



## SAM.gov Simplified



RCAC 2024 Online Training Series

# Welcome!

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# Rural Community Assistance Partnership



RCAP National Office



COMMUNITIES Unlimited



# RCAC Programs

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Affordable housing



Community facilities



Water and wastewater infrastructure financing (Loan Fund)



Classroom and online training



On-site technical assistance



Median Household Income (MHI) surveys

# Your Presenter Today...

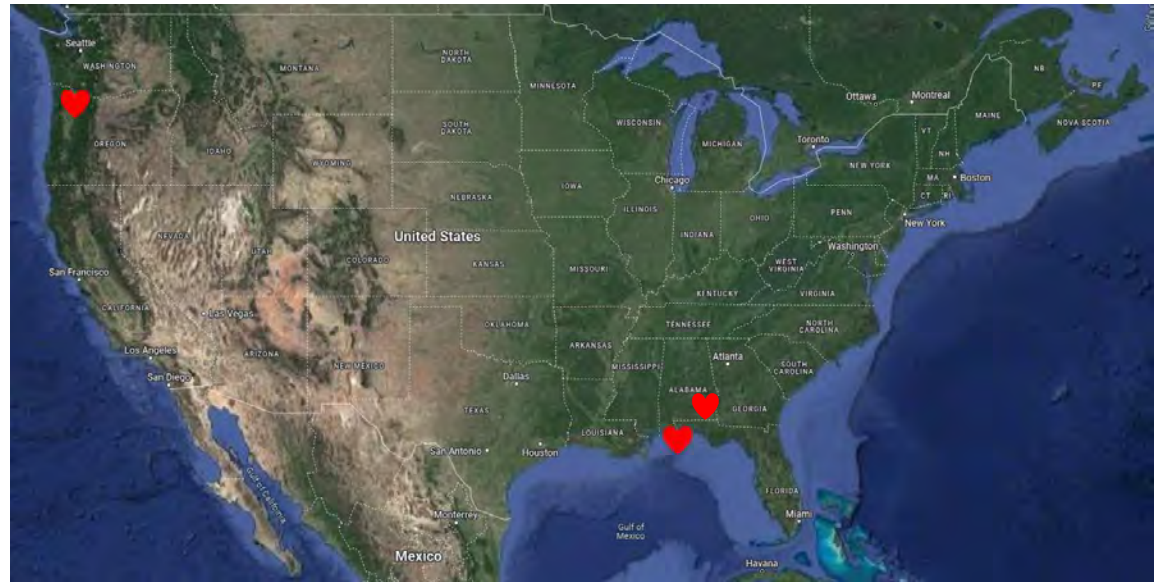
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**Sabrina Straus**

Small Utility Consultant I

(971) 978-9257

[Sabrina.Straus@RCAC.org](mailto:Sabrina.Straus@RCAC.org)



# Let's get to know you!

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- Are you –
  - Board member?
  - Operator?
  - Utility Staff?
  - Technical Assistance Provider?
  - Funder?
  - Other?
- Are you all from Washington?
  - If not, please share!

# Let's get to know you!

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- How many of you represent a community system?
- If you represent a system, what is the population?
  - $\leq 3,300$
  - 3,300 – 10,000
  - $> 10,000$
  - Not sure

# Agenda

What is SAM.gov?

Why do utilities need to register for SAM.gov

SAM.gov registration and renewal processes

Assistance for SAM.gov



## 3 sites you will be working on:

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1. Login.gov



2. SAM.gov



3. FSD.gov



# What is SAM.gov?

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- **SAM** = **S**ystem for **A**ward **M**anagement
- Zero cost, always free!
- Unique Entity ID (UEI number)

# What is SAM.gov?

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- **Register to do business with the U.S. Government**
  - apply for federal grants or loans or bid on government contracts.
- Update, renew, or check the status of your entity registration
- Search for entity registration and exclusion records

# What is Login.gov?

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- Simplified log-in for signing into government agencies such as Grants.gov, USAJOBS, etc.
- Do you already have an account?



# What is FSD.gov?



## Federal Service Desk

Start here for help on SAM.gov, FPDS.gov, eSRS.gov, and FSRS.gov

Have a question?

Search for help or select a category from our help topics.

Search Help

User Guides, FAQs, Videos, Definitions

- Access Knowledge Base (help articles)
- First stop for questions/assistance

## What is an entity?

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- Definition from SAM.gov: “prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any U.S. federal government agencies **desiring to do business with the government.**”

# Why do I need an entity registration?

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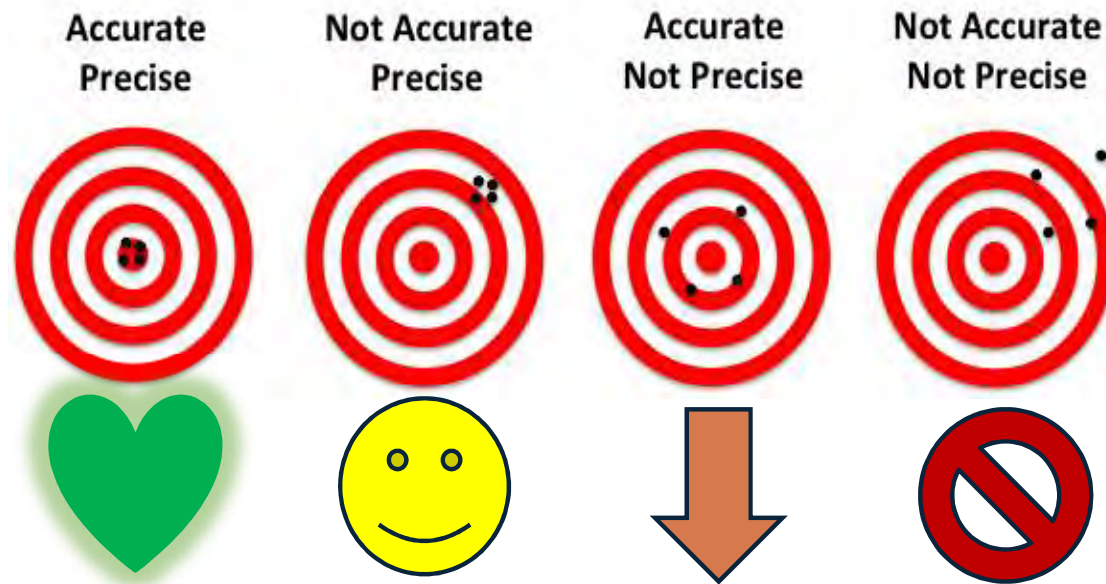
- **Required** to do business with federal government \$\$\$
- **Active** registration must be maintained
  - Update **annually**



# SAM.gov heads up!

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Be very accurate and precise with entries!





# SAM.gov heads up!

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Can take anywhere from 2 weeks to several months...



# SAM.gov is ALWAYS FREE

The collage features several overlapping screenshots:

- Top Left:** A browser window showing the URL `http://federalcontractorregistry.com/` with the **FEDERAL CONTRACTOR REGISTRY** logo.
- Top Center:** A screenshot of the **USBRI** website with the heading "Why Hire Federal Contractor Registry?" and text: "At Federal Contractor Registry, we offer complete SAM registration services for just \$597, and that price includes many...".
- Top Right:** A screenshot of the **SAM SUPPORT CENTER** website, featuring buttons for "NEW SAM REGISTRATION", "ALL FED CONTRACTS", and "RENEW SAM REGISTRATION".
- Middle Left:** A screenshot of the **Federal Contracting Center** website with the text "WE MAKE CONTRA" and "AN BUILD".
- Middle Right:** A screenshot of a page titled "Federal Small Business Set Aside Certification Basics, Benefits, Requirements, Eligibility Tools, Timelines & How To File".
- Bottom Left:** A screenshot of a pricing page for **SAM REGISTRATION** with two options: "1 YEAR REGISTRATION RE" for \$600.00 and "PURCHASE 1-YEAR REGISTRATION" button; and "3 YEAR REGISTRATION" for \$1,620.00 with a "PURCHASE 3-YEAR REGISTRATION" button.
- Bottom Right:** A screenshot of a page titled "SAM Registration & Renewal" with sections for "Start a New SAM Registration" and "Renew a SAM Registration".



# SAM.gov registration process tips

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- Use an email address with stays with the entity, not a personal email address
- Double, triple check that all information is accurate and complete!
  - Get a second set of eyes

# Are you...

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a.) registering an entity (you do not have an existing UEI or DUNS number)?

or

b.) renewing/updating an existing entity?\*

Register Your Entity or Get a Unique Entity ID

What do I need for registration?

Get Started

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

How to renew or update an entity [📄](#)

Renew/Update

c.) Only need a UEI, not a full registration?\*



# Registering an entity


## 1. Download the [Entity Registration Checklist](#)

- Jump to “Financial Assistance Awards Only”



## Entity Registration Checklist

### Prepare for Entity Registration in SAM.gov

 SAM.gov is an official website of the United States government. SAM.gov is FREE to use. There is no charge to get a Unique Entity ID, register your entity, and maintain your entity registration at SAM.gov.

#### What can you do with this guide?

The questionnaires and checklists here will help you gather the information you need and prepare to answer the questions in your entity registration.



**All Awards** registration allows you to bid on contracts and other procurements, as well as apply for financial assistance. Look for the icon on the left to submit an All Awards registration.

[Jump to All Awards entity registration questionnaires and checklists](#)



**Financial Assistance Awards Only** registration allows you to apply for financial assistance, or grants and loans, only. Look for the icon on the left to submit a Financial Assistance Only registration.

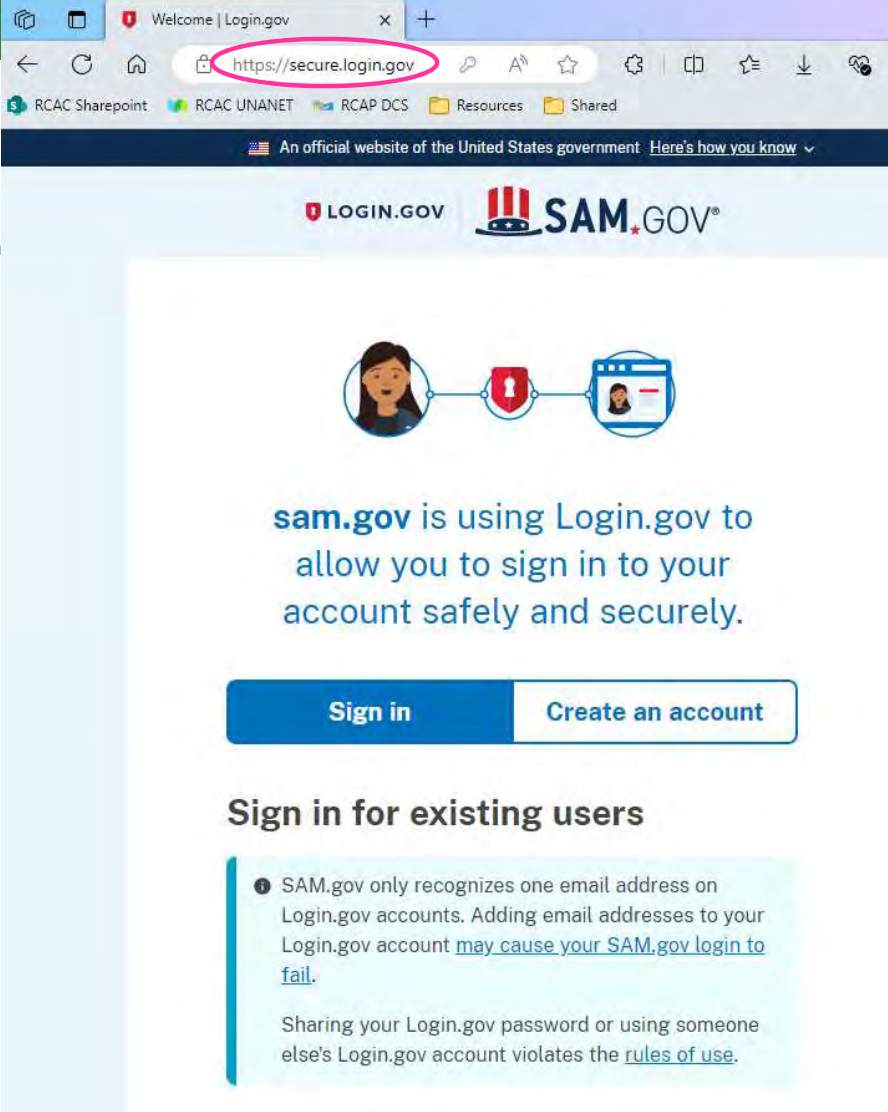
[Jump to Financial Assistance Awards Only entity registration questionnaires and checklists](#)

For <b>All Awards</b> registrations, prepare these sections:	For <b>Financial Assistance Awards Only</b> registrations, prepare these sections:
<ul style="list-style-type: none"><li>• Unique Entity ID</li><li>• Core Data</li><li>• Assertions</li><li>• Reps &amp; Certs</li><li>• Architect and Engineering Responses</li><li>• Defense FAR Supplement (DFARS) questionnaire (if applicable)</li><li>• Points of Contact (POCs)</li><li>• SBA supplemental page (If you are a small business)</li></ul>	<ul style="list-style-type: none"><li>• Unique Entity ID</li><li>• Core Data</li><li>• Reps &amp; Certs</li><li>• Points of Contact (POCs)</li></ul>

# Sign in

## 2. Sign in or create an account

- SAM.gov uses Login.gov\*
- Choose an authentication method that you will have access to indefinitely (I.e., a phone number associated with the utility, not a personal phone)



The screenshot shows a web browser window with the URL <https://secure.login.gov> highlighted in the address bar. The page header includes the text "An official website of the United States government" and the logos for LOGIN.GOV and SAM.GOV. The main content area features a diagram with three icons: a person, a shield, and a computer screen, connected by lines. Below the diagram, the text reads: "sam.gov is using Login.gov to allow you to sign in to your account safely and securely." At the bottom of this section are two buttons: "Sign in" and "Create an account". Below these buttons is a section titled "Sign in for existing users" with a light blue background. It contains a warning icon and text: "SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#)." Below this is another line of text: "Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#)."

# Registering an entity

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## 3. Organize your data

- Refer to the Entity Registration Checklist



For **Financial Assistance Awards Only registrations**, prepare these sections:

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- Unique Entity ID
- Core Data
- Reps & Certs
- Points of Contact (POCs)

# Registering an entity

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## 4. Get started!

**Register Your Entity or Get a Unique Entity ID**

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

 [Check Entity Status](#)



# Registering an entity

## Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

[Create New Entity](#)

### Are you trying to update an existing entity record?

Please go to your Workspace and select the "Renew/Update" button for that entity.

[Go to Workspace](#)

### Is your entity based outside of the United States?

You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.

### Download Your Registration Guide

[Download Guide](#)

# Registering an entity

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## What is your goal?

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I want to do business...(Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

# Registering an entity

## What is your goal?

**I want to do business...** (Select the option most relevant to you)

- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.

 **Select the answer that best fits your intentions today:**

- Bid on a federal procurement opportunity as a prime contractor. ⓘ
- Apply for federal financial assistance. ⓘ  
(e.g. grants, loans)

< PREVIOUS

NEXT >

# Registering

## Who required your entity to be in SAM.GOV?

Only select the primary source.

Federal government

Federal Hierarchy (Optional)

U.S. state or territory government or office

Local government office, i.e., of a county or a city

Tribal government or office

A company or business

Hospital system or healthcare organization (for profit or non-profit)

Non-profit organization

University or research facility (for profit or non-profit)

Industry group, professional association, trade publication, etc.

APEX Accelerators (formerly known as PTACs)

I decided on my own

None of the above  
Please specify

< PREVIOUS

NEXT >

# Registering

## Choose an Option

It looks like you intend to do business with the U.S. federal government by applying directly for a federal grant or loan (but not for contracts). We recommend you choose **Financial Assistance Awards Only**.

	Recommended		
	Unique Entity ID Only	Financial Assistance	All Awards
<b>What you get:</b>			
Unique Entity ID ⓘ	✓	✓	✓
Entity Available in Search ⓘ	✓	✓	✓
CAGE Code ⓘ	—	✓ (For some entities)	✓
<b>When you need it:</b>			
To receive an award from someone else receiving federal funds ⓘ	✓	✓	✓
To apply directly for federal grants or loans ⓘ	—	✓	✓
To bid on federal contracts (prime) ⓘ	—	—	✓
<b>What you must complete:</b>			
Entity Validation ⓘ	✓	✓	✓
IRS Taxpayer Validation ⓘ	—	✓	✓
CAGE/NCAGE Validation ⓘ	—	✓ (For some entities)	✓
Level of Effort ⓘ	Lowest	Medium to High	Highest
Expiration ⓘ	—	1 Year	1 Year
	Select	Select	Select


# Registering an entity

1 **Get Started** 2 Enter Entity Data 3 Start Validation 4 Complete Validation 5 Get Unique Entity ID 6 Continue Registration

## Are you registering a government entity?

Select **Yes** if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, or foreign government.

Yes  
 No

 If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

## IRS - What is a government entity?

# Registering an entity – are you a government entity?

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## Selected YES

- Choose:
  - U.S. State Government,
  - U.S. Local Government,
  - Tribal Government, or
  - Foreign Government

## Selected NO

- The next page will ask if you are applying for or receiving financial assistance from the Department of Defense (not common)



# Registering an entity – are you a government entity?

## Selected YES

You will be registering the following:



Entity Type:  
**Local Government**



Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government.



Purpose of Registration:  
**Financial Assistance Awards**



## Selected NO

You will be registering the following:



Entity Type:  
**Business or Organization**



A business or organization is any entity that does not qualify as a government entity (state, local, tribal, or foreign).



Purpose of Registration:  
**Financial Assistance Awards**





# Registering an entity



The screenshot shows a registration interface. At the top, there is a section titled "Download Your Registration Guide" with a document icon and a green button labeled "Download Guide". Below this, a text instruction reads: "To register for **Financial Assistance Awards**, complete the following sections:". Underneath, four steps are listed horizontally, each with a blue icon and a label: "ID" (with a person icon) labeled "Get a Unique Entity ID", "Core Data" (with a document icon), "Points of Contact" (with a person icon), and "Representations & Certifications" (with a document icon).



# Registering an entity

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- Enter Entity Information:
  - Legal Business Name
  - Doing Business As (Optional)
  - Physical Address



# Registering an entity

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## You Are About to Validate Your Entity

What is validation? ⓘ

The information you provide here will be used throughout the federal government. Make sure that your information is current and correct.

Before you get started, make sure you can officially document your entity's

- [Legal business name](#) ⓘ
- [Physical address](#) ⓘ (no P.O. boxes or virtual offices)
- [Start year](#) ⓘ
- [National identifier](#) ⓘ (non-U.S. entities only)
- **Country or state of incorporation, if applicable**

Some entities may need to provide documentation to complete validation, which will take additional time to process.




I can provide **official documentation**, if necessary, to validate my entity.

# Registering an entity

**1** Get Started    **2** Enter Entity Data    **3** **Start Validation**    **4** Complete Validation    **5** Get Unique Entity ID    **6** Continue Registration

## Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

 **Select an Option**

I recognize my entity in the legal entities list.  
If some details are not correct, you can update them.

I don't recognize my entity in this list.  
Select Next to continue.

LEGAL ENTITIES LIST	WHERE DO THESE RESULTS COME FROM?
Showing Top Results	

# Registering an entity

## Are All of Your Entity Details Correct?

LEGAL ENTITY YOU SELECTED

**WE ARE THE EXAMPLE**

Physical Address  
719 4TH ST  
BROOKINGS, OR 97415-9739  
USA

- Yes, all details are correct
- No, some details are incorrect. For example,
- Suite # is missing
  - INC is missing
  - Address is old
  - Doing business as is missing

## Enter Incorporation Information

Start Year

YYYY

State of Incorporation

# Registering an entity

## Confirm Entity Information

YOU ENTERED

### Example

3750 S River Pkwy  
Portland, OR 97239  
UNITED STATES

Year of Incorporation  
1994

State of Incorporation  
Washington

If update is correct select **Next**. If you need to further revise the details, select **Previous**.

✕ CANCEL

< PREVIOUS

NEXT >



# Registering an entity

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1. Review Requirements (Registration Guide/Checklist)

2. Attach Documents

- One or more official documents that proves:
  - Legal business name and physical address in the same document
  - Legal business name and U.S. state of incorporation in the same document
  - Legal business name and start year in the same document

3. Add comments (optional)

# Registering an entity – examples of documents

Select a Document Type

- Articles of incorporation/organization
- Articles of formation or company bylaws
- Bank statements
- Certificate of formation/organization
- Certified or validated tax returns or filings
- “Doing business as” documentation
- Employer Identification Number or tax ID documentation from IRS
- Non-expired driver’s license—sole proprietors and individuals doing-business-as only
- Operating agreements
- Share certificates
- Stock ownership
- Utility bills
- Other document



# Registering an entity – examples of documents

## Entity Validation Documentation Requirements

### Instructions:

- For proof of name and/or address, choose document(s) from **List A**. At least one document must have both your full, correct legal business name and current, correct physical address.
- For proof of your entity start year and state, choose document(s) from **List B**.
- For proof of your national identifier (international entities only), choose a document(s) from **List C**.

List A - Name and/or Address	List B - Start Year and State	List C - National Identifier (international only)
<p><b>Most Commonly Used Documents:</b></p> <ul style="list-style-type: none"> <li>Articles of Incorporation / Organization / Formation (if stamped or filed with an authority)</li> <li>Bank Statements (extract information that isn't necessary for validation)</li> <li>Certificate of Formation / Organization (if stamped or filed with an authority)</li> <li>Department of Treasury IRS letter assigning your EIN</li> <li>Secretary of State Certificate of Filing</li> <li>ScreenShotPDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL)</li> <li>Utility Bill* (water, gas, or electric only)</li> </ul> <p><b>Other Documents You Can Use:</b></p> <ul style="list-style-type: none"> <li>Bylaws for your company (if stamped or filed with an authority)</li> <li>Certificates of Good Standing* issued by your state to your business that contain date of incorporation, organization, or establishment</li> <li>City Business Tax Certificate*</li> <li>Department of Treasury IRS Tax Exemption Status Letter*</li> <li>"Doing Business as" or DBA documents (if stamped or filed with an authority)</li> <li>Owner's License (for sole proprietors) or individuals doing business as only, must be renewed and have your exact name)</li> <li>IRS Form 8822-B or Form 8821 for address change (file only)</li> <li>IRS forms marked as received by the IRS as processed by a CPA or e-file software (e.g. Form 1041 with Schedule C for sole proprietor)</li> <li>IRS Form 2287* if you are the recipient (not the filer)</li> <li>License to Operate* (issued by city, state)</li> <li>Limited Liability Company Article / Articles of Amendment</li> <li>Partnership documentation</li> <li>Report (for sole proprietors or individuals doing business as only, must be renewed and)</li> <li>Have your exact name and address)</li> <li>State Certificate</li> <li>State Sales and Use Tax Permit*</li> <li>Tax Exemption* (federal, state, local, international)</li> <li>Trust Charter, documentation from state governments for trust's fiduciary, executor, declaration, formal resolution from town council establishing office, if it contains the date your trust began</li> </ul>	<p><b>Most Commonly Used Documents:</b></p> <ul style="list-style-type: none"> <li>Articles of Incorporation / Organization / Formation (if stamped or filed with an authority)</li> <li>Certificate of Formation / Organization (if stamped or filed with an authority)</li> <li>Department of Treasury IRS letter assigning your EIN</li> <li>Secretary of State Certificate of Filing</li> <li>ScreenShotPDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the URL in the browser)</li> </ul> <p><b>Other Documents You Can Use:</b></p> <ul style="list-style-type: none"> <li>Bylaws for your company (if stamped or filed with an authority)</li> <li>Certificates of Good Standing* issued by your state to your business that contain date of incorporation, organization, or establishment</li> <li>"Doing Business as" or DBA documents (if stamped or filed with an authority)</li> <li>IRS forms marked as received by the IRS or processed by a CPA or e-file software (e.g. Form 1041 with schedule C for sole proprietor, only if it contains your business start date)</li> <li>Limited Liability Company Article / Articles of Amendment</li> <li>Partnership documentation</li> <li>Trust Charter, documentation from state governments for trust's fiduciary, executor, Government's, declaration, formal resolution from town council establishing office, if it contains the date your trust began</li> </ul>	<ul style="list-style-type: none"> <li>ScreenShotPDF file of your business profile* in your country's official online business registry must be current registration and must include the registry URL. Do not screenshot from US federal website.</li> <li>Government issued proof of tax identification number, employer identification number, or other identifier issued by your government.</li> <li>Government issued tax receipt/return</li> <li>Receipt (for sole proprietors or individuals doing business as only, must be renewed and have your exact name and address)</li> </ul> <p>All international documents must have a <a href="#">valid contact email</a> <a href="#">https://www.gsa.gov</a> attached.</p>

Your documents must show your entity information **exactly** as you entered it in the Enter Entity Information screen on SAM.gov. Documents in List A and List B with an asterisk (\*) must be 5 years old or less.

## For proof of name and/or address and proof of entity start date:

- Articles of Incorporation/Organization/Formation
- Certificate of Formation
- Department of Treasury IRS letter assigning your EIN
- SOS Certificate of Filing

# Registering an entity

## Is Your Entity Already in SAM.gov?

We found an entity that exactly matches the information you entered. In addition to the exact match, the list contains potential entities which can be a better fit for your entity details.



Select your entity from the list

Then select **Next** to continue

### ENTITIES ALREADY IN SAM.GOV

Showing Top Results

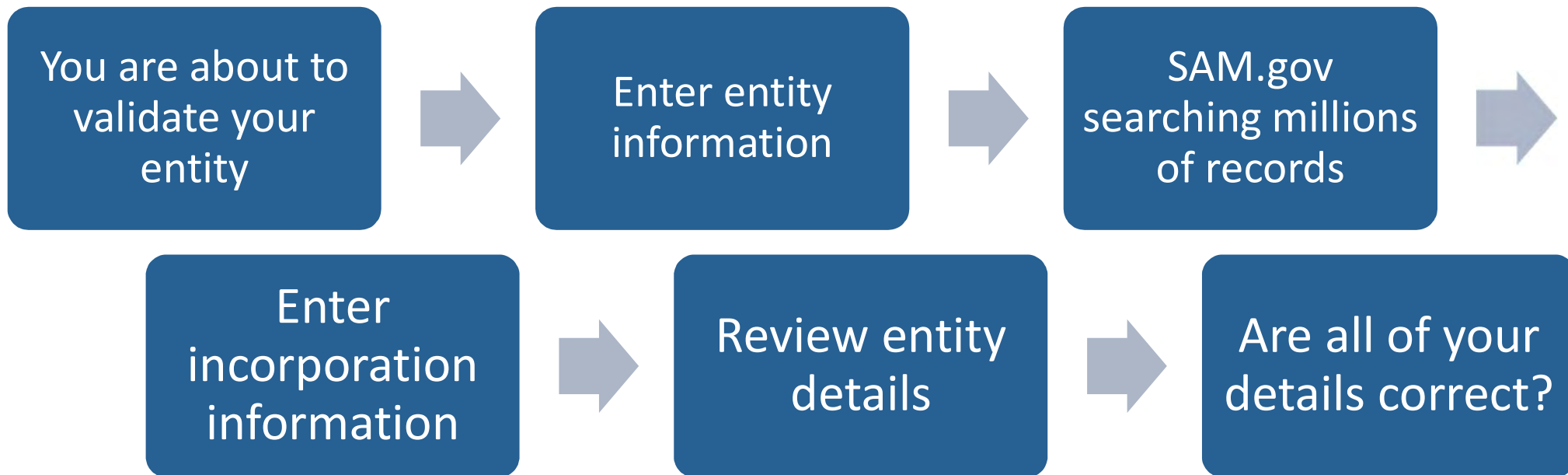


Street Address  
City, ST ZIP USA

Exact match

# Registering an entity

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# Registering an Entity

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- If your details are **not all correct**, you will need to:
  - Update and confirm
  - Provide supporting documentation\*
  - Your entity will then be validated and a UEI will be assigned
- If details **are all correct**, you will receive your entity validation and be assigned your UEI

## Registering an Entity – Core Data

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- Business information
- IRS Consent
- CAGE
- General Information
- Financial Information
- Executive Compensation Questions
- Proceedings Questions
- Must be validated annually, simple process if nothing needs to be updated

# Renewing or Updating an Entity

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- Similar Process to Registering an entity
  - Verify basic entity information
  - No need to submit validation documents, already done
  - Will need to verify core data
- Tip:
    - Start the process ASAP, you do not want this to be the snag stopping you from getting \$\$
    - Set a reminder to do this annually, BEFORE the deadline!

# CAGE code (Commercial and Government Entity)

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- Needed if you meet EITHER criteria:
  - Registering for All Awards (both contracts and grants)
  - Seeking Department of Defense (DoD) financial assistance
- Not needed if BOTH criteria are met:
  - Seeking Financial Assistance Awards Only
  - Not seeking financial assistance from DoD





## Final tips for updating or renewing with SAM.gov

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- CAREFULLY check spelling and use of abbreviations/acronyms/special characters (i.e., #)
- NEVER pay for UEI renewal (beware of scam websites)
- Get started ASAP! (it can take a long time)
- Make sure you have required documents (i.e., articles of incorporation)
- Use phone number that STAYS WITH the utility to verify account!
- Put a reminder to update annually, BEFORE the due date 😊

# Help with SAM.gov

- RCAC Technical Assistance



## Federal Service Desk

Start here for help on SAM.gov, FPDS.gov, eSRS.gov, and FSRS.gov

Have a question?

Search for help or select a category from our help topics.

Search Help

User Guides, FAQs, Videos, Definitions

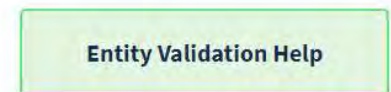
Hours of Operation

Monday - Friday 8 a.m. to 8 p.m. ET

U.S. calls: 866-606-8220



Why is my entity Validation Incident in both SAM.gov and FSD.gov?



# Final Remarks and Thank you!

## Washington Trainings (FREE CEUs!!!)

### November

Drinking Water Leadership 6-Part Series: Part 5-Policies, Procedures, Bylaws, Ordinances, and Oh My! (Washington) 111324-9 Online	11/13/2024 9:00 AM US/Pacific [GMT-8]
Fundamentals of Financial Management for Small Utilities (Eastern Washington) 111924-9 Online	11/19/2024 9:00 AM US/Pacific [GMT-8]
Fundamentals of Financial Management for Small Utilities (Western Washington) 112024-9 Online	11/20/2024 9:00 AM US/Pacific [GMT-8]
Emergency Response Planning (Washington) 112124-9 Online	11/21/2024 9:00 AM US/Pacific [GMT-8]

### December

Using Cost-of-Service Analysis for Setting Sustainable Rates (Eastern Washington) 121024-9 Online	12/10/2024 9:00 AM US/Pacific [GMT-8]
Using Cost-of-Service Analysis for Setting Sustainable Rates (Western Washington) 121124-9 Online	12/11/2024 9:00 AM US/Pacific [GMT-8]
Drinking Water Leadership 6-Part Series: Part 6-Small Utility Reporting Requirements (Washington) 121824-9 Online	12/18/2024 9:00 AM US/Pacific [GMT-8]



**Sabrina Straus**

971-978-9257

[Sabrina.straus@rcac.org](mailto:Sabrina.straus@rcac.org)

