



December 31, 2012

To: Federal Grant Recipients

From: Michael A. Hiler, Deputy Chief, Office of Community Development

Subject: Guidance on Transition from Central Contractor Registration (CCR) to System for Award Management (SAM)

Beginning January 1, 2013, the Ohio Development Services Agency's Office of Community Development (OCD) will require that any and all grantees that are recipients of federal dollars maintain a registry in the federal System for Award Management (SAM).

What is SAM?

The System for Award Management (SAM) is combining federal procurement and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases.

How will SAM benefit me?

The overarching benefits of SAM include streamlined and integrated processes, elimination of data redundancies, and reduced costs while providing improved capability.

If you have a current CCR registration, and unless a change in your business circumstances requires a change in SAM in order for you to be paid or to receive an award, you do not need to do anything in SAM at this time. SAM will send notifications to registered users via email 60, 30, and 15 days prior to expiration of the record.

Grantees with a current the Central Contractor Registration (CCR) should have been automatically transitioned to SAM. If you had an active record in CCR, you have an active record in SAM. If you are an entity with an expired record and you need to activate your record for an impending award opportunity, you should create your account now and transfer your user roles from CCR. More information can be found at www.sam.gov or https://www.sam.gov/sam/transcript/SAM_User_Guide_v_1.8.pdf.

Additional Information:

- SAM is free – there is no cost associated with this transition.
- Regardless of your CCR status, you must create a username and password to log in to SAM. You may use your CCR Username and Password to create a new account.
- You DO NOT need an account in SAM if you want to search publicly available information.

NOTE: Once you update your record in SAM, it will take 48 to 72 hours to complete a tax identification number (TIN) match and Commercial and Government Entity (CAGE) validation processes, just like it did in CCR. You will be notified via email when the process is complete and your record is active in SAM. SAM cannot expedite this process.

Questions can be directed to Maddie Forrester, Fiscal Grants Management Supervisor, at (614) 466-6980 or Maddie@Forrester@development.ohio.gov.