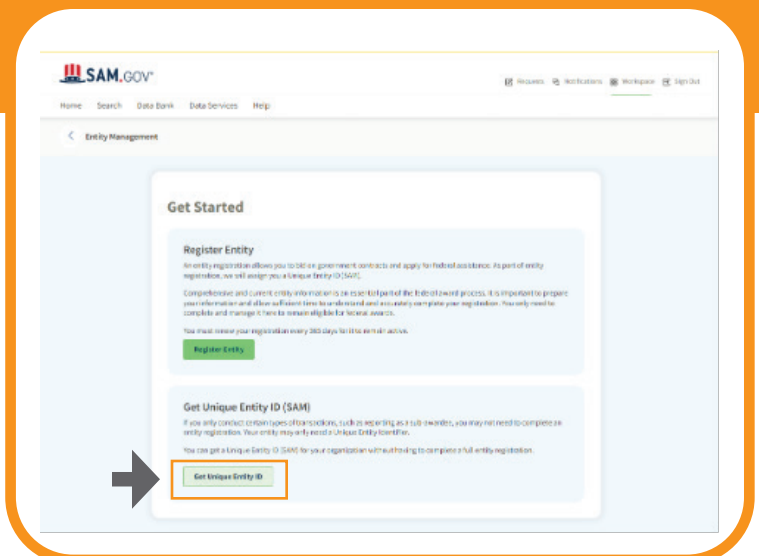
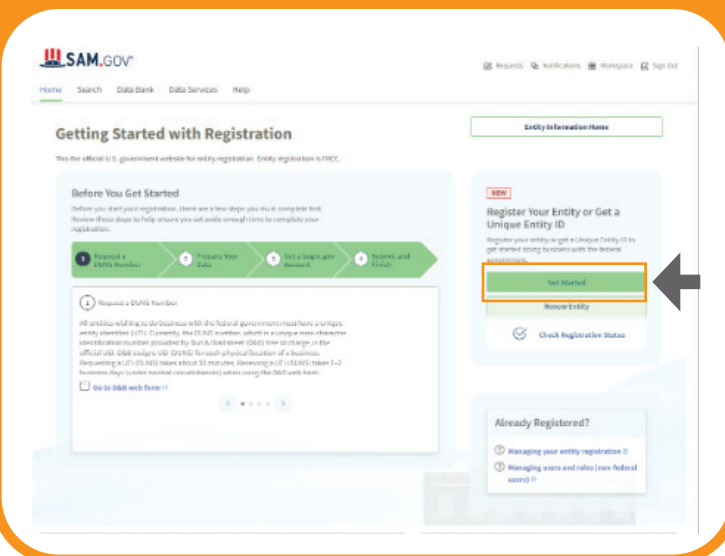
## What is Unique Entity ID (UEI)

As of April 4, 2022, the federal government transitioned from the DUNS Number to the new UEI (generated in SAM.gov), for entity identification of federal awards governmentwide. The UEI is used within the SAM.gov and other government award and financial systems to identify a unique entity.

Entity identification in federal awards (grants, loans, contracts, etc.) means a unique set of numbers and letters used to identify every entity seeking to do business with the federal government. Prior to April 3, 2022, the federal government used the DUNS Number, assigned by Dun & Bradstreet.

## Do I need to register in SAM to obtain a UEI?

No. You don't need to complete an entity registration in SAM.gov to obtain a UEI. To get a UEI for your organization without having to complete a full entity registration go to the following link: <https://sam.gov/workspace/em/enti-ties/register>.



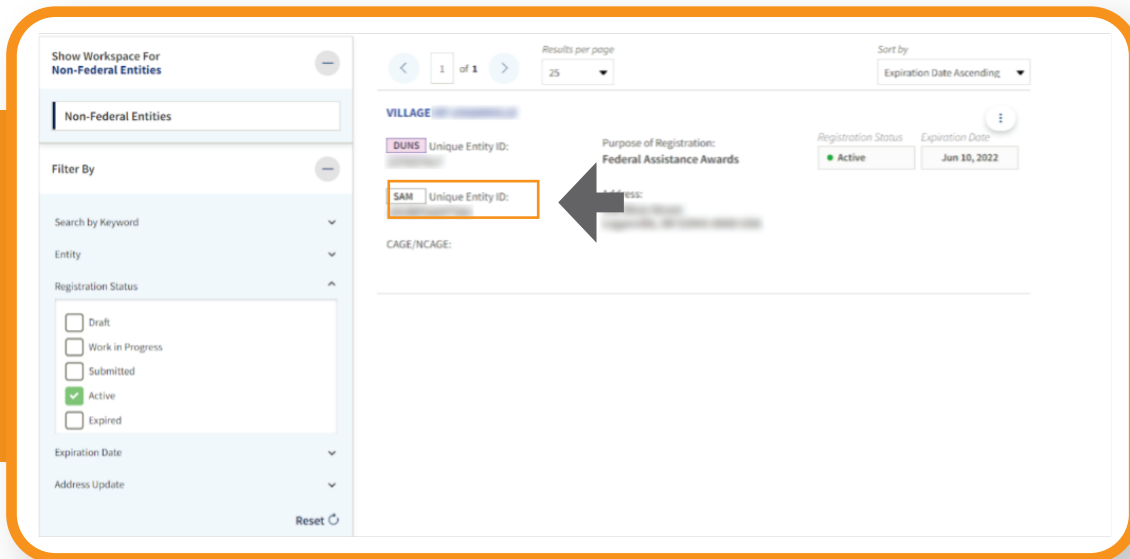
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## What do you need to do to transition from DUNS to UEI?

Federal contractors and assistance recipients registered in SAM.gov do not need to take any action. Your UEI has been assigned and is visible in your registration at SAM.gov



If you are registering in SAM for the first time, your UEI is assigned automatically as part of your registration.

## Does the UEI expire?

No. Once assigned, the UEI will never expire. Entity registrations do expire annually and require annual renewal.

## How long does it take for a SAM registration to become active?

Up to 10 business days after you submit your registration for it to become active in SAM and an additional 24 hours for that registration information to be available in other government systems.



[www.sam.gov](http://www.sam.gov)

### NOTE:

Prior to the awarding of a contract under CDBG-DR or CDBG-MIT Programs, the PRDOH must obtain contractor clearance by searching the SAM to verify whether the contractor is or not debarred. Therefore, all entities participating in all procurement processes that are \$25,000 and higher, must be registered in the SAM and have an active registration. Awards will only be issued to entities which are cleared and not ineligible for award of a contract due to suspension, debarment, or HUD imposed limited denial of participation.