

# System for Award Management Guidance for Bipartisan Infrastructure Law Program Applicants

The following document provides guidance for Eligible Entities applying for the Bipartisan Infrastructure Law (BIL) Programs on how to access, register, and complete required documentation in the System for Award Management (SAM).



## WHY IS SAM.GOV REGISTRATION REQUIRED?

As of April 4, 2022, the United States government no longer utilizes the Data Universal Numbering System (DUNS) as the unique identifier for entities throughout the federal award cycle. Rather, Applicants must register with SAM.gov to receive a Unique Entity Identifier (UEI) before submitting a Letter of Intent or an application. A UEI and active SAM.gov registration are necessary to apply for, receive, and report on federal awards.



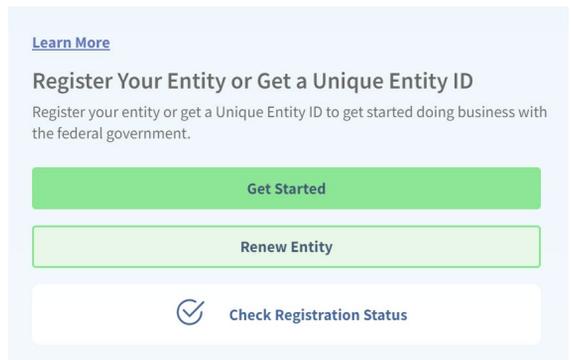
## HOW DO I REGISTER FOR SAM.GOV?

Eligible Entities should navigate to [www.SAM.gov](http://www.SAM.gov) and scroll down to find the green “Get Started” button, seen in **Figure 1**. Clicking this button will bring users to an interactive page describing the options to either register with SAM.gov or to request a UEI without having to complete a registration. Eligible Entities must complete a SAM.gov registration in order to be considered for program funding.

After clicking “Get Started” and determining registration status, users will be directed to the “What do you want to do” screen, as seen in **Figure 2**. Eligible Entities should select either the first or second option, based on preference, and continue through the prompted steps.

### Registering vs. Signing Up

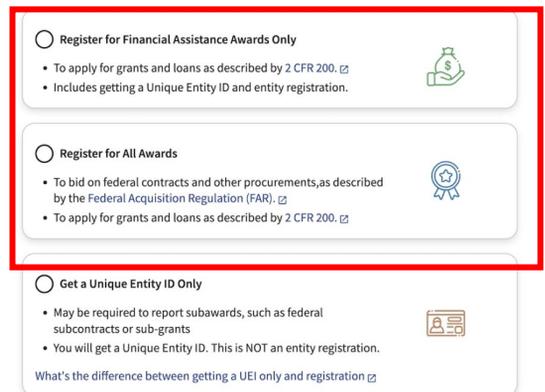
A common error during the registration process is: confusion around registering for SAM.gov and signing up. “Signing up” means getting an account and setting up an account and profile on SAM.gov. Eligible Entities must sign up and sign into their accounts to use many of the features of SAM.gov, such as saving searches, following records, or viewing standard reports. **After signing up, entities must then register to be able to bid on contracts or apply for federal assistance** (e.g., grants, loans) from the federal government.



**Figure 1: ‘Get Started’ Button**

### What do you want to do?

Choose what you need and we will show you what information to prepare.



**Figure 2: ‘What Do You Want To Do?’ Prompt**

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## ✓ TIPS FOR COMPLETION

Eligible Entities should ensure that they are selecting “Yes” to the Financial Assistance Response question at the end of registration. Selecting “Yes”, as seen in **Figure 3**, will cause the financial assistance representations and certifications to be displayed. Users must read and certify that the entity attests to the accuracy of the representations and certifications listed.

**Figure 3: Financial Assistance Response Prompt**

After Eligible Entities submit their registration for review and it passes all the required processing and validation, their registration will have the "Active Registration" status. Note, this process may take several weeks. Registration must be renewed each year to remain in the “Active Registration” status. Entities with an Active Registration that opted into public display are searchable and viewable by authenticated users in SAM.gov. Entities with an Active Registration that opted out of public display are searchable and viewable only by authenticated federal users and users who have a SAM.gov role with the entity.



## ADDITIONAL RESOURCES

SAM.gov provides a variety of resources to assist users in completing registration.

- 1 [Entity Registration Checklist](#)
- 2 [Registration Status Frequently Asked Questions \(FAQs\)](#)
- 3 [Registration Validation Failure Next Steps](#)
- 4 [Registration Activation FAQs](#)
- 5 [Already Registered? FAQs](#)
- 6 [Check Registration Status](#)



- 7 [Video: Entity Registration](#)