

SAM.gov Registration for Community Agencies Receiving Federal Funds

Subrecipients of federal funds and their contractors are required to obtain a Unique Entity Identifier (UEI) and register in the System for Award Management (SAM) per 2 CFR 200.332(a) to verify that subrecipients are not excluded or disqualified. SAM.gov active registration must be maintained with current information on an annual basis. It is the responsibility of the Community Agency to ensure their registration remains active. **Otherwise, grant payments may be delayed.** Follow the steps below and in the checklist to register. Ensure to update the email address registered with SAM.gov as needed.

[SAM.gov](#) is an official website of the United States government and is free to use. There is no charge to get a Unique Entity ID, register an entity, and maintain entity registration at SAM.gov.

Before registering your entity on SAM.gov, gather the information listed on the [Entity Registration Checklist](#).

- SAM.gov offers three options for the Purpose of Registration: Unique Entity ID Only, Financial Assistance Awards Only, and All Awards. Community Agencies are required to maintain registration at the **“Financial Assistance Awards Only”** level at a minimum. Your organization may choose to register for “All Awards” to meet its own needs for federal grants.
- See the items needed to complete registration at the “Financial Assistance Awards Only” level on Pages 12-15 of the Entity Registration Checklist.

Follow the steps described in the General Services Administration video: [“Entity Registration - Workspace Navigation”](#) to start the registration process on SAM.gov.

- The video quickly goes over the initial steps (at [3:36](#)), including how to select the Purpose of Registration. Depending on the responses to the previous prompts, SAM.gov may only recommend “Unique Entity ID Only” for your organization.

Choose an Option

It looks like you don't intend to do business directly or indirectly with the U.S. federal government. **We recommend you choose Unique Entity ID Only.**

	Recommended
What you get:	Unique Entity ID Only
Unique Entity ID ⓘ	✓
Entity Available in Search ⓘ	✓

- To see other options:
 - Scroll down on the “Choose an Option” page to the bottom of the recommendation table
 - Click “See other options”



 **See other options**
if you believe you need
more than a Unique
Entity ID

- When all three options are shown, select “Financial Assistance”

Choose an Option

It looks like you don't intend to do business directly or indirectly with the U.S. federal government. We recommend you choose **Unique Entity ID Only**.



	Recommended		
	Unique Entity ID Only	Financial Assistance	All Awards
What you get:			

- For more information on the purpose of registration, watch the video, [“Purpose of Registration – Options”](#).

Please make sure to have your organization’s non-sensitive information displayed publicly on SAM.gov.

- When starting a registration on SAM.gov, you will see a checkbox, “Include in public search”.

Include in public search

This means your registration status, legal business name, physical address, and other non-sensitive information can be displayed on SAM.gov to any authenticated user. If you feel the public display of your basic entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your registration record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information from public view, it will also not be visible to other non-federal entities or state and local governments who may wish to do business with you. Certain programs may require you to be included in public search. Either way, your non-sensitive entity information remains available to federal government users and is available through public data services. [Learn more about SAM.gov public search.](#)

Keep the checkbox selected so that your organization's registration status will be displayed on SAM.gov. The entity information is viewable only to authenticated SAM.gov users, not general public accessing the site without logging in.

- If your organization has already registered in SAM.gov and needs to opt into public search, follow this [guide](#).

Agency Acknowledgement

I, the undersigned as an authorized representative of _____, acknowledge receipt of this guide, including the requirements described herein, and agree to register or update the agency registration in SAM.gov as needed for each year of the contract period.

Authorized Agency Representative Name

Date

X

Authorized Agency Signature