Align Your Organization's eGrants and SAM.gov Information
Entity Names, Addresses Must Align Prior to Grant Awards

The Office of Management and Budget provided guidance that requires agencies to ensure recipient entity names and addresses in their grants management systems exactly match SAM.gov entity registration information.

> "OMB has determined that SAM will be the authoritative source for legal entity name and address. Agencies will need to ensure that this data is in their management systems and exactly matches with what is in SAM. Agencies will be responsible for reporting this data to USAspending.gov."

This guidance ensures public transparency for the government's spending, as required by the **Digital Accountability and Transparency Act**. AmeriCorps will incorporate this requirement into all application instructions.

Please check your entity's SAM.gov registration and compare the name and physical address with your entity's name and address in eGrants. If there is misalignment, please make changes in eGrants before your organization submits its next application to AmeriCorps.

State Service Commissions: Please ensure subrecipient names and addresses are aligned between eGrants and SAM before submitting applications.

Prior to award making, grantees will receive a request to fix these fields in eGrants if applications are submitted with misaligned names or addresses. Make these changes as soon as possible. Failure to make these changes may result in a hold of the award.

Users can easily edit the address fields in eGrants. Please see the FAQS. Grantees should contact the AmeriCorps Hotline for assistance: (800) 942-2677 or via **eGrants Questions**.

Grantees that need to change the organization name in eGrants should send a request to their portfolio manager who can make the change in the system. Please allow at least one week for this change to process.

Please review the Frequently Asked Questions and contact your portfolio manager if you have questions.

Thank you for ensuring that eGrants data enables transparency in federal financial assistance spending and all you do to strengthen communities across the nation.

Thank you,

Office of Grant Administration

Frequently Asked Questions

Q: Why is it important to avoid misaligned data between SAM.gov?

A: A lack of alignment complicates the public's ability to have visibility into all awards to an entity from across the federal government.

Q: What are some examples of misalignment?

A: The following are examples of eGrants and SAM.gov misalignment:

SAM.gov	eGrants
123 West Main Street	123 W. Main St.
123 W Main St	123 West Main Street
Good Organization Incorporated	Good Organization, Inc.
Good Organization (DBA Great Organization)	Great Organization

Q: How does the new requirement impact sub-grantees since State Commissions are technically the recipient of federal funds?

A: To comply with the Federal Funding Accountability and Transparency Act, state commissions must report on subrecipient awards that are anticipated to equal or exceed $30,000 via Subaward Reporting System. The subrecipient information entered in the reporting system will then be displayed on www.USASpending.gov and associated with the prime award, furthering federal spending transparency. Subrecipient information should be consistent with the subrecipient's SAM registration. eGrants alignment will help state commissions report the information accurately.

Q: What should I do if the information in SAM.gov is incorrect?

A: Please correct SAM.gov first and then ensure eGrants aligns with the correct SAM registration information.

Q: Our State Commission is part of a state agency, and we are prohibited from having a separate SAM.gov registration. This state agency includes several entities within state government. How should an entity like ours comply with this requirement?

A: When the State Commission does not have its own SAM registration, the State Commission's name and address in eGrants should align with the state agency's SAM registration name and address. AmeriCorps is in the process of seeking a new field for eGrants to record "Doing Business As" (DBA) names. State commissions without their own SAM registration will be able to record the state commission name in the DBA field.

Q: How does a grantee change the name field in eGrants?

A: Changes to the name field in eGrants require AmeriCorps intervention. Grantees should contact their portfolio manager with the request and provide the new name information. The portfolio manager will make the change. Please allow at least one week for the change to reflect in the system.

Q: Are there limitations in eGrants related to the organization name field (character limits and/or special characters)?

A: AmeriCorps is ensuring eGrants will accept names and addresses that are lengthy and/or include special characters.

Q: There is a physical address and a mailing address in SAM.gov. Which should eGrants align with?

A: eGrants should align with the physical address in SAM.gov. If the SAM.gov registration was done correctly, this should also be the address that was used for the DUNS registration.

Q: Is it okay for the address to not align with the one that is recommended in eGrants based on the US Postal Service validation?

A: Yes, the address should align with the address in SAM.gov even if it is not the one suggested by the on-screen US Postal Service validation. The US Postal Service recommended address should be bypassed when it does not align with the SAM.gov address.

Q: How does a grantee change their address field in eGrants?

A: To change the address, the grantee should login to eGrants, go to 'My Account,' and click on the 'Update Organization's Contact Information' link. Next, update and submit the new information. This is what the 'My Account' page looks like:

MY ACCOUNT

Update My Login Info...

You can change the following information by clicking on the links below:

- Change My Password
- Change My Password Q&A
- Change My Email Address
- View All

Edit My Organization Info...

You can change the following information by clicking on the links below:

- Update Organization's Contact Information
- Update Organization's Attributes
- Add and View Indirect Cost Rate
- Add and View Project Contacts
- Edit User Role/Permissions
- View All
- Change My Primary User Role

Update My Profile...

You can change the following information by clicking on the links below:

- View All
- eGrants Feedback

Update My Contact Info...

You can change the following information by clicking on the links below:

- View All

Please contact the AmeriCorps Hotline for additional technical assistance with address changes at (800) 942-2677 or via eGrants Questions.