

# HOW TO SUBMIT PROOF OF ELIGIBILITY TO RECEIVE FEDERAL FUNDS

In order to complete the Department of Law & Public Safety Debarment and Suspension Certification, you must access <https://www.sam.gov> and print out proof of eligibility to receive federal funds.

## 1. ACCESS: [HTTPS://WWW.SAM.GOV](https://www.sam.gov) > CLICK ON SEARCH RECORDS

The screenshot shows the SAM.gov homepage. At the top left is the SAM logo (System for Award Management). To the right is a yellow banner with the text "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." and a "Log In" button. Below the banner is a navigation menu with links: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, HELP. A red warning triangle icon is followed by the text "SAM.gov will be down for scheduled maintenance Saturday, 11/23/2019, from 8:00 AM to 2:00 PM". The main content area starts with the text "The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:" followed by a bulleted list: Register to do business with the U.S. government, Update or renew your entity registration, Check status of an entity registration, and Search for entity registration and exclusion records. Below this is a "Getting Started" section with three columns: "Create A User Account" with a person icon and the text "Start by creating a SAM user account.", "Register Entity" with a folder icon and the text "After creating your SAM user account, log in to register to do business with the U.S. government.", and "Search Records" with a magnifying glass icon and the text "Do a public search for existing entity registration records or exclusion records." A large yellow arrow points to the "Search Records" icon. At the bottom left is the GSA logo and the text "IBM-P-20191107-1527 WWW4". At the bottom right is a list of links: Search Records, Data Access, Check Status, About, Help, Disclaimers, Accessibility, Privacy Policy, FAPIIS.gov, GSA.gov/IAE, GSA.gov, and USA.gov. At the very bottom is a disclaimer: "This is a U.S. General Services Administration Federal Government computer system that is 'FOR OFFICIAL USE ONLY.' This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution."

## 2. ENTER DUNS NUMBER AND SEARCH

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov. [Log In](#)

[Login.gov FAQs](#)

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

**Warning:** SAM.gov will be down for scheduled maintenance Saturday, 11/23/2019, from 8:00 AM to 2:00 PM

### Search Records

**Search Tips to Get Started:**

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOIU information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

**Choose Quick Search or Advanced Search**

**QUICK SEARCH:**

Enter your specific search term  
(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

**ADVANCED SEARCH:**  
Use specific criteria in multiple categories to structure your search.

## 3. CLICK VIEW DETAILS

TOTAL RECORDS: 1

Result page 1 of 1 Sort by **Modified Date** Order by **Descending**

### FILTER RESULTS

**By Record Status**

Active

Inactive

**By Record Type**

Entity Registration

Exclusion

Your search returned the following results...

|  |                                    |  |
|--|------------------------------------|--|
| <b>Entity</b>  | <b>ASBURY PARK, CITY OF</b>        | Status: <b>Active</b> <input type="button" value="+"/> |
| DUNS: <b>049873235</b>   | CAGE Code: <b>4LP00</b>            | <input type="button" value="View Details"/>            |
| Has Active Exclusion?: <b>No</b>                               | DoDAAC:                            |  |
| Expiration Date: <b>10/03/2017</b>                             | Delinquent Federal Debt? <b>No</b> |  |
| Purpose of Registration: <b>Federal Assistance Awards Only</b> |                                    |  |

#### 4. PRINT THIS SCREEN, ATTACH TO DEBARMENT & SUSPENSION CERTIFICATION

ASBURY PARK, CITY OF  
DUNS: 049873235 CAGE Code: 4LP00  
Status: Active  
Expiration Date: 10/03/2017  
Purpose of Registration: Federal Assistance Awards Only

1 MUNICIPAL PLZ  
ASBURY PARK, NJ, 07712-7026,  
UNITED STATES

Entity Overview

##### Entity Registration Summary

**Name:** ASBURY PARK, CITY OF  
**Business Type:** US Local Government  
**Last Updated By:** Guy Thompson  
**Registration Status:** Active  
**Activation Date:** 10/03/2016  
**Expiration Date:** 10/03/2017

##### Exclusion Summary

Active Exclusion Records? No