

## **SAM (System for Award Management) Registration Policy Warren County, Pennsylvania**

The purpose of this policy is to ensure that Warren County is properly registered in the System for Award Management (SAM). SAM registration is a mandatory requirement for all entities applying for or receiving federal funds, including Community Development Block Grant (CDBG) funding.

This policy outlines the steps and responsibilities associated with SAM registration to ensure compliance with federal regulations and to facilitate the efficient distribution of CDBG funds.

### **Policy Statement**

To remain eligible for CDBG funding, Warren County commits to the following:

- Maintaining registration in the SAM system to ensure that Warren County has a valid, active registration when applying for CDBG funds.
- Update that registration, at most, annually.
- Ensure that Warren County's registration is up to date and accurate.

### **SAM Registration Requirements**

To maintain a valid SAM account, the Warren County CDBG program administrator must maintain the following information on file in the CDBG Master File folder:

- DUNS Number.
- Taxpayer Identification Number.
- NAICS Code.
- EFT banking information.

### **Responsibilities**

- **CDBG Program Administrator:**
  - Ensure that all CDBG recipients and subrecipients are aware of and adhere to SAM registration requirements.
  - Verify that all applicants and awardees have current and active SAM registrations before awarding CDBG funds.
  - Provide guidance and assistance in the SAM registration process, if needed.
  - Monitor the status of SAM registrations for all active CDBG recipients throughout the life of the grant.
- **CDBG Recipients (Grantees, Subrecipients, Contractors):**
  - Register in SAM and maintain an active and up-to-date registration for the duration of their participation in the CDBG program.

- Provide proof of SAM registration upon request by the CDBG program administrator or funding agency.
- Report any changes in SAM registration information to the CDBG program administrator promptly.

### **Non-Compliance**

Failure to maintain an active and valid SAM registration will result in the ineligibility to apply for or receive CDBG funding. Any entity found to have an expired or inactive SAM registration at the time of applying for CDBG funds will be disqualified from receiving funding until they have completed the registration process.

The CDBG program administrator will conduct regular monitoring of SAM registrations for Warren County's CDBG program.

### **Review**

This policy will be reviewed and updated annually to ensure it complies with federal requirements and reflects best practices in the administration of CDBG funds. Any updates or revisions will be communicated to all CDBG stakeholders.