

TRAINING AND EMPLOYMENT NOTICE	NO. 18-17
	DATE May 11, 2018

TO: STATE GOVERNORS
STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
STATE UNEMPLOYMENT INSURANCE DIRECTORS
STATE LABOR COMMISSIONERS
STATE LABOR MARKET INFORMATION DIRECTORS
STATE TRADE ADJUSTMENT ASSISTANCE LEADS
NATIONAL ASSOCIATION OF STATE AND TERRITORIAL
APPRENTICESHIP DIRECTORS
AMERICAN JOB CENTER OFFICE MANAGERS
ALL EMPLOYMENT AND TRAINING ADMINISTRATION GRANTEES
ALL PROSPECTIVE EMPLOYMENT AND TRAINING ADMINISTRATION
GRANT RECIPIENTS

FROM: ROSEMARY LAHASKY /s/
Deputy Assistant Secretary

SUBJECT: System of Award Management (SAM)

1. **Purpose.** To inform current and prospective Employment and Training Administration (ETA) grant recipients of important information related to SAM. Current grant recipients should review their SAM registration information and ensure that it remains active. Prospective grant recipients are encouraged to complete a new SAM registration well in advance of their intent to apply for a federal grant.
2. **Background.** SAM is the official federal system that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of contract awards, grants, and electronic payment processes. The Excluded Parties List System in SAM also contains the names of parties debarred, suspended, or otherwise excluded by agencies. The General Services Administration (GSA) manages the day-to-day operations of SAM.

In SAM, an individual, company, business, or organization is referred to as an “entity.” A SAM registration is required for an entity to be able to apply for federal grants, to request modifications to existing grants, and to enable them to closeout expiring grants. Applications for grants submitted through www.grants.gov are automatically rejected if the registration in SAM is expired. Additionally, ETA routinely checks the validity of a grant recipient’s SAM registration and verifies that the recipient isn’t included on the excluded parties list before making a grant award, or approving a modification to an existing award. Failure to have an active SAM registration can delay grant recipients from receiving their initial award or requested modifications to their existing awards.

Currently, GSA's SAM is supporting an active investigation by its Office of Inspector General (OIG) into alleged third-party fraudulent activity that has impacted a limited number of entities registered in SAM. GSA has reported that it has taken proactive steps to address this issue and notified affected entities.

3. **SAM Registration.** Due to this ongoing investigation into alleged fraudulent activity, GSA's SAM has provided guidance regarding changes to its registration/renewal process. Please see the following link for additional information: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>.

Existing SAM Registrants

ETA advises grant recipients registered in SAM to review their registration information, particularly their financial information and points of contact. Assistance is available by contacting the Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll-free) or 334-206-7828 (international).

Grant recipients should contact ETA at ETAAccountingGrants@dol.gov if they find that payments have been paid to a bank account other than their registered bank account.

ETA further encourages grant recipients to review the expiration date of their SAM registration and begin the renewal process well in advance, to ensure that their registration remains valid. Timely renewal will ensure that the grant recipient can continue to request and receive modifications to their existing grants, as well as apply for new funding opportunities.

New SAM Registrants

GSA's SAM is taking additional steps to address alleged fraudulent activity, including the requirement for an original, signed notarized letter identifying the authorized Entity Administrator for the entity associated with the Data Universal Numbering System (DUNS) number before a new SAM.gov entity registration will be activated. Information on these requirements is available at: https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183. As a result, entities should account for this additional step, and the associated extra time, in determining when to start their SAM registration process. This is important so an entity does not run into a situation where they do not have an active SAM registration prior to the closing date of a Funding Opportunity Announcement in which they have interest.

Prior to the notarized letter process, it generally took up to 10 business days for a new entity registration with SAM and then one additional business day for updates made in SAM to be reflected in www.grants.gov. However, this timeline was dependent on the entity already having an Employer Identification Number (EIN). If your entity does not have an EIN, an additional two weeks should be added to this general timeframe to request and obtain an EIN from the Internal Revenue Service.

4. **Action Requested.** All current and prospective grant recipients are encouraged to share this information with all authorized program representatives and coordinators.
5. **Inquiries.** General inquiries should be directed to the appropriate Regional Office.