Ralph M. Perrey, Executive Director

Tennessee Housing
Development Agency

MEMORANDUM: LIHEAP 21-02

TO: Low Income Home Energy Assistance Program Subgrantees

FROM: Blake Worthington, Housing Program Manager- Energy *BW*

DATE: July 20, 2021

SUBJECT: System of Award Management (SAM) Update

This memo serves to provide guidance for the updated System for Award Management (SAM) website. SAM notified users SAM.gov would migrate into beta.SAM.gov system on May 24, 2021 in order to modernize and simplify the system. A full version of the update description can be viewed at the SAM website (https://sam.gov/content/home).

SAM users will need to create a log-in user name and password if they do not already have one. The website has a tutorial video users can watch to help with the process. Users will have to choose a role for their specific log-in. If agency staff choose the simplified user option they can log-in to complete searches as done in the past. New updates include filters users must choose to search the SAM database. This appears on the left panel of the screen.

Subgrantees are still able to print off searches for registered Vendor Entities and those with No Record. When subgrantees complete search they will be given an option to download the record or to print directly from the website. If the search is downloaded the date and time will not be time stamp on the record, the subgrantee must use the agency stamped received date with the date the record is searched. If the subgrantee prints directly from the website the date and time will be located on the footer of the page. The print preview option must be check prior to printing this will ensure printer property options are checked correctly with the date and time.

If subgrantees search vendor information and multiple records results appear the subgrantee must filter to include specific vendor information.

Please email THDA at LIHEAP@thda.org for additional guidance or questions.