



Understanding SAM.gov Requirements

Tool 5-12

CDBG funded projects are subject to HUD general requirements found at 24CFR Part 5, including the requirement to verify that entities procured with federal funds are not excluded from participation in Federally-assisted projects. Under 2 CFR Part 200: *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Funds*, the methods of complying an excluded party review has been established by the Office of Management and Budget (OMB) through 2 CFR Part 180, which details the process for using the Governmentwide System for Award Management Exclusions (SAM) to determine if entities have been either suspended or debarred.

The chart below is designed to assist anyone working with CDBG funds to determine if an entity will be required to fully register in SAM.gov, use SAM.gov to secure a Unique Entity Identifier (UEI), and be subject to an excluded party review, commonly termed a “debarment check” which is required prior to entering into a written contract or agreement.

Entity	SAM.gov Requirement			Notes/Best Practice
	Registered	UEI	Debarment Check	
HCD	Yes	Yes	Yes	In order for HCD to receive a Grant Agreement from HUD, the State must be registered in Sam.gov, have a UEI and not be suspended or debarred.
Grantees (Units of Local Government executing Standard Agreement with HCD)	Yes	Yes	Yes	In order for HCD to issue a Standard Agreement, the applicant must be registered in Sam.gov, have a UEI and not be suspended or debarred.
HCD Subrecipient (Tribe or non-profit executing Standard Agreement with HCD)	Yes	Yes	Yes	In order for HCD to issue a Standard Agreement, the applicant must be registered in Sam.gov,

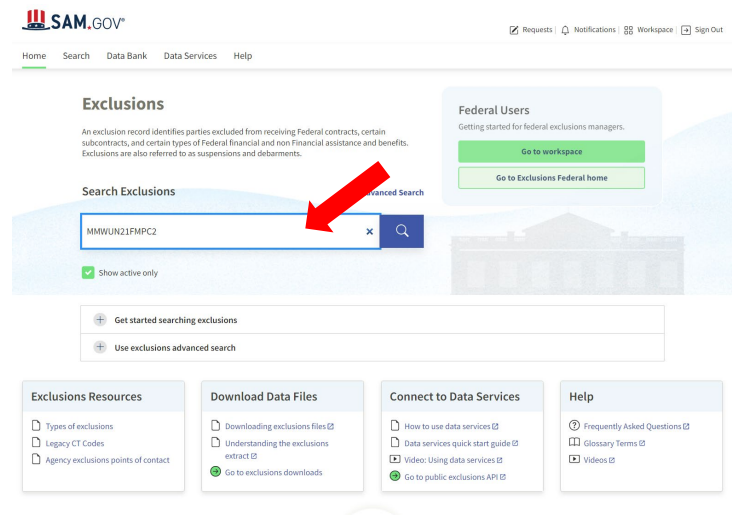
Entity	SAM.gov Requirement			Notes/Best Practice
	Registered	UEI	Debarment Check	
				have a UEI and not be suspended or debarred.
Grantee selected Subrecipients (entities operating a program on behalf of the Grantee)	Yes	Yes	Yes	In order for a grantee to issue a contract for carrying out an eligible activity, the subrecipient must be registered in Sam.gov, have a UEI and not be suspended or debarred.
Contractor (who has been procured by HCD, a Grantee, or a Subrecipient)	Yes	Yes	Yes	Prior to executing any contract for services, the contracting entity must verify registration, UEI, and conduct a “debarment check”.
Businesses eligible under 105(a)(17)	Yes	Yes	Yes	Prior to executing any contract for services, the contracting entity must verify registration, UEI, and conduct a “debarment check”.
Subcontractor – used by a procured Contractor	No	Yes	Yes	While these entities are not required to “register” in SAM.gov, a UEI must be obtained, and a “debarment check” performed.
Beneficiary (including microenterprises, homebuyers and homeowners)	No	No	No	Some programs may recommend running a “debarment check” on businesses or

Entity	SAM.gov Requirement			Notes/Best Practice
	Registered	UEI	Debarment Check	
				microenterprises prior to issuing awards, but this is not required by OMB.
Contractor or Subcontractor selected/hired by a beneficiary	No	No	Yes	While these entities are not required to "register" in SAM.gov, a "debarment check" should be performed using a UEI or another identifiable searchable field.

BASIC INSTRUCTIONS FOR DEBARMENT CHECKS

Users are not required to be logged into SAM.gov to conduct an excluded party review (search for “exclusions” – also known as suspension or debarment). Below are the steps to conduct a “debarment check” without logging into the SAM.gov system.

- 1) Access the SAM.gov exclusion webpage: <https://sam.gov/content/exclusions>
- 2) If you have the Unique Entity ID for the entity, type the UEI in the search box.





SAM.GOV Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

Search All Words e.g. 1606N020Q02 Search Results Saved Searches Actions

Select Domain Entity Information

All Entity Information

Entities

Disaster Response Registry

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Any Words

All Words

Exact Phrase

e.g. 123456789, Smith Corp

MMWUN21FMPC2

Classification

No matches found

We couldn't find a match for your search criteria. Please try another search or go back to previous results.

Go Back

“No matches found” indicates that the entity is not excluded from participation.

3) If you do not have the UEI, click on Advanced Search

https://sam.gov/content/exclusions

An official website of the United States government. Here's how you know

SAM.GOV Sign In

Home Search Data Bank Data Services Help

Exclusions

An exclusion record identifies parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non financial assistance and benefits. Exclusions are also referred to as suspensions and debarments.

Search Exclusions

Advanced Search

e.g. Smith, 123456789

Show active only

Get started searching exclusions

Use exclusions advanced search

Federal Users

Getting started for federal exclusions managers.

Sign in to get started

Go to Exclusions Federal home

Exclusions Resources: Types of exclusions

Download Data Files: Downloading exclusions files

Connect to Data Services: How to use data services

Help: Frequently Asked Questions



- 4) Choose All Words. Enter the entity name in the search box. For best results, do not type the entire entity name including commas, etc. (Example: “ABC Time Corporation” would be entered as “ABC”)

An official website of the United States government [Here's how you know](#) ▼

SAM.GOV Sign In

Home **Search** Data Bank Data Services Help

Search All Words e.g. 1606N020Q02

Select Domain Entity Information

- All Entity Information
- Entities
- Disaster Response Registry
- Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Any Words **All Words** Exact Phrase

- Classification
- Excluded Individual
- Excluded Entity
- Federal Organizations
- Exclusion Type
- Exclusion Program
- Location
- Dates

Select Criteria

Choose your filters and run your report to begin.



Select Domain
Entity Information +

All Entity Information

Entities

Disaster Response Registry

Exclusions

Filter By -

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Any Words ⓘ

All Words ⓘ

Exact Phrase ⓘ

⌵

"ABC Time Corporation" x

Classification ⌵

Excluded Individual ⌵

Excluded Entity ⌵

Federal Organizations ⌵


Exclusion Type ⌵

Exclusion Program ⌵

Location ⌵

Dates ⌵

[Reset](#)

 **No matches found**

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

[Go Back](#)

“No Matches Found” indicates there is no current exclusion for that entity. By typing in the full name as provided, the search appears to have yielded no exclusions for ABC Time Corporation.



Search All Words e.g. 1606N020Q02

Select Domain Entity Information

All Entity Information

Entities

Disaster Response Registry

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Any Words
 All Words
 Exact Phrase

e.g. 123456789, Smith Corp

abc

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

Exclusion Program

Location

Dates

Reset

Showing 1 - 9 of 9 results

Sort by Relevance

ABC	Active	Unique Entity ID	CAGE Code	Physical Address	Classification	Exclusion
Q298PQJCUF1		(blank)		110 Darien Hwy, Brunswick, GA 31520 USA	Firm	Feb 21, 1997 Indefinite
ABC Diagnostic	Active	QBCDL16JWS1	(blank)	20284 Old Cutler Rd., Miami, FL 33257 USA	Firm	Apr 30, 1998 Indefinite
ABC Time Corp.	Active	SFGMJ98K0L6	(blank)	260 West 29th St., 2nd Floor, New York, NY 10001 USA	Firm	Apr 26, 1996 Indefinite
ABC Eureka Medical Rentals	Active	R4EVP8MNZK88	(blank)	1800 West 49th St., No. 115, Hialeah, FL 33016 USA	Firm	Sep 21, 2000 Indefinite
ABC	Active	Q298PQJCUF1	(blank)	110 Darien Hwy, Brunswick, GA 31520 USA	Firm	Nov 7, 1996 Indefinite
ABC Diagnostic	Active	QBCDL16JWS1	(blank)	20284 Old Cutler Rd., Miami, FL 33257 USA	Firm	Jan 20, 1998 Indefinite
ABC Eureka Medical Rentals	Active	R4EVP8MNZK88	(blank)	1800 West 49th St., No. 115, Hialeah, FL 33016 USA	Firm	May 18, 2000 Indefinite

By typing in only a portion of the name and reviewing all results, it is evident that the company IS excluded from participation in a Federally-assisted project. NOTE: Comparison of company details such as address should be verified to ensure they are the same entity.

- 5) When a search yields an Exclusion for an entity, the Grantee may not enter a contract or written agreement with that entity.
- 6) When a search yields the “No matching records”, Grantees should print a hard copy or an electronic screenshot that clearly shows the search parameters used and “No matching records” to be maintained for HCD monitoring.
- 7) Grantees must ensure that **a clause is included in ALL CDBG contracts and written agreements that an excluded party review will be conducted, and the contractor is not knowingly excluded.** This is particularly important with “no matches found” results, but also applies to all contracts and written agreements.
- 8) Grantees must do “debarment check” prior to contract execution - even if the entity has not received a UEI yet.
- 9) Grantees may not disburse funds to an entity until the UEI is obtained, when applicable. See above chart.