

eGrants

The Office of the Governor (OOG) provides a bulk feature to update the System for Award Management (SAM) Expiration Date or the Unique Entity Identifier (UEI) in [eGrants](#) for pending applications and active grants. Beginning on April 4, 2022, the federal government will transition from using the 9-digit UEI (DUNS) to the 12-digit alphanumeric UEI (SAM) number. Click [here](#) for more information from SAM.gov regarding this transition.

This bulk feature can be accessed on the **My Home** tab under the “**Update SAM Expiration Date**” area.

Exceptions

- For pending applications newly created but not submitted, the SAM date or UEI can be updated on the project's Profile/Grant Vendor tab;
- For active grants with a current pending grant adjustment, the date may be added to that adjustment on the Budget/Request Adjustment tab; please contact your OOG Grant Manager for assistance in making this update;
- For closed grants and applications no longer moving forward, the SAM Expiration Date does not need to be updated; these projects will not be available for update using the bulk feature.

Requirements

Federal Requirement

The federal government requires each recipient of federal funds to register - and maintain – an active SAM registration. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients.

To maintain an active status, grantees must periodically renew their SAM registration on the federal website. Registration procedures and federal help desk assistance may be found at <http://www.SAM.gov>.

State Requirement

After entity registration has been renewed on the federal SAM website, the OOG requires grantees receiving federal funds to update their SAM expiration date on the eGrants website. Grantees with an expired SAM registration in eGrants may have funds placed on hold until this information is updated on the grants.

Action Required

Grant officials should make note of their SAM expiration date and make plans for updating the agency's SAM registration at <http://www.SAM.gov> at the appropriate time each year. The OOG sends a reminder email notifying grant officials that their "System for Award Management (SAM) Expiration Date (as recorded in eGrants) ...has expired, or will expire..." in the upcoming month. Please use this bulk feature to record the new expiration date in eGrants.

- *Look for an email titled - Notice of Expiring SAM Registration*

OOG Verification

The OOG will verify the agency's SAM registration on the SAM website before processing the update request. If the agency's entity registration details are not available for viewing, the letter – or screenshot - showing the agency's active SAM registration **MUST** be uploaded into eGrants for verification. Grant officials may use the bulk feature available on the My Home tab to upload the letter or screenshot to multiple projects in one request. Select the topic titled "How Do I Upload a Document to Multiple Projects?" for step-by-step instructions.

Please consider setting your agency's SAM entity registration to allow "[Search Authorization](#)" on the SAM website. Follow this [link](#) for more information on the topic.

Allowing Search Authorization on the SAM website **before** submitting the update request in eGrants will ensure reimbursement(s) for active grants will not be delayed, and the letter/screenshot will not need to be uploaded to eGrants.

eGrants Instructions

For instructions on the SAM update feature, log into eGrants, click the **My Home** tab, and then expand the topic titled "How Do I Update My SAM Expiration Date?".

[Collapse How Do I Update My SAM Expiration Date?](#)

Update SAM Expiration Date Feature

Complete this section to [update the SAM Expiration Date](#) on one or more active grants in eGrants.

Beginning on April 4, 2022, the federal government will transition from using the 9-digit UEI (DUNS) to the 12-character alphanumeric UEI (SAM) number. Click [here](#) for more information from SAM.gov regarding this transition.

Email Notice

OOG sends an email notice to your grant officials (Authorized Official, Financial Officer, and Project Director) on the 15th of every month for those SAM registrations expiring (or expired) anytime during the next month.

Once the SAM registration has been renewed on the federal SAM [website](#), you will use this feature to record the new date in eGrants.

Display SAM Update Screen

- o Show - click the checkbox to display this feature onscreen
- o Hide - click the checkbox again to hide this feature from view

Step 1 Check the box next to "Display SAM Update Feature" to view a list of projects available for update

Step 2 Select the appropriate "Unique Entity Identifier (UEI) *formerly DUNS*" from the 1st dropdown box

Step 3 Select one or more projects from the list

Step 4 Enter your new SAM Expiration Date – *the current date for each project is listed for your convenience*

Step 5 Click the "Send Request" button to send your agency's request to update **only** the SAM Expiration Date to the PSO online.

Update SAM Expiration Date

Display SAM Update Feature **1**

Complete this section to update one or more active grants **grouped by the Unique Entity Identifier (UEI)** as saved within that record in eGrants. Repeat the process for one or more Unique entity identifiers listed in the 1st dropdown list.

Exception:

Select a Unique Entity Identifier (UEI) *formerly DUNS*: **2**

Enter the new SAM expiration date: **4**

5

Record Count: 112
10 Items Per Page Select the number of records to display per page.

Select	Grant	Type	Current Status	Fund Source	Start Date	End Date	Project Title	Grantee Name	Current UEI	Current SAM Expiration Date	Grant Manager/Email
<input checked="" type="checkbox"/>		Grant	Active Grant[FUND HOLD]	RT	10/1/2021	9/30/2022				10/6/2022	Madeline De Amaral
<input checked="" type="checkbox"/>		Application	Pending OOG Review	RT	10/1/2022	9/30/2023				10/6/2022	Madeline De Amaral
<input type="checkbox"/>		Grant	Active Grant	RT	10/1/2021	9/30/2022				10/6/2022	Madeline De Amaral
<input checked="" type="checkbox"/>		Application	Pending OOG Review	RT	10/1/2022	9/30/2023				10/6/2022	Madeline De Amaral

Receipt Your grant officials (Authorized Official, Financial Officer, and Project Director) will receive an email confirmation for each request sent to the OOG for processing.

- *Look for an email titled - eGrants: Receipt for SAM Expiration Date Request using Unique Entity Identifier (UEI): 123abc456def*

Step 6 If the error message below displays, your agency will be required to update the 9-digit DUNS to the 12-digit UEI to complete the request.

Step 7 Click the "Send Request" button **again** to send your agency's request to update **both** the SAM Expiration Date and UEI number to the PSO online.

The screenshot shows a web form with the following elements:

- A dropdown menu labeled "Select a Unique Entity Identifier (UEI) formerly DUNS:" with "0" and "8" visible.
- A text input field labeled "Unique Entity Identifier (UEI):" with a purple box around it and a purple circle with the number "6" next to it.
- A text input field labeled "Enter the new SAM expiration date:" with "10/6/2023" entered.
- A button labeled "Send Request" with a purple box around it and a purple circle with the number "7" next to it.
- A button labeled "Select All Grants" and a button labeled "Clear All Grants".
- An error message in red text: "Error: The previously used 9-digit DUNS number is assigned to the selected grants. You must enter your new 12 character alphanumeric Unique Entity Identifier (UEI) to continue."

Step 8 If the agency's entity registration details are not available for viewing on SAM.gov, your agency will be **REQUIRED** to send additional information or take action on SAM.gov before the PSO can process that request. Refer to **OOG Verification** above for further details.

Receipt Your grant officials (Authorized Official, Financial Officer, and Project Director) will receive an email confirmation for each request sent to the OOG for processing.

- *Look for an email titled - eGrants: Receipt for SAM Expiration Date and Unique Entity Identifier (UEI): 123abc456def*

Confirmation We will notify your grant officials by email when the request has been approved, modified and then approved, or denied.

- *When updating **only** the SAM Expiration Date, look for an email titled:*
 - *eGrants: Approval for SAM Expiration Date Request using Unique Entity Identifier (UEI): 123abc456def*
 - *eGrants: Modification for SAM Expiration Date Request using Unique Entity Identifier (UEI): 123abc456def*
 - *eGrants: Denial for SAM Expiration Date Request using Unique Entity Identifier (UEI): 123abc456def*
- *When updating **both** the SAM Expiration Date AND Unique Entity Identifier (UEI), look for an email titled:*
 - *eGrants: Approval for SAM Expiration Date and Unique Entity Identifier (UEI): 123abc456def*
 - *eGrants: Modification for SAM Expiration Date and Unique Entity Identifier (UEI): 123abc456def*
 - *eGrants: Denial for SAM Expiration Date and Unique Entity Identifier (UEI): 123abc456def*

History of Requests

Once your request has been sent to OOG for processing, each project will include a record of who requested the update, the new SAM expiration date and associated UEI, and what action the OOG took when processing your request – see screenshots below.

- *For requests modified & approved by OOG – ensure you make note of the "New SAM Expiration Date" as it will be different than the date on your original request*

Summary/Adjustment History Tab

Grant Adjustment History

Adjustment Status	Date Created	Date Certified	Date Approved	Grant End Date	Award Amount	Description
Approved	2/23/2022	2/23/2022	02/23/2022	08/31/2022		The grantee's Authorized Official, [REDACTED] has submitted a request to update the SAM Expiration Date to 12/31/2022 and the Unique Entity Identifier (UEI) to 123abc456def.

How to Update/Correct your Unique Entity Identifier (UEI)

The UEI is self-reported by your agency to OOG on the Profile/Grant Vendor tab during the application process. To update the DUNS number to the UEI number for any pending application or active grant, you are encouraged to use this "Update SAM Expiration Date" bulk feature on the My Home tab.

Once that request has been approved by the eGrants Help Desk, the new UEI will be reflected on the project's Profile/Grant Vendor tab.

- *Repeat Steps 1 through 7 to send another request to our office for processing, as needed*
- *Please ensure your federal SAM registration is "Active" before sending your request to OOG*