

HOUSTON REGIONAL HIV/AIDS RESOURCE GROUP, INC.
SUBRECIPIENT REQUIREMENTS
POLICY AND PROCEDURE
PRE-AWARD REQUIREMENTS

SYSTEM FOR AWARDS MANAGEMENT (SAM) REGISTRATION (SR-002-22)

EFFECTIVE DATE: April 4, 2022

PURPOSE:

This policy provides clear guidance regarding the pre-award requirement for potential Subrecipients to be registered in the System for Awards Management (SAM).

DEFINITIONS:

Potential Subrecipient is an agency that intends to enter into a contract with The Resource Group to provide services.

POLICY:

Before a contract for funding from The Resource Group (TRG) can be executed the potential Subrecipient must register in the System for Award Management (SAM) and obtain a Unique Entity Identifier (UEI). Failure to register in the SAM and/or obtain a UEI will preclude the potential Subrecipient from receiving funding regardless of the outcome of the Subrecipient Selection Process.

PROCEDURE:

1. Prior to the execution of any contract with TRG, the potential Subrecipient must register in the System for Awards Management (SAM).
2. The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in Central Contractor Registration (CCR)/FedReg, Online Representations and Certifications Applications (ORCA) and the Excluded Parties List System (EPLS). The SAM webpage is <https://sam.gov/content/home>
3. The following webpage can provide assistance in registering in the SAM:
<https://www.grants.gov/web/grants/applicants/organization-registration.html>
4. As of April 4, 2022, the SAM began issuing the Unique Entity Identifier (UEI), the new official identifier for doing business with the U.S. Government. The completion of your registration in SAM will result in the UEI. The UEI will automatically populate into your registration in Grants.Gov should you need to use Grants.Gov.
5. Once the SAM registration is completed, the potential Subrecipient will notify TRG in writing and provide its UEI. Notification should be sent to the following TRG staff:
 - a. The Executive Director
 - b. The Program Development Director,
 - c. The DSHS AA Manager, and
 - d. The Programmatic Administrative Assistant.

6. Failure to register in the SAM and obtain the UEI will prevent the issuance of a contract regardless of the successful completion of the Subrecipient Selection Process.
7. To learn more about the UEI, please visit gsa.gov/entityid