

CITY OF BURBANK
FISCAL YEAR (FY) 2026-27
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
REQUEST FOR FUNDING PROPOSALS

Notice of Funding Availability

The Community Development Department (CDD) for the City of Burbank is pleased to announce the availability of approximately **\$858,398.40** in Fiscal Year 2026-27 federal Community Development Block Grant (CDBG) funding allocated to the City of Burbank from the U.S. Department of Housing and Urban Development (HUD), pursuant to the Housing and Community Development Act of 1974, as amended. **The estimate includes \$160,949.70 in public services funds and \$697,448.70 in capital funds.** Funding amounts will be adjusted once the final grant allocation is released.

Who Is Eligible To Apply?

Funds are available to City of Burbank departments; non-profit, for-profit, faith-based organizations; and Community Based Development Organizations.

CDBG Requirements

All projects and activities must either principally benefit low and moderate-income persons, or aid in the prevention or elimination of slums and blight or meet other community needs having a particular urgency.

Benefit to Low and Moderate-Income Persons or Households

In order for an activity to be considered as a benefit to low and moderate-income persons or households, it must comply with one or more of the following CDBG National Objectives.

1. Area Benefit – An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low to moderate-income persons.
2. Limited Clientele Activities – An activity which benefits a limited clientele, at least 51 percent of whom are low to moderate-income persons.
3. Housing Activities – An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low to moderate-income households.
4. Economic Development - Job creation or retention activities designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full-time equivalent basis, involve the employment of low to moderate-income persons.

Documenting National Objectives

CDBG sub-recipients must document the results of their activity or programs as it relates to a National Objective. For public service programs and housing activities, income documentation must be maintained on each client served. The annual low to moderate-income limits for Los Angeles County are provided in Exhibit B.

Eligible Activities

1. Acquisition – in whole or in part by the sub-recipient, or other public or private nonprofit entity, by purchase, long-term lease, donation of real property for any public purpose subject to limitations under ineligible activities.
2. Public Facilities and Improvements - acquisition, construction, reconstruction, or installation of public facilities and improvements.

3. Clearance Activities - clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.
4. Public Services - directed toward improving the community's public services, including employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreational needs.
5. Relocation - relocation payments and assistance for permanently or temporarily displaced individuals, families, businesses, and nonprofit organizations.
6. Accessibility for the Elderly and/or Disabled - special projects directed to improved mobility and accessibility of elderly and handicapped to publicly owned and privately owned buildings, facilities, and improvements.
7. Rehabilitation – rehabilitation of structures only to the extent that those structures are used for conducting eligible activities; and rehabilitation of privately owned residential buildings.
8. Code Enforcement - code enforcement in deteriorating or deteriorated areas where such enforcement together with public improvements, rehabilitation, and services to be provided, may be expected to arrest the decline of the area.
9. Historic Preservation - CDBG funding may be used for the rehabilitation, preservation, and restoration of historic properties, whether publicly or privately owned.
10. Economic Development Activities – acquiring, constructing, reconstructing rehabilitating, or installing commercial or industrial buildings, structures, and other real property equipment and improvements; assisting a private or for-profit business by means of grants, loans, loan guarantees and technical assistance; and providing economic development services in an economic development project.
11. Community Based Development Organizations (CBDO's) – CBDOs are generally nonprofit or for profit organizations that undertake specific kinds of CDBG-funded activities. Activities include neighborhood revitalization; community economic development; and energy conservation.

Ineligible Activities

1. Buildings, or portions thereof used predominantly for the general conduct of government (except for accessibility or historic preservation);
2. General government expenses;
3. Political activities;
4. Purchase of office and construction equipment;
5. Furnishings and personal property;
7. Operating and maintenance expenses;
8. New housing construction; and
9. Income payments.

Application Timelines

| | |
|--|---------------------------|
| RFP release date | January 5, 2026 |
| Technical Assistance Workshop (see below for details) | January 15, 2026 |
| Application due to CDD by 5:00 pm | February 2, 2026 |
| Community Development Block Grant Committee Mandatory Presentations | February 18, 2026* |
| Community Development Block Grant Committee Deliberations and Recommendations | February 25, 2026* |

* Subject to change.

Homeless Programs, Affordable Housing and City Infrastructure Improvements

Emphasis

Priorities for the 2025-29 5-year consolidated plan were developed through community and stakeholder input CDBG. The priorities include:

- Homeless Services
- Affordable Housing
- City Infrastructure

To view the Homelessness Plan, please visit:

<https://www.burbankca.gov/homelessness>

Proposal Submission

Application submissions must be received no later than February 2, 2026, by 5:00 p.m. Late applications will not be accepted.

Applicants must submit their proposals electronically through the **City of Burbank's CDBG Application Portal**. **The application and submission instructions are available on the City's website at:**

<https://www.burbankca.gov/web/community-development/housing/cdbg>

Instructions:

Please complete all required fields in the application form before submitting. It is strongly recommended that applicants review the entire application and gather all required information in advance, as information is not automatically saved, and the application cannot be reopened once closed or submitted. Note that if the application tab remains open for an extended period of time, the system may time out and any unsaved information may be lost.

Upon submitting your application, you will receive an email containing a secure link to upload the necessary supporting documents. This link will expire after 24 hours. If the required documents are not uploaded within this timeframe, your application will be considered incomplete, and a new application will need to be submitted. To facilitate a smooth process, please have all required documents ready prior to submission.

Required Documents:

Most recent financial statements
Client intake form
Organization insurance

You will receive a confirmation email once your application is received. Your application is not considered complete until you receive a confirmation email.

For questions, please email:

Kasey Lee, Housing Development Manager at klee@burbankca.gov and
Melania Kuredjian, Administrative Analyst at mkuredjian@burbankca.gov

RFP Information/Technical Assistance Workshop

A virtual Technical Assistance Workshop will be held on January 15, 2026, from 10 a.m. – 11 a.m. by the Community Development Department. The purpose of the meeting is to provide information and technical assistance to any party interested in responding to the RFP. Community agencies and Departments are highly encouraged to participate in the meeting; however, attendance is not mandatory. Below is the link to join the meeting.

Join Zoom Meeting

<https://burbankca.zoom.us/j/87510752402?pwd=Dw5G2J3unob0ypNPsDKWsNbkptQaca.1>

Meeting ID: 875 1075 2402

Passcode: 515222

Insurance Requirements

A sub-recipient shall provide and maintain at its own expense the following insurance coverage throughout the term of this Contract unless waived or not pertinent to the project, and the sub-recipient shall provide City with proof of the same:

- General Liability and Property Damage Insurance indemnifying the City of Burbank against the sub-recipient's operations and/or its services.
- A sub-recipient shall maintain general liability insurance and property damage insurance in the amount of \$1,000,000 (combined single limit), unless a reduction is approved by the City.
- A sub-recipient shall maintain Automobile Liability; Professional Liability or Errors and Omissions; Cyber-Liability; Pollution Liability and/or Asbestos Pollution Liability.
- Additional policies may be required dependent upon the type of project (see Exhibit C).

System for Award Management (SAM) Requirement

CDBG sub-recipients must be registered and maintain an active registration in the federal System for Award Management (SAM) at www.sam.gov to be eligible to receive federal funds. SAM registration is free of charge. Entities are responsible for ensuring that their SAM registration is current at the time of application and throughout the award period. Failure to maintain an active SAM registration may delay or prevent the processing of an award.

Additional information and instructions are listed in Exhibit D.

Managing CDBG – A Guidebook for Grantees on Subrecipient Oversight

HUD's "Managing CDBG: Subrecipient Oversight Guidebook" provides direction on the required oversight, monitoring, and compliance responsibilities for managing CDBG subrecipients. Applicants are encouraged to review this guide to understand federal expectations for program administration. Below is a link to the introduction of the guidebook:

<https://files.hudexchange.info/resources/documents/CDBG-Subrecipient-Oversight-Guidebook-Introduction.pdf>

Exhibits

1. Exhibit A – 2026-27 Community Development Block Grant Program Request for Funding Proposals for Public Services and Capital Projects (Reference material only)
2. Exhibit B – Gross Income Limits (2025) (Reference material only)
3. Exhibit C – PSA Insurance Requirement
4. Exhibit D - System for Award Management Information Guide

Exhibit A – 2026-27 Community Development Block Grant Program Request for Funding Proposals for Public Services and Capital Projects

THIS FORM IS FOR REFERENCE ONLY.

APPLICATIONS MUST BE COMPLETED AND SUBMITTED THROUGH THE PORTAL

PLEASE READ THE INSTRUCTIONS ABOVE.



2026-27 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM REQUEST FOR FUNDING PROPOSALS FOR PUBLIC SERVICES AND CAPITAL PROJECTS

Instructions:

Please complete all required fields in this form before submitting your application.

Upon submitting your application, you will receive an email containing a secure link to upload the necessary supporting documents. **This link will expire after 24 hours.** If the required documents are not uploaded within this timeframe, your application will be considered incomplete, and a new application will need to be submitted. To facilitate a smooth process, please have all required documents ready prior to submission.

Required Documents:

- Most recent financial statements
- Client intake form
- Organization insurance

Optional Documents:

- Most recent audit
- Audit findings

Organization Name

Project/Program Name

Project/Program Selection i

Total Amount Requested from CDBG only i

| | |
|----|------|
| \$ | 0.00 |
|----|------|

Applicant Type

1. Project/Program Description: Describe the project/program you intend to operate using CDBG funding.

2. Project/Program Activities: Describe the activities you intend to provide using the CDBG funds.

3. Project/Program Time of Performance: Describe your proposed schedule of performance and associated activities using CDBG funds.

4. Project/Program Outcomes: Describe your proposed outcomes that will result in a community benefit to low-to moderate-income households using CDBG funds.

5. Business Address and Business Information Group

Official Business Name

Chief Executive Officer/Director

Address

City

State

Zip Code

Email

Phone No.

| | | |
|---|---|---|
| Business License No. i | Unique Entity ID i | Tax ID i |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Project Manager Name | Project Manager Email | Phone No |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

6. If awarded CDBG funding, describe the location(s) of where the services will be provided.

- Same as above
- Other (address/areas/clubs/associations, etc.)

7. Project/Program Beneficiaries: Identify the target population you intend to serve using CDBG funds. You may mark more than one.

- At-risk of homelessness Veterans Seniors (55 years of age and older) Families with children
- Unemployed/underemployed Youth or young adults Disabled persons Immigrant individuals/families
- Chronically homeless individuals Distressed homeowner's/renter's Victims of Domestic Violence
- Formerly incarcerated Small businesses Other

8. Does your organization have the system structure to collect and maintain demographic information for purposes of quarterly reporting?

- Yes
- No

Please describe your system of collecting the data (i.e. intake applications, web-based applications, etc.).

9. Project/Program Delivery Area: Please include any other communities or residents living outside of Burbank that will be eligible to receive services from your program/project. Provide the overall percentage of resident vs. non-resident.

10. Please provide 3 performance goals. Each goal should also include the deliverable and activity. In other words, each performance goal should include THE GOAL, THE DELIVERABLE, AND THE ACTIVITY that will be accomplished to meet the goal.

10.a. Performance goal number 1. Include the deliverable and activity.

10.b. Performance goal number 2. Include the deliverable and activity.

10.c. Performance goal number 3. Include the deliverable and activity.

11. Based on the CDBG funding requested, include the amount of private/public funds that will be leveraged to administer the program/project. Do not include any funds that are committed to other programs/projects or in-kind services, or volunteer hours.

12. Did your organization receive funding for the previous program year for the same program?

Yes No

13. If your organization received funding for the previous year, but the program is different, please briefly explain how:

14. On a level of sustainability (program longevity), has your organization or Board approved applying, collaborating, or accepted any State, Federal, County, or philanthropic grants, benefits, or other non-CDBG funding in 2025?

Yes No

15. Please indicate the funds your organization will consider or pursue, if applicable (Do not include fundraising campaigns).

16. Does your project or program provide a direct service as an operator, service provider, developer, or owner in supporting the City's homelessness strategies below? Mark all that apply to your programs.

Capacity Building Advocacy Access, Outreach, and Engagement Shelter and Housing Accessibility
 Health and Stabilization Homeless Prevention

17. Please indicate the number of persons of each income level that your program will assist:

Extremely low: under 30%

Very Low: 31% to <50%

Low: 51% to <80%

Total Low Income Served:

Only Include CDBG Budget

Total Number of Persons Served

Personnel



Budget Line Item

Cost \$

[Add new row](#)

Non-Personnel



Budget Line Item

Cost \$

[Add new row](#)

Indirect Costs



Budget Line Item

Cost \$

0[Add new row](#)

Subtotal Personnel: \$0
Subtotal Non-Personnel: \$0
Total Personnel and Non-Personnel: \$0
Total Indirect Costs: \$0
Total: \$0
Cost Per Individual: \$

[Save](#)[Submit](#)

Exhibit B - Gross Income Limits (Los Angeles County Area 2025)

The following are the Gross Annual Income Limits published by the U.S. Department of Housing and Urban Development. These income limits apply to direct benefit activities, such as housing activities and public services.

FY 2025 Income Limits Summary

| FY 2025 Income Limit Area | Median Family Income Click for More Detail | FY 2025 Income Limit Category | Persons in Family | | | | | | | |
|---|---|---|-------------------|--------|---------|----------------|---------|---------|---------|---------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Los Angeles- Long Beach- Glendale, CA HUD Metro FMR Area | \$106,600 | Very Low (50%) Income Limits (\$) Click for More Detail | 53,000 | 60,600 | 68,150 | 75,750 | 81,800 | 87,850 | 93,900 | 100,000 |
| | | Extremely Low Income Limits (\$)* Click for More Detail | 31,850 | 36,400 | 40,950 | 45,450 | 49,100 | 52,750 | 56,400 | 60,000 |
| | | Low (80%) Income Limits (\$) Click for More Detail | 84,850 | 96,950 | 109,050 | 121,150 | 130,850 | 140,550 | 150,250 | 159,950 |

EXHIBIT C- INSURANCE REQUIREMENTS

Consultant shall procure and maintain, for the Term of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. **Commercial General Liability:** Insurance Services Office Form CG 00 01 covering commercial general liability insurance ("CGL") on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be at least **\$2,000,000**.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with statutory limits, and employer's liability insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability or Errors and Omissions:** Errors and Omissions insurance appropriate to the Consultant's profession ("E&O Insurance"), with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.
5. **Sexual Abuse and Molestation:** If the Consultant's services involve contact with minors or vulnerable populations, the Consultant shall maintain coverage with limits no less than **\$1,000,000 per occurrence and \$2,000,000 aggregate** for damages arising out of actual or alleged acts of sexual abuse or molestation. This coverage may be provided as part of the Commercial General Liability policy or through a standalone Sexual Abuse and Molestation Liability policy. If included within the Commercial General Liability policy, coverage shall be provided on **ISO Form CG 20 10 11 85** or an equivalent form.

If Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by Consultant.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this Agreement, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents, or volunteers shall be excess of the Consultant's insurance and shall not

contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide an endorsement that they are not subject to cancellation without thirty (30) days' prior written notice to the City or ten (10) days' prior written notice for non-payment of premium.

Waiver of Subrogation

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Such insurers shall be licensed to provide insurance under California state law.

Claims Made Policies. For the E&O Insurance Policy and any other insurance providing claims-made coverage (e.g., pollution liability insurance, if applicable):

1. The "Retroactive Date" must be shown, and must be before the Effective Date.
2. Insurance must be maintained and evidence of insurance must be provided *for at least three (3) years after completion of the work required under the Agreement.*
3. If coverage is canceled or non-renewed, and not replaced *with another claims-made policy form with a Retroactive Date prior to the Agreement Effective Date*, the Consultant must purchase "extended reporting" coverage for a minimum of *three (3) years* after completion of work.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Cyber Liability Insurance

Technology Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limits not less than ***\$2,000,000*** per occurrence or claim, ***\$2,000,000*** aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration

of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. **City shall inform Consultant if such insurance is required.**

Contractors Pollution Liability and/or Asbestos Pollution Liability

If Consultant's Scope of Services includes the handling or transportation of hazardous materials, Consultant shall maintain pollution liability and/or asbestos pollution liability applicable to the work being performed, with a limit no less than **\$1,000,000** per claim or occurrence and **\$2,000,000** aggregate per policy period of one year. **City shall inform Consultant if such insurance is required.**



System for Award Management Information Guide

Why SAM?

Under the Uniform Federal Requirement (2 CFR § 25.300), all entities receiving federal funds as prime recipients or subrecipients must have a Unique Entity Identifier (UEI) from SAM.gov. This ensures every entity can be uniquely tracked across federal funding systems.

Registering

When registering a new entity for the System for Award Management (SAM), an individual must register an entity through [SAM.gov](https://www.sam.gov). This process requires creating a SAM.gov account, navigating to the registration option on the website, entering information of the user's organization to the system, and submitting the registration. Once a new entity has been registered with SAM, individuals will obtain a Unique Entity Identifier (UEI), acting as an official piece of identification for a business to be eligible to work with the U.S. Federal Government.

When registering for SAM, required information that individuals are expected to submit include:

- Legal name of the organization
- Taxpayer Identification Number (TIN) or Employer Identification Number (EIN)
- Physical address
- Banking information
- Etc.

Official resources that offer step-by-step registration instruction include the [FSD.gov Website](https://www.fsd.gov) and [Quick Start Guide](#).

Qualifications

To qualify for System of Award Management (SAM), an organization must be a legally recognized entity, obtain a Unique Entity ID (UEI), and not be debarred or suspended from the system.

SAM Applicants should renew their registrations annually to remain active and submit any information changes regarding the business if necessary.

Disqualifications

Entities and individuals can be disqualified from registering to SAM, often resulting in Suspension or Debarment from the system. Agencies such as Department of Health and Human Services (HHS), Department of Homeland Security (DHS), Department of Housing and Urban Development (HUD), Department of Justice (DOJ), and Department of Labor (DOL) have legal authority to suspend or debar entities. Causes for being disqualified include the following:

- Is convicted of or indicted for fraud, embezzlement, theft, bribery, falsification of records, or other criminal offenses.
- Violates federal statutes or regulations in performing a government contract or grant.
- Shows a pattern of poor performance, noncompliance, or unethical conduct.
- Violating the Drug-Free Workplace Act.
- Lacking business honesty or integrity.
- Having a federal tax delinquency.
- Submitting false statements of information.

Information of these actions and violations are kept record for SAM to access when allowing individuals to register, through the SAM.gov Centralized Database. SAM (System for Award Management) verifies debarment and suspension status through the **Excluded Parties List System (EPLS)**, which is now fully integrated into **SAM.gov** under the "**Entity Exclusions**" records.

Fees

According to the SAM official website, the **service is free** and has no cost to register or to use. However, it's important to be aware that third-party companies may charge fees when offering help with the SAM.gov registration process.

Assistance

There are several resources available to help users register into the System for Award Management. This includes:

- The "Help" section found on the official website, SAM.gov, which includes registration guides and FAQs.

- Accessing [Quick Start Guides](#), which are official PDFs containing step-by-step guides for registration processes. They can be found on the SAM.gov website Entity Registration Page.
- Receiving customer support from the Federal Service Desk (FSD) at [fsd.gov](#). (includes calling support agents, submitting web forms, and more)
- Call and Live Chat Hours: Monday - Friday from 8am - 8pm EST 866-606-8220

FSD.gov

+ Federal Hierarchy

Fraud

Login.gov

+ Responsibility and Qualifications

+ SAM.gov Data Services

+ SAM.gov Search

Show More

Showing 15 categories

How do I register a new entity or obtain a new Unique Entity ID in SAM.gov?

KB0038643

17d ago • 31473 Views • ★★★★★

To register an entity in SAM.gov, sign in to your individual user account. If you do not already have a SAM.gov user account, create an account (KB0017363) If you require access to an existing entity registration, request a role (KB0016602) from the existing entity administrator or complete an Entity Administrator Appointment Letter (KB0016652) if your entity does not have a current administrator appointed.

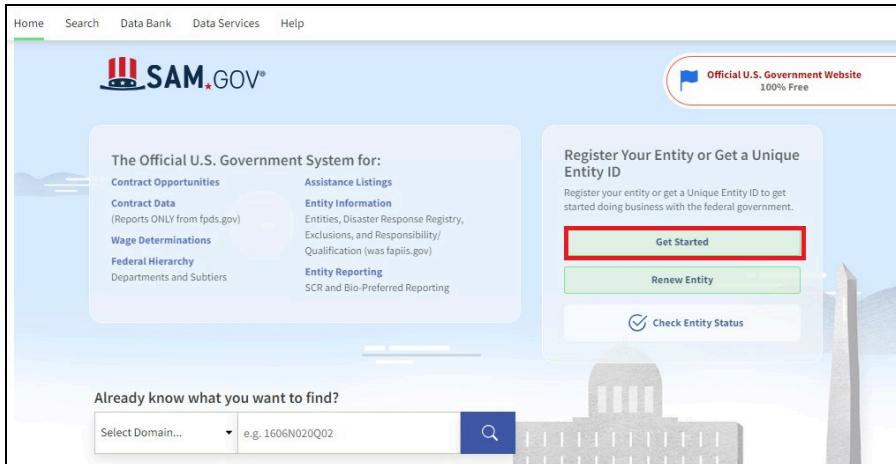
Before you start your registration, prepare your data:

- For acceptable validation documentation requirements click here (KB0055230).
- For registration data requirements, click here (KB0016844).

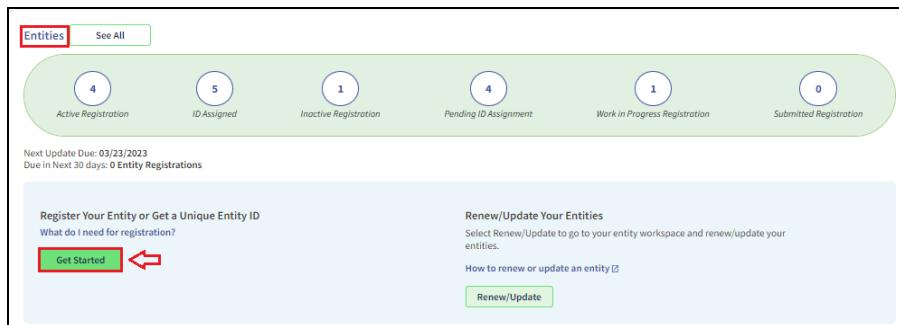
Note: If you are a domestic vendor and need assistance with acquiring a federal contract, contact an APEX Accelerator for assistance. You can locate someone in your area by visiting www.apexaccelerators.us. If you have questions about applying for or managing grants, visit the Grants.gov Support Center for online resources and Application support.

To begin registering an entity in SAM.gov:

1. Sign in to SAM.gov and go to your Workspace.
2. Begin entity registration by one of the following ways:
 - Select **Get Started** directly from the home page.



- In the Workspace:
 - a. Find the **Entities** widget and select **Get Started**.



3. When the welcome screen appears informing you that you will be asked a few questions to help determine the best registration option for your needs, select the **Create New Entity** button.

Welcome

You are about to create a new entity record.

We will ask a few short questions to help us recommend the best option for you.

[Create New Entity](#)

Are you trying to update an existing entity record?
Please go to your Workspace and select the "Renew/Update" button for that entity.

[Go to Workspace](#)

Is your entity based outside of the United States?
You must get an NCAGE Code before starting a registration. Go to the [NCAGE Request Tool](#) to submit a request.

[Download Guide](#)

What do I need for registration?

4. Select the answer to the following questions that best suits your needs and select **Next**

Note: The purpose of registration questionnaire is only to be used as a suggestion tool based on the options you choose. There is no definitive right or wrong answer. If the suggestions provided do not meet your needs, you can choose another option. Refer to KBo070539 for a detailed video.

- "What is your goal?"

What is your goal?

I want to do business...(Select the option most relevant to you)

Directly with the U.S. federal government.
 With a business or other organization which receives funds directly from the U.S. federal government.
 Other.

<
X
>

Previous Cancel Next

- The questions that follow will vary based on your selection to the previous question.

What is your goal?

I want to do business... (Select the option most relevant to you)

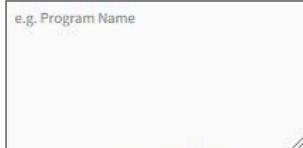
- Directly with the U.S. federal government.
- With a business or other organization which receives funds directly from the U.S. federal government.
- Other.



Select the answer that best fits your intentions today:

- Provide goods or services as a federal subcontractor. [?](#)
- Receive a subaward under a federal grant/financial assistance program. [?](#)
- Apply as a direct vendor for federal funds distributed by a government entity other than the federal government. [?](#)
(e.g. state, local, tribal, territorial)
- Apply as a grantee for federal funds distributed by a government entity other than the federal government. [?](#)
(e.g. state, local, tribal, territorial)
- Just browsing. I don't have anything specific in mind today, but might be interested in future work with organizations who receive funds directly from the U.S. federal government.
- Participate in, or apply for, other programs. Please describe.

Please specify



123 characters allowed



- "Who required your entity to be in SAM.GOV?"

Who required your entity to be in SAM.GOV?

Only select the primary source.

Federal government

Federal Hierarchy (Optional)

Enter Code or Name ▾

U.S. state or territory government or office

▾

Local government office, i.e., of a county or a city

Tribal government or office

A company or business

Hospital system or healthcare organization (for profit or non-profit)

Non-profit organization

University or research facility (for profit or non-profit)

Industry group, professional association, trade publication, etc.

Procurement Technical Assistance Center (PTAC) or PTAC office

I decided on my own

None of the above

Please specify

e.g. Program Name

123 characters allowed

Previous Cancel Next

- You are prompted to select what you want to do with your entity registration with a recommendation based on your answers to the previous questions. Choose the **Select** button below one of the options in order to proceed.

Choose an Option

It looks like you intend to do business directly with the U.S. federal government on a procurement opportunity as a prime contractor. We recommend you choose **All Awards**.

This option also allows you to pursue financial assistance directly from the U.S. federal government.

| | Unique Entity ID Only | Financial Assistance | All Awards |
|---|------------------------|--------------------------|------------------------|
| Recommended | | | |
| What you get: | | | |
| Unique Entity ID ? | ✓ | ✓ | ✓ |
| Entity Available in Search ? | ✓ | ✓ | ✓ |
| CAGE Code ? | — | ✓ (For some entities) | ✓ |
| When you need it: | | | |
| To receive an award from someone else receiving federal funds ? | ✓ | ✓ | ✓ |
| To apply directly for federal grants or loans ? | — | ✓ | ✓ |
| To bid on federal contracts (prime) ? | — | — | ✓ |
| What you must complete: | | | |
| Entity Validation ? | ✓ | ✓ | ✓ |
| IRS Taxpayer Validation ? | — | ✓ | ✓ |
| CAGE/NCAGE Validation ? | — | ✓ (For some entities) | ✓ |
| Level of Effort ? | Lowest | Medium to High | Highest |
| Expiration ? | — | 1 Year | 1 Year |
| | Select | Select | Select |

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5. You are asked, "Are you registering a government entity?" Select **Yes** or **No**, and select **Next**.

- If you select "Yes," choose your government **entity type** on the next screen and select **Next**. If you are unsure what entity type you would be classified as, click here (KBo058180).

Are you registering a government entity?

Select Yes if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, or foreign government.

Yes No



If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

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Select your entity type

Please select:

U.S. State Government

Any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.

U.S. Local Government

Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government.

Tribal Government

Any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Chapter 33), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services.

Foreign Government

(1) A foreign government or foreign governmental entity;
(2) A public international organization, which is an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organizations Immunities Act (22 U.S.C. 288-288f);
(3) An entity owned (in whole or in part) or controlled by a foreign government; or
(4) Any other entity consisting wholly or partially of one or more foreign governments or foreign governmental entities.



If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

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6. You are asked, "Do you have a CAGE code? (U.S entities) or "Do you have an NCAGE code? (For international entities). Select **Yes** or **No**, and select **Next**.

- If you select "Yes", you will be required to enter your existing CAGE code.

Note: A CAGE or NCAGE is not required if you are applying for Financial Assistance Only. If you are registering to receive funding from the Department of

Defense (DOD) and/or will be bidding on procurement contracts, a CAGE or NCAGE is required. International entities must obtain the NCAGE prior to registering in SAM.gov (KBo016377).

Do you already have a CAGE code?

The Commercial and Government Entity (CAGE) code is a five-character, alpha-numeric identifier assigned to entities located within the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations go through CAGE Code assignment and validation.

The CAGE code is different from the Unique Entity ID assigned in SAM.gov. It is used by the federal government for procurement and acquisition processes, like invoicing or pre-award verification.

Yes, and I can provide:

Provide CAGE Code

No, the entity does not have a CAGE code and will receive one through the registration process.

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7. On the next screen, your selections are displayed. Confirm your information is accurate and select **Next**.

You will be registering the following:



Entity Type:
Business or Organization



A business or organization is any entity that does not qualify as a government entity (state, local, tribal, or foreign).



Purpose of Registration:
All Awards



Bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR) [\[link\]](#).

Apply for grants and loans, as described by 2 CFR 200 [\[link\]](#).



What do I need for registration?

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8. The **Prepare Your Data** screen displays. Review the list of sections required to be completed based on whether you previously selected you would like to register for financial assistance or all awards. Select **Next**.

Prepare Your Data

For registration, you are required to enter a lot of information about your entity. View a comprehensive guide to what you need for registration here before starting.

 Purpose of Registration:
All Awards



 **What do I need for registration?**
Download our guide.

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To register for **All Awards**, complete the following sections.



Get a Unique Entity ID



Core Data



Points of Contact



Assertions



Representations &
Certifications



If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request Tool](#) to submit a request.

  
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9. When the **Enter Entity Information** screen displays, enter your information and select **Next**.

Definitions:

- Legal Business Name (KBoo58175).
- Doing Business As (Optional)
- Physical Address (KBoo58176).
- Country: If the "Next" button does not highlight, remove this field and re-enter.
- Zip Code +4: When you fill in the Zip Code, the city and state will populate automatically.

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name

If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

This field is required

Doing Business As (Optional)

Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Physical Address

Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City

State / Territory

  
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10. Proceed through the validation process. For more information on validation, see this article (KBo058402).
11. Once you complete the validation process, obtain your Unique Entity ID, and start a registration, you are asked to enter your relationship to the entity you are registering (KBo067413). Indicate whether or not you are an employee or officer of the entity, then select **Next**.
12. If you are directly affiliated with the entity, you will see the **Registration Overview** page where each section of the registration is listed. This part of the registration should take around 45 minutes if you have all the required information. Complete each of the following sections (as applicable):
 - Core Data

- Assertions (not required if registering for federal assistance opportunities only)
- Representation and Certifications
- Points of Contact (POCs), including optional POCs (you may remove optional POCs if they are no longer relevant.)

13. If you qualify as a small business, update your information in the Small Business Administration's (SBA) Dynamic Small Business Search (DSBS) or apply for a small business certification.

14. After you review the entire registration, select **Submit** on the **Entity Review** page.

15. When you select **Submit**, you will see a confirmation on the screen that you have successfully submitted your registration. You will also receive a confirmation email. Your registration update will go through IRS verification and CAGE verification if applicable.

Note: Once you have submitted the update, you cannot make further changes until the submitted registration has completed its reviews.

What's next?

- How long does it take for my registration to become active? (KBoo16357)
- How do I check the status of an entity registration or Unique Entity ID in SAM.gov? (KBoo16313)
- What is IRS TIN processing? (KBoo16540)
- How long does CAGE code processing take? (KBoo16994).

If you notice your registration has been submitted for 15 business days or longer, verify the status of your entity in your Workspace and use the **Check Status** button on the home page of SAM.gov to see if both display the same submitted status:

- If they are the same- Contact CAGE to inquire about your processing status at 877-352-2255.
- If the statuses conflict, for example, the Workspace shows submitted but status tracker shows differently - contact the Federal Service Desk .

Note: It can take an additional 24-48 hours once activated in SAM.gov for the registration information to be available in other government systems.

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How do I update/renew an existing entity registration in SAM.gov?

KB0016307

30d ago • 73763 Views • ★★★☆☆

If your SAM.gov Entity Administrator is no longer with the company or there is not an Entity Administrator associated with the registration, please create a user account and submit an Entity Administrator Appointment Letter (KB0016652) to gain access to update the existing registration. If there is an existing administrator and you only need a data entry role assigned to you, you can request a role (KB0016602). If you need to be listed as an administrator for your entity also, the current administrator will need to assign that role directly to you (KB0036075). It cannot be requested.

If you are based in the United States and need assistance with acquiring a federal contract, contact an APEX Accelerator for assistance. You can locate someone in your area by visiting www.apexaccelerators.us. If you have questions about applying for or managing grants, you can visit the Grants.gov Support Center for online resources and application support.

To update your entity's registration in SAM.gov:

1. Sign in to SAM.gov and go to your Workspace.

2. Locate the **Entities** widget.



3. Select the number above the status that correlates with your current registration status, or select the title of the **Entities** widget to view all of your registrations.

4. Locate the entity record you want to update, then select **Update**.

5. You will be asked to enter your relationship to the entity you are updating. Indicate whether or not you are an employee or officer of the entity, then select **Next**.

6. You will be asked **What would you like to update?** Select to update/renew your entire entity registration, and select **Next**.

7. You will be prompted to confirm your purpose of registration as **Financial Assistance Only** or **All Awards**. The purpose of registration questionnaire is only to be used as a suggestion tool based on the options you choose. There is no definitive right or wrong answer. If the suggestions provided do not meet your needs, you can choose the other option. For more information, see KBo058181 or refer to KBo070539 for a detailed video.

8. You will be prompted to validate your legal business name and physical address.

- SAM.gov will search the entity validation service's data for a match to your entity. See this article on entering your entity information and checking the search results (KBo060385). Submit documentation of your entity information if needed and then restart the update process.

9. Proceed through the validation process. (KBo058402).

10. Once you have completed validation, continue to update your registration. Review each section and, if needed, update the information.

- Update the **Core Data** section.
- Update the **Assertions** section.
 - Not required if registering for federal assistance opportunities only.
- Update the **Representations and Certifications** section.
- Update the **Points of Contact (POCs)** section, including optional POCs.
 - You may remove optional POCs if they are no longer relevant.

11. If you qualify as a small business, update your information in the Small Business Administration's (SBA) Dynamic Small Business Search (DSBS) or apply for a small

business certification via the **SBA Supplemental page**. If the link is not available, go to the SBA Connect page and sign in to request access to **DSBS**.

12. After you review the entire registration, select **Submit** on the **Entity Review** page.

13. When you select "Submit," you will receive a confirmation that you have successfully submitted your registration. You will also receive a confirmation email. Your registration update will go through IRS and CAGE verification if applicable.

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