



STATE OF CONNECTICUT
Office of Policy and Management

**OJJDP Formula II Funding
2018 Juvenile Review Board Grant Program**

**Instructions
System for Award Management (SAM)
Check Status for
SAM.gov Registration Validation**

July 13, 2018

What is SAM.gov?

Any public or private entity (business or government jurisdiction) that is being considered (via grant or contract) to receive federal funding **MUST** register with the System for Award Management (SAM).

The United States Government requires entities to conduct a yearly SAM renewal and/or Semi-Annual renewal in order to update business information, past performance or any new additions to a business's Entity Profile. Entities that fail to conduct the yearly renewal are at risk of being denied federal contracts/awards.

Connecticut municipalities that have been allocated Federal grant funds under the **2018 Juvenile Review Board Grants Program** **MUST** have a valid (active) SAM.gov registration.

Your annual active SAM registration **MUST** be valid the time period through the **START DATE** of this Grant, which is anticipated to be **September 1, 2018**.

The following pages will provide you with step-by-step to instructions and screenshots to check your municipalities SAM registration.

Instructions For Accessing the SAM.gov website to confirm your registration and/or expiration date.

The SAM.gov web site can be found at this address:

<https://www.sam.gov/>

[Please check this address carefully – there are a number of private websites that appear in [sam.gov](#) Google searches that are NOT the official U.S. Federal government web site.]

Follow the [Steps](#) listed below to confirm your valid SAM.gov registration.

Step #1: Access the SAM.GOV website and SELECT "Search Records" icon.

The screenshot shows the SAM.GOV website interface. At the top left is the SAM logo (SYSTEM FOR AWARD MANAGEMENT). To the right are login fields for Username and Password, with links for 'Forgot Username?' and 'Forgot Password?'. A 'Log In' button and a 'Create an Account' link are also present. Below the header is a navigation menu with 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'CHECK STATUS', 'ABOUT', and 'HELP'. A red-bordered box highlights the 'SEARCH RECORDS' menu item. Below the menu is an alert message dated June 11, 2018, regarding notarized letters. The main content area describes the SAM system and lists its functions: Register to do business with the U.S. government, Update or renew your entity registration, Check status of an entity registration, and Search for entity registration and exclusion records. A 'Getting Started' section contains three cards: 'Create A User Account' (with a person icon), 'Register Entity' (with a folder icon), and 'Search Records' (with a magnifying glass icon). A large red arrow points from the 'Register Entity' card to the 'Search Records' card. The 'Search Records' card is highlighted with a red border. Below the 'Search Records' card, it states: 'Do a public search for existing entity registration records or exclusion records. Federal users can log in to see additional information.'

**Step #1:
Access SAM.GOV
SELECT "Search
records" Button**

Getting Started

Create A User Account
Start by creating a SAM user account.

Register Entity
After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records
Do a public search for existing entity registration records or exclusion records.
Federal users can log in to see additional information.

Step #2: Enter your Municipality's name or DUNS number in the search box; (Please be aware some municipalities may have multiple registrations if your city/town has received multiple sources of Federal funding over time.) [SELECT "Search" Button

Step #2:
Enter Either:
A. Town Name – Or -
B. Town DUNS Number
SELECT Search Button

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
DISASTER RESPONSE REGISTRY SEARCH

Step #3: The SAM registration results screen for your city/town will be presented. Please make sure to check both “Active” + “Inactive” Boxes. [SELECT] “Apply Filters” to insure all registrations for your organizational entity have been presented.

The screenshot shows the SAM registration results interface. At the top left, it displays 'TOTAL RECORDS: 3' and 'Result page 1 of 1'. A 'FILTER RESULTS' section is visible on the left, with 'By Record Status' showing both 'Active' and 'Inactive' checkboxes selected. Below this, 'By Functional Area' has 'Entity Management' and 'Performance Information' unchecked. An 'Apply Filters' button is highlighted with a red box. A red arrow points from the 'Apply Filters' button to a central text box that reads: 'Step #3: Make Sure to Check both “Active” + “Inactive” Boxes Then: [SELECT] “Apply Filters”'. Another red arrow points from the 'Active' and 'Inactive' checkboxes to the same text box. The main content area shows a list of registration records for 'TOWN OF' entities, with details such as 'Status: Active', 'CAGE Code', 'DoDAAC', 'Expiration Date', and 'Purpose of Registration: Federal Assistance Awards Only'. A 'Glossary' sidebar is visible on the right.

Step # 4: Check the status of your SAM registration; Determine the necessary action to insure you have a valid SAM registration

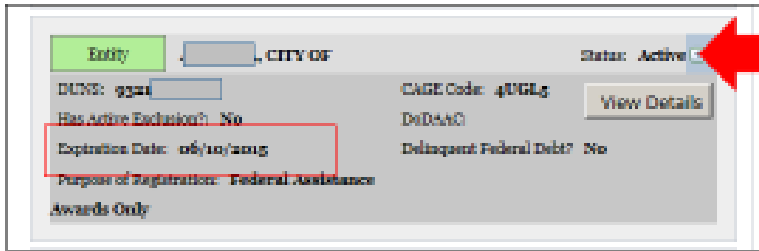
Step #4: Check the Status of your SAM registration

SAM.gov Status

Screenshot

Action Required

Active status

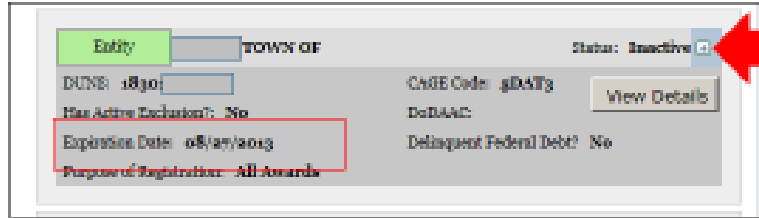


then

Expiration date MUST be PAST September 1, 2018 Start Date

Or

Inactive status

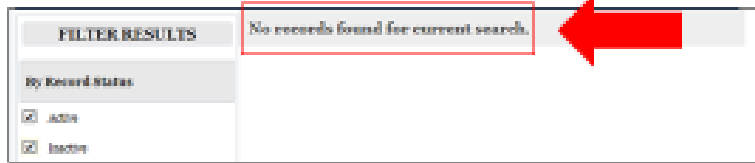


then

Registration Update Required

Or

"No Records Found . . ."



then

Check for "opt out" condition or Re- Register

Step # 5: You **MUST** have an “active” SAM registration to be eligible for this Grant

Step #5: You MUST have an “active” SAM registration to be eligible for this Grant

- To receive the 2018 Juvenile Review Board Grant; **A SAM Registration is Required**
- Your annual “active” SAM registration **MUST** cover the time period through the anticipated **START DATE** of this Grant: **September 1, 2018.**
- The SAM registration must be for the Town/City itself ; you cannot use an active registration for the Police Department, the Fire Department, Housing Authority or the Senior Center.
- **CHECK with your Town Finance Director – first.** An initial registration process is quite lengthy and involved; the renewal process is not nearly as difficult.
- You must update/renew your SAM registration and send a **PDF copy** of a screenshot or SAM system confirmation page to OPM/CJPPD – **as soon as it becomes available.**

**Please Email the screenshot
or confirmation page to:
Nicole.Howe@ct.gov**

Entity: CITY OF Status: Active
DUNS: 9388 CAGE Code: 4DGLg
Has Active Exclusion?: No EODAAC: View only
Expiration Date: 06/30/2018 Delinquent Federal Debt?: No
Purpose of Registration: Federal Assistance Awards Only