

SAM.GOV IMPORTANT INFORMATION FLASH ALERT

Federal changes to SAM requirements are posted on the SAM website, including this recent alert posted at:

<https://www.sam.gov/portal/SAM/#1>

ALERT: You must submit a [notarized letter](#) appointing the authorized Entity Administrator before your registration is activated. This requirement now applies to both new and existing entities. Read our [FAQs](#) to learn more about this process change.

Organizations that apply for Illinois Department of Human Services/Division of Substance Use Prevention and Recovery (IDHS/SUPR) funding must maintain a valid registration with the [SAM.gov](#) site as a part of the pre-qualification and ongoing qualification of an IDHS/SUPR award.

It is important to note that this recent change affects IDHS/SUPR award recipients as follows:

- Organizations are now required to mail a notarized letter to the Federal Service Desk for SAM.gov registrations.
- During the FY19 application and budget review process, organizations that were compliant with the SAM.gov pre-qualification requirement may no longer be compliant if the SAM.gov registration expired in May or will expire in June. In this case, a notarized letter must now be sent as indicated in the alert.

SAM.gov issued an alert requiring NEW AND EXISTING registrants to submit a notarized letter appointing the authorized Entity Administrator before the registration will be activated. This new requirement may affect IDHS/SUPR's ability to release funding in FY19, even if pre-qualification was approved.

- The staff at SAM.gov are about 3-5 weeks behind in processing registrations. The extra time required to update the SAM.gov accounts due to the new requirement and mailing time may have a negative impact on IDHS/SUPR's ability to issue awards to some grantees.

For organizations whose SAM registration was in compliance during the IDHS/SUPR selection and review process, but expired prior to issuance of awards, IDHS is allowing period of 90 days after the expiration date to have your SAM.gov registration renewed.

In the event that the Federal Service Desk at SAM.gov is unable to complete the process within 90 days, IDHS/SUPR will accept documented evidence from the award applicant regarding the delay for review.