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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 **All Awards registrations**, prepare these sections:	For **Financial Assistance Awards Only registrations**, prepare these sections:
• Unique Entity ID • Core Data • Assertions • Reps & Certs • Architect and Engineering Responses • Defense FAR Supplement (DFARS) questionnaire (if applicable) • Points of Contact (POCs) • SBA supplemental page (If you are a small business)	• Unique Entity ID • Core Data • Reps & Certs • Points of Contact (POCs)

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Entity Registration Checklist

All Awards Registration Questionnaires and Checklists

You need to enter the following information for an All Awards entity registration:

ID Unique Entity ID

After you select your purpose of the registration (All Awards) and your entity type, you will enter the following information to get a Unique Entity ID:

- ☐ Legal Business Name
- ☐ Physical Address (A post office box may not be used as your physical address)
- ☐ Date of Incorporation
- ☐ State of Incorporation (Entities outside the U.S. may need to provide alternate information)
- ☐ National Provider Identifier (NPI) (Non-U.S. entities only)

Your entity name and address will be validated by SAM.gov. If SAM.gov cannot validate your entity, you can create a help ticket with the Federal Service Desk from the page. Once you receive your Unique Entity ID, you can continue the registration.

You will also select whether you want your entity to be visible in public search results:

> Note: Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. You can restrict the public viewing of your record by deselecting the checkbox. If you restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users and those who download the SAM public data file.

Core Data

Core data includes the following information:

Business Information

- ☐ Organization start date
- ☐ Date on which your company's fiscal year ends
- ☐ Organization's division name and number (optional)
- ☐ Organization's website URL (optional)
- ☐ Marketing Partner Identification Number (MPIN) (You will create this when you register.)
- ☐ Physical address (auto-filled from Unique Entity ID section)
- ☐ Mailing address (You can copy your physical address or enter a different address.)
- ☐ Taxpayer Identification Number (TIN) (U.S. entities only)

IRS Consent

- ☐ IRS Consent Form (taxpayer name and address) (U.S. entities only)

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CAGE or NCAGE Code

- ☐ CAGE Code (U.S. entities only) (If you do not have a CAGE code, select "No" and one will be assigned to your entity after you submit your registration.)
- ☐ NCAGE Code (Non-U.S. entities) (If your entity is based outside of the U.S., you must go to the NCAGE Request Tool and request an NCAGE code before starting a SAM.gov registration.)

Ownership Details

- ☐ Is your entity owned or controlled by another entity? (yes or no)
  - ☐ If yes, is your immediate owner located outside the U.S. and its territories? (yes or no)
    - ☐ If yes, enter your immediate owner's NCAGE Code. (Required for non-U.S. entities to start a registration)

Predecessor Details

- ☐ Is your entity a successor to a predecessor entity that held a federal contract or grant within the last three years? (yes or no)
  - ☐ If yes, provide your three most recent predecessors in reverse chronological order (newest to oldest). Start by entering your most recent predecessor's CAGE or NCAGE Code.

General Information

- ☐ Country of Incorporation
- ☐ State of Incorporation (U.S. entities only)
- ☐ Company Security Clearance (optional)
- ☐ Highest Employee Security Clearance Level (optional)
- ☐ Institution Type (e.g., foundation, hospital, educational, if applicable)
- ☐ Disadvantaged Business Enterprise (must be certified by a federal agency)
- ☐ Native American Entity Type (if applicable)
- ☐ Organization Factors (e.g., S corporation, LLC, foreign-owned)
- ☐ Entity Structure (e.g., Corporate Entity-Not Tax Exempt, Corporate Entity-Tax Exempt, Sole Proprietorship)
- ☐ Profit Structure (e.g., for-profit, non-profit)
- ☐ Socioeconomic Categories (e.g., veteran-owned, minority-owned)

Financial Information

- ☐ Accept credit cards as a method of payment (yes or no)
- ☐ Electronic Funds Transfer (optional for non-U.S. entities)
  - ☐ Account type
  - ☐ Routing number
  - ☐ Account number
- ☐ Automated Clearing House

- ☐ U.S. phone number
- ☐ Remittance Address
  - ☐ Name and address

Executive Compensation Questions

- ☐ Answer yes if in the last fiscal year:
  - ☐ 80% or more of your organization's revenue come from federal sources (e.g., contracts, grants, loans, etc.);
  - ☐ your total revenue from federal sources exceeded $25 million.
- ☐ Does the public have access to information about the compensation of the senior executives in your business or organization? (yes or no)
  - ☐ If yes to the first two questions and no to the third question:
    - ☐ Provide names, titles, and total compensation values of your top five executive compensated employees

Proceedings Questions

- ☐ Is your organization responding to a federal procurement opportunity that contains the provision at FAR 52.209-7?
- ☐ Is your organization subject to the clause in FAR 52.209-9 in any current federal contracts?
- ☐ Is your organization applying for a federal grant opportunity that contains the award term and condition described in C.F.R. 200 Appendix XII?
  - ☐ If yes to all of the previous questions, answer the following questions:
    - ☐ Does your organization have current federal contracts or grants with a total value (including any exercised or unexercised options) greater than $10 million?
    - ☐ Within the last five years, has the organization or any of its principals, in connection with the award to or performance by the business or organization of a federal contract or grant, been subject of a federal or state:
      - ☐ Criminal proceeding resulting in a conviction or other acknowledgment of fault
      - ☐ Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than $5,000, or other acknowledgment of fault, and/or
      - ☐ Administrative proceedings resulting in a finding of fault with either a monetary fine or penalty greater than $5,000 or reimbursement, restitution, or damages greater than $100,000, or other acknowledgment or fault?
    - ☐ If you answer yes to all three above questions, you must provide the following detailed information about each current proceeding against your entity:
      - ☐ Instrument

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- ☐ State
- ☐ Instrument Number
- ☐ Type of Proceeding
- ☐ Disposition
- ☐ Description of the Proceeding

Assertions

Assertions include the following information:

Goods and Services

- ☐ North American Industry Classification System (NAICS) codes
  - ☐ Go to https://www.census.gov/naics/ to lookup NAICS codes for your organization
- ☐ Product Service Codes (PSCs) (optional)
  - ☐ Go to https://www.acquisition.gov/content/product-and-service-code-manual to lookup PSCs for your organization

Size Metrics

- ☐ Worldwide (organizational size information according to 13 CFR 121)
  - ☐ Annual receipts
  - ☐ Number of employees
- ☐ Locations (optional)
  - ☐ Annual receipts
  - ☐ Number of employees

Electronic Data Interchange (EDI)

- ☐ Do you wish to enter EDI Information for your non-government entity? (yes or no)

Disaster Response Information

- ☐ Do you wish to be included in the Disaster Response Registry? (yes or no)
  - ☐ If yes, does your company require bonding to bid on contracts? (yes or no)
    - ☐ If yes, provide in whole dollars:
      - ☐ Construction bonding level, per contract
      - ☐ Construction bonding level, aggregate
      - ☐ Service bonding level, per contract
      - ☐ Service bonding level, aggregate
  - ☐ Geographical area served (any state, one state, or multiple states)

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Representations and Certifications

Representations and Certifications include the following information:

FAR Response 1

- ☐ (1) Name and title of person(s) responsible for determining prices offered in bids and proposals for your entity
- ☐ (2) Does your entity have other plants or facilities at different addresses routinely used to perform on contracts? (yes or no)
  - ☐ If yes, enter the place of performance address, owner name, and owner address for each facility
- ☐ (3) TIN is on file (This is usually entered as a part of Core Data. If not, you can enter it here.)
- ☐ (4) Is your entity following the guidelines established by the Environmental Protection Agency (EPA) for recovered material? (yes, no, or vendor will provide information with specific offers to the government)

FAR Response 2

- ☐ (5) Is your entity a small business concern and qualifies as a labor surplus area (LSA) concern? (yes or no) (If your entity is not a small business based on the size metrics data provided in the Assertions section, you will not be able to answer this question.)
  - ☐ If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price.
- ☐ (6) Is your entity owned or controlled by a common parent that files its Federal Income Tax returns on a consolidated basis? (yes or no)
  - ☐ If yes, provide the company name and tax identification number.
- ☐ (7) Is your entity or any of its principals currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency? (yes or no)
- ☐ (8) (part 1) In the past three years, has your entity, or any of its principals, been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating federal criminal tax laws, or receiving stolen property? (yes or no)
- ☐ (8) (part 2) In the past three years, has your entity been notified of any delinquent federal taxes in an amount that exceeds $3,000 for which liability remains unsatisfied? (yes or no)
- ☐ (9) Is your entity, or any of its principals, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in either part of Question 8? (yes or no)
- ☐ (10) Within the past three years, has your entity been terminated for cause? (yes or no)

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- ☐ (11) List the name of any HUBZone small businesses participating in a HUBZone Joint Venture with your entity. If your entity is not participating in a HUBZone Joint Venture, select "None."
- ☐ (12) Reserved (no answer required)
- ☐ (13) If you indicated that you are a Joint Venture Women Owned Small Business on the General Information page in the Core Data section, provide the name of the company participating in the Joint Venture with your entity.
- ☐ (14) If you indicated that you are a Joint Venture Economically Disadvantaged Women Owned Small Business on the General Information page in the Core Data section, provide the name of the company participating in the Joint Venture with your entity.
- ☐ (15) Does your entity provide any data to the government that qualifies as limited rights data or restricted computer software? (yes, no, or vendor will provide information with specific offers to the government)
  - ☐ If yes, please list limited rights data or restricted computer software.

FAR Response 3

- ☐ (16) Your structure type and how your business or organization is defined by the IRS will be pre-filled based on your answers on the General Information page of the Core Data section. If you selected "Other" as your type, you will be provided with a box to enter more information.
- ☐ (17) Is your entity a small disadvantaged business concern? (yes or no) (If your entity is not a small disadvantaged business based on the size metrics data provided in the Assertions section, you will not be able to answer this question.)
- ☐ (18) Reserved (no answer required)
- ☐ (19) Does your entity deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126? (yes or no)
- ☐ (20) Has your entity held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)? (yes or no)
- ☐ (21) Are any end products delivered to the Government by your entity foreign (non-domestic) end products? (yes, no, or vendor will provide this information with specific offers to the government)
  - ☐ If yes, list the products and their corresponding country of origin.
- ☐ (22) Has your entity filed all required Equal Employment Opportunity compliance reports? (yes or no)
- ☐ (23) Choose the statement that best applies to your entity's affirmative action programs. The statements you may choose from are:
  - ☐ Your entity has developed and has on file affirmative action programs required by Secretary of Labor Regulations
  - ☐ Your entity does not have developed and does not have on file affirmative action programs required by Secretary of Labor Regulations

- ☐ Your entity has not had previous contracts subject to written affirmative action program requirements from Secretary of Labor Regulations

☐ (24) Does your entity provide maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment? (yes, no, or vendor will provide information with specific offers to the government.)

- ☐ If yes, you need to answer additional questions about who services your equipment, if your equipment is used regularly outside of government purposes, if it is sold or traded to the general public, if your service prices are based on an established catalog or on market prices, and if your entity uses wage and fringe benefits plans for all service employees performing work under government contracts as it uses for equivalent employees servicing the same equipment for commercial customers.

FAR Response 4

☐ (25) Does your entity provide services as described in FAR 22.1003-4(d) (1) (Service Contract Labor Standards), FAR 52.212-3 (Commercial Products and Commercial Services), and FAR 52.222-52 (Service Contract Labor Standards to Contracts for Certain Services-Certification)? (yes, no, or vendor will provide information with specific offers to the government.)

- ☐ If yes, you need to answer additional questions about whether your services are offered and sold regularly to non-government customers in substantial quantities in the course of normal business operations, if your service prices are based on an established catalog or on market prices, whether you can ensure each service employee will spend less than 20% of their time servicing the government contract, and if your entity uses wage and fringe benefits plans for all service employees performing work under government contracts as it uses for equivalent employees servicing the same equipment for commercial customers.

☐ (26) If any of the PSCs you entered in the Goods and Services page in the Assertions section are Federal Supply Codes (FSC), you need to provide whether the place of manufacture for each FSC code is in the U.S. or outside the U.S.

☐ (27) Is your entity an inverted domestic corporation? (yes or no)

☐ (28) Is your entity a subsidiary of an inverted domestic corporation? (yes or no)

☐ (29) Reserved (no answer required)

☐ (30) Is your entity a corporation with a delinquent tax liability? (yes or no)

☐ (31) In the last 24 months, has your entity been convicted of a felony criminal violation under a federal law? (yes or no)

☐ (32) Did your entity receive $7.5 million or more in federal contracts during the previous federal fiscal year, requiring it to publicly disclose greenhouse gas emissions and reduction goals, or did your entity receive less than $7.5 million federal contracts during the previous federal fiscal year and still want to publicly disclose greenhouse gas emissions and reduction goals? (yes or no)

- ☐ If yes, add a URL to a publicly accessible website to access the results of a greenhouse gas inventory.

- ☐ Additionally, does your entity, through itself or its immediate owner or highest-level owner, publicly disclose a quantitative greenhouse gas emissions reduction goal? (yes or no)
  - ☐ If yes, add a URL to a publicly accessible website to access the target to reduce absolute emissions or emissions intensity by a specific quantity or percentage.
- ☐ (33) (part 1) Does your entity provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument? (yes or no)
- ☐ (33) (part 2) Does your entity use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services? (yes or no)

Architect-Engineer Response

- ☐ (34) If you did not enter a NAICS code connected to architect and engineer activities, you will see the following text "Our records indicate that <Entity Name> has not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330, Part II information is not applicable." You will not be asked any additional questions on this page.
- ☐ If you did enter one of the applicable NAICS codes, you can provide additional information to complete your SF 330 Part II.
  - ☐ Are you interested in applying for Federal Architect-Engineer contracts under FAR Part 36 and want to enter an SF 330, Part II for this entity? (yes, no, or vendor will provide information with specific offers to the government)
    - ☐ If yes, then you will be required to enter additional information.
      - ☐ List any former firm names and the year established used by the entity in the past six years. If there are no other names, select "None."
      - ☐ Enter the number of employees for the entity by function code and discipline. If you have more than one discipline within your firm, you will need to create a new table for each discipline by selecting "Add New Discipline Details."
      - ☐ List the profile codes, experience, and annual average revenue for the last five years.
      - ☐ List the professional services revenues for the entity in the last three years.
      - ☐ Enter the name and title of the person certifying the Architect-Engineer information.

Defense Response

- ☐ (35) Does your entity wish to bid on or currently hold any Department of Defense (DoD) issued or DoD-funded contracts? (yes or no)
  - ☐ If yes, you must answer Questions 36–42. If no, the answers to questions 36–42 will be answered as "Not Applicable."

- ☐ (36) Do you anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation? (yes or no)
- ☐ (37) Are prices set forth in contracts that are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices? (yes or no)
  - ☐ If yes, provide the name of the host country.
- ☐ (38) Is your entity effectively owned or controlled by a foreign government? (yes or no)
  - ☐ If yes, provide the name and contact information for someone at your entity who can answer questions about disclosure. You must also provide the name and address of the entity/entities controlled by a foreign government, description of interest, ownership percentage, and the foreign government country.
- ☐ (39) Is your entity a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? (yes or no)
- ☐ (40) Is your entity foreign and if so, does it plan to provide or use launch or other satellite services under the contract from a covered foreign country? (yes or no)
- ☐ (41) Is your entity offering commercial satellite services provided by a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? (yes or no)
- ☐ (42) Is your entity offering commercial satellite services provided by a foreign entity that plans to or is expected to provide or use launch or other satellite services under the contract from a covered foreign country? (yes or no)

Financial Assistance Response

- ☐ Do you wish to apply for a federal financial assistance project or program, or is your entity currently the recipient of funding under any federal financial assistance project or program? (yes or no)
  - ☐ If yes, the financial assistance representations and certifications will display. You must read and certify your entity attests to the accuracy of the representations and certifications listed. Go to Appendix I to review the financial assistance representations and certifications.

Points of Contact (POCs)

POCs include the following information:

Mandatory POCs

Enter the first and last name, email, phone number, and address (if applicable) for these mandatory POCs:

- ☐ Accounts Receivable POC
- ☐ Electronic Business POC
- ☐ Government Business POC

Optional POCs

Enter the first and last name, email, phone number, and address (if applicable) for these optional POCs:

- ☐ Past Performance POC
- ☐ Past Performance Alternate POC
- ☐ Electronic Business Alternate POC
- ☐ Government Business Alternate POC
- ☐ Additional Optional POCs as Needed

Small Business Certification

Small Business Association (SBA) Profile

- ☐ If you have selected at least one small business NAICS code, you will be provided a link to the SBA Supplemental Page. If you would like to provide additional information for market research, or are applying for SBA's HUB zone or 8(a) programs, use that link to complete the SBA profile. A new window will open and take you to the SBA page. Make sure to go back to the SAM.gov window to submit your registration.

This concludes the information for an All Awards registration.

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Entity Registration Checklist

Financial Assistance Awards Only Registration Questionnaires and Checklists

You need to enter the following information for a Financial Assistance Awards Only entity registration:

ID Unique Entity ID

After you select your purpose of the registration (All Awards) and your entity type, you will enter the following information to get a Unique Entity ID:

- ☐ Legal Business Name
- ☐ Physical Address (A post office box may not be used as your physical address)
- ☐ Date of Incorporation
- ☐ State of Incorporation (U.S. entities only)

Your entity name and address will be validated by SAM.gov. If SAM.gov cannot validate your entity, you can create a help ticket with the Federal Service Desk from the page. Once you receive your Unique Entity ID, you can continue the registration.

You will also select whether you want your entity to be visible in public search results:

> Note: Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. You can restrict the public viewing of your record by deselecting the checkbox. If you restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users and those who download the SAM public data file.

Core Data

Core data includes the following information:

Business Information

- ☐ Organization start date
- ☐ Date on which your company's fiscal year ends
- ☐ Organization's division name and number (optional)
- ☐ Organization's website URL (optional)
- ☐ Marketing Partner Identification Number (MPIN) (You will create this when you register.)
- ☐ Physical address (auto-filled from Unique Entity ID section
- ☐ Mailing address (You can copy your physical address or enter a different address.)
- ☐ Taxpayer Identification Number (TIN) (U.S. entities only)

IRS Consent

- ☐ IRS Consent Form (taxpayer name and address) (U.S. entities only)

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Entity Registration Checklist

CAGE or NCAGE Code

- ☐ CAGE Code (U.S. entities only) (If you do not have a CAGE code, select "No" and one will be assigned to your entity after you submit your registration.)
- ☐ NCAGE Code (Non-U.S. entities) (If your entity is based outside of the U.S., you must go to the NCAGE Request Tool and request an NCAGE code before starting a SAM.gov registration.)

General Information

- ☐ Country of Incorporation
- ☐ State of Incorporation (U.S. entities only)
- ☐ Company Security Clearance (optional)
- ☐ Highest Employee Security Clearance Level (optional)
- ☐ Institution Type (e.g., foundation, hospital, educational, if applicable)
- ☐ Disadvantaged Business Enterprise (must be certified by a federal agency)
- ☐ Native American Entity Type (if applicable)
- ☐ Organization Factors (e.g., S corporation, LLC, foreign-owned)
- ☐ Entity Structure (e.g., Corporate Entity-Not Tax Exempt, Corporate Entity-Tax Exempt, Sole Proprietorship)
- ☐ Profit Structure (e.g., for-profit, non-profit)
- ☐ Socio-economic Categories (e.g., veteran-owned, minority-owned)

Financial Information

- ☐ Accept credit cards as a method of payment (yes or no)
- ☐ Electronic Funds Transfer (optional for non-U.S. entities)
  - ☐ Account type
  - ☐ Routing number
  - ☐ Account number
- ☐ Automated Clearing House
  - ☐ U.S. phone number
- ☐ Remittance Address
  - ☐ Name and address

Executive Compensation Questions

- ☐ Answer yes if in the last fiscal year:
  - ☐ 80% or more of your organization's revenue come from federal sources (e.g., contracts, grants, loans, etc.);
  - ☐ your total revenue from federal sources exceeded $25 million.
- ☐ Does the public have access to information about the compensation of the senior executives in your business or organization? (yes or no)
  - ☐ If yes to the first two questions and no to the third question:

- ☐ Provide names, titles, and total compensation values of your top five executive compensated employees

Proceedings Questions

- ☐ Is your organization responding to a federal procurement opportunity that contains the provision at FAR 52.209-7?
- ☐ Is your organization subject to the clause in FAR 52.209-9 in any current federal contracts?
- ☐ Is your organization applying for a federal grant opportunity that contains the award term and condition described in C.F.R. 200 Appendix XII?
  - ☐ If yes to all of the previous questions, answer the following questions:
    - ☐ Does your organization have current federal contracts or grants with a total value (including any exercised or unexercised options) greater than $10 million?
    - ☐ Within the last five years, has the organization or any of its principals, in connection with the award to or performance by the business or organization of a federal contract or grant, been subject of a federal or state:
      - ☐ Criminal proceeding resulting in a conviction or other acknowledgment of fault
      - ☐ Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than $5,000, or other acknowledgment of fault, and/or
      - ☐ Administrative proceedings resulting in a finding of fault with either a monetary fine or penalty greater than $5,000 or reimbursement, restitution, or damages greater than $100,000, or other acknowledgment or fault?
    - ☐ If you answer yes to all three above questions, you must provide the following detailed information about each current proceeding against your entity:
      - ☐ Instrument
      - ☐ State
      - ☐ Instrument Number
      - ☐ Type of Proceeding
      - ☐ Disposition
- ☐ Description of the Proceeding

Representations and Certifications

Representations and Certifications include the following information:

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Financial Assistance Response

- ☐ Does your entity wish to apply for federal financial assistance project or program or is your entity currently a recipient of funding under a federal financial assistance project or program? (yes or no)
  - ☐ If yes, the financial assistance representations and certifications will display. You must read and certify your entity attests to the accuracy of the representations and certifications listed. Go to Appendix I to review the financial assistance representations and certifications.

Points of Contact (POCs)

POCs include the following information:

Mandatory POCs

Enter the first and last name, email, phone number, and address (if applicable) for these mandatory POCs:

- ☐ Accounts Receivable POC
- ☐ Electronic Business POC
- ☐ Government Business POC

Optional POCs

Enter the first and last name, email, phone number, and address (if applicable) for these optional POCs:

- ☐ Past Performance POC
- ☐ Past Performance Alternate POC
- ☐ Electronic Business Alternate POC
- ☐ Government Business Alternate POC
- ☐ Additional Optional POCs as Needed

This concludes the information for a Financial Assistance Awards Only registration.

Appendix I

Financial Assistance General Certifications and Representations

If you are completing a Financial Assistance Awards Only registration or completing an All Awards registration and wish to also apply for federal financial assistance projects or programs, you must certify your entity attests to the accuracy of the following:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability to ensure proper planning, management, and completion of any financial assistance project covered by this Certifications and Representations document (See 2 C.F.R. §200.113 Mandatory disclosures, 2 C.F.R. §200.214 Suspension and debarment, OMB Guidance A- 129, "Policies for Federal Credit Programs and Non-Tax Receivables ");

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See 2 C.F.R. §200.302 Financial Management and 2 C.F.R. §200.303 Internal controls);

3. Will disclose in writing any potential conflict of interest to the federal awarding agency or pass through entity in accordance with applicable federal awarding agency policy (See 2 C.F.R. §200.112 Conflict of interest);

4. Will comply with all limitations imposed by annual appropriation acts;

5. Will comply with the U.S. Constitution, all federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See 2 C.F.R. §200.300 Statutory and national policy requirements and 2 C.F.R. §200.303 Internal controls);

6. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and public policies governing financial assistance awards and any federal financial assistance project covered by this certification document, including but not limited to:
    1. Trafficking Victims Protection Act (TVPA) of 2000, as amended, 22 U.S.C. §7104(g);
    2. Drug Free Workplace, 41 U.S.C. §8103;
    3. Protection from Reprisal of Disclosure of Certain Information, 41 U.S.C. §4712;
    4. National Environmental Policy Act of 1969, as amended, 42 U.S.C. §4321 et seq;
    5. Universal Identifier and System for Award Management, 2 C.F.R. part 2;
    6. Reporting Subaward and Executive Compensation Information, 2 C.F.R. part 170;

7. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. part 180;
8. Civil Actions for False Claims Act, 31 U.S.C. §3730;
9. False Claims Act, 31 U.S.C. §3729, 18 U.S.C. §§287 and 1001;
10. Program Fraud and Civil Remedies Act, 31 U.S.C. §3801 et seq;
11. Lobbying Disclosure Act of 1995, 2 U.S.C. §1601 et seq;
12. Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq;
13. Title VIII of the Civil Rights Act of 1968, 42 U.S.C. § 3601 et seq;
14. Title IX of the Education Amendments of 1972, as amended; 20 U.S.C. §1681 et seq
15. Section 504 of the Rehabilitation Act of 1973, as amended; 29 U.S.C. §794; and
16. Age Discrimination Act of 1975, as amended, 42 U. S.C. §6101 et seq.

Appendix II

What is an entity?

The term "entity" refers to 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. "Entity" can also refer to a party that has been suspended or debarred, is covered by a prohibition or restriction, or is otherwise excluded from doing business with the government.

What is entity registration?

An entity registration allows you to bid on government contracts and apply for federal assistance. We will assign you a Unique Entity ID as part of entity registration.

Comprehensive and current entity information is essential for the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards. You must renew your registration every 365 days for it to remain active.

When will my registration become active?

Allow at least **ten business days** after you submit your registration for it to become active in SAM.gov. If your entity fails TIN or CAGE code validation, you will receive an email with instructions on updating your information and resubmitting your registration. Please check your spam or junk mail for messages during this time; messages will be sent to the Government Business POC. You may need to work with the IRS or CAGE to update your information before resubmitting your registration.

How do I check the status of my entity registration?

If you have a role with an entity and are signed in to your SAM.gov account, you can check your entity registration status. You can also check the status of an entity's registration as a federal user. If none of these is the case, you cannot check an entity's registration status.

1. Sign in to SAM.gov. You must be signed in to check your registration status.
2. From the home page, select the "Check Registration Status" button. The page is also linked in the footer of all pages on SAM.gov.
3. Enter a Unique Entity ID or CAGE Code and select "Search." The entity's registration status will display below.