

**HAWAII STATE - FEMA REIMBURSEMENT**  
**DEBARMENT INSTRUCTIONS**

The 2CFR200 requirements for federal awards under federal grants requires that no awardee may be granted award of a procurement if they are currently suspended or debarred through the federal government SAM.gov database.

Here are the instructions:

1. Go to [www.SAM.gov](http://www.SAM.gov)
2. 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 are login fields for Username and Password, with links for 'Forgot Username?' and 'Forgot Password?', and buttons for 'Log In' and 'Create an Account'. Below the header is a navigation menu with 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'CHECK STATUS', 'ABOUT', and 'HELP'. The 'SEARCH RECORDS' link is circled in red. Below the menu is an alert message: 'ALERT: You must submit a [notarized letter](#) appointing the authorized Entity Administrator before your registration will be activated. This requirement now applies to both new and existing entities. Read [our FAQs](#) to learn more about this process change.' Below the alert is a paragraph: '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 cards: 'Create A User Account' (with a person icon), 'Register Entity' (with a folder icon), and 'Search Records' (with a magnifying glass icon). The 'Search Records' card is circled in red. A red arrow points from the 'SEARCH RECORDS' menu item to the 'Search Records' button. Below the 'Search Records' card is the text: 'Do a public search for existing entity registration records or exclusion records.' At the bottom right of the page, it says 'Federal users can log in to see additional information.'

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### 3. Click on Advanced Search – Exclusion


The screenshot shows the SAM System for Award Management homepage. At the top, there is a login section with fields for Username and Password, and buttons for 'Log In', 'Forgot Username?', 'Forgot Password?', and 'Create an Account'. Below the login section is a navigation menu with links for HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. A blue banner contains an alert: 'ALERT: You must submit a notarized letter appointing the authorized Entity Administrator before your registration will be activated. This requirement now applies to both new and existing entities. Read our FAQs to learn more about this process change.' Below the banner is the 'Search Records' section, which includes 'Search Tips to Get Started' and a 'Choose Quick Search or Advanced Search' section. The 'ADVANCED SEARCH' section has three buttons: 'ADVANCED SEARCH - ENTITY', 'ADVANCED SEARCH - EXCLUSION' (circled in red), and 'DISASTER RESPONSE REGISTRY SEARCH'. The 'QUICK SEARCH' section has a search input field and buttons for 'SEARCH' and 'Need Help?'.

### 4. You will receive an “Exclusion Search Tips” window. Read and Press Continue

The screenshot shows the SAM System for Award Management homepage with an 'Exclusion Search Tips' modal window open. The modal contains the following text: 'Exclusion Search Tips', '1. There may be instances when a Firm or Individual has the same name, or a similar name, as your search criteria but is actually a different party. Read the entire record to understand why the entity was excluded and what effect this exclusion has on your decision.', '2. To verify a potential match or obtain additional information, contact the federal agency that created the exclusion record. Contact information for the designated Agency Point of Contact (POC) is linked to the Excluding Agency name within the record. You can also navigate to the Agency Exclusion POC page within SAM Help under Exclusions Information.', '3. SAM does not have DUNS Number or CAGE Code identifiers for all Firm exclusion records. Therefore, a search by one of these fields alone may not be sufficient. Conduct an additional Name search if no results are found by the entity identifier.', '4. If you search only on a particular classification type (e.g. Firm), you are potentially excluding exclusion records created under a different classification.' At the bottom of the modal are 'Cancel' and 'Continue' buttons, with the 'Continue' button circled in red. The background shows the same homepage as in the previous screenshot, but the search filters are partially obscured by the modal.

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5. You should conduct a search using the company's name, DUNS Number, CAGE Code, and primary owner(s) names if the company is not a public corporation.



**SAM**<sup>SM</sup>  
SYSTEM FOR AWARD MANAGEMENT

Username

Forgot Username? [Forgot Username?](#)

Password

Forgot Password? [Forgot Password?](#)

[Log In](#)

[Create an Account](#)

[HOME](#)   [SEARCH RECORDS](#)   [DATA ACCESS](#)   [CHECK STATUS](#)   [ABOUT](#)   [HELP](#)

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

### Advanced Search - Exclusion

Structure your search for exclusion records in SAM using one of three approaches. Select a radio button corresponding to the category header that best describes how you want to search. The accordion will expand to show you the search criteria. You can only use one approach at a time.

**Search Tips:**

- If you want to search using a date range, use the Single Search approach.
- If you are trying to search for more than one excluded party at a time, you can search for up to six names using the Multiple Names approach.
- If you choose the SSN/TIN approach, you must enter search criteria in both the Name and SSN/TIN fields.
- If you choose the SSN/TIN approach, the name and SSN or TIN you enter must match exactly what is contained on an exclusion record for the result to be returned.
- [Search terms are defined in the SAM User Guide Glossary.](#)

Single Search

Multiple Names

<input type="text" value="Firm, Vessel, Special"/>	<input type="text" value="Name"/>	<input type="text" value="Catering"/>
<input type="text" value="Individual"/>	<input type="text" value="First Name"/>	<input type="text" value="John"/> <input type="text" value="Middle Name"/> <input type="text" value="S"/> <input type="text" value="Last Name"/> <input type="text" value="Smith"/>
<input type="text" value="All"/>	<input type="text" value="Name"/>	<input type="text"/>
<input type="text" value="All"/>	<input type="text" value="Name"/>	<input type="text"/>
<input type="text" value="All"/>	<input type="text" value="Name"/>	<input type="text"/>
<input type="text" value="All"/>	<input type="text" value="Name"/>	<input type="text"/>

Exclusion Status  Selecting "All" displays both Active and Inactive Exclusions.

SEARCHCLEARYou may only perform a search with the criteria contained in one accordion.

Example

State Procurement Office

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- Print out (or Save PDF) and file in contract file. In this example, there are two companies who are ineligible for federal work, however, they are not the Hawaii Catering company who we want to award to. Printing this page out will show you conducted the search, and that your awardee is not suspended or debarred through the federal database.

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

Forgot Username?    Forgot Password?    [Log In](#)    [Create an Account](#)

[HOME](#)   [SEARCH RECORDS](#)   [DATA ACCESS](#)   [CHECK STATUS](#)   [ABOUT](#)   [HELP](#)

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

**Search Results**

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in progress or have been submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a public search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, select the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE:** [Please read this important message when searching for exclusion records.](#)

**Advanced Search Results**

Clear Search    Edit Search

**TOTAL RECORDS:** 2    [Save PDF](#)    [Export Results](#)    [Print](#)  
Result page 1 of 1    Sort by **Modified Date**    Order by **Descending**

Your search returned the following results...

<b>Exclusion</b> <b>SOCIALIKA RENTAS Y CATERING, S.A. DE C.V.</b> <a href="#">View Details</a>		
Classification: <b>Special</b>	Address: <b>Blvd. Lopez Mateos No. 9140</b>	Exclusion Status: <b>Active</b>
Entity Designation	Line 2: <b>Col. El Palomar</b>	Exclusion Type: <b>Prohibition/Restriction</b>
DUNS:	City: <b>Zapopan, Jalisco</b>	Excluding Agency: <b>OFFICE OF FOREIGN ASSETS</b>
+4:	State:	<b>CONTROL</b>
CAGE Code:	ZIP Code: <b>C.P. 45238</b>	Activation Date: -
	Country: <b>MEXICO</b>	Termination Date: -

<b>Exclusion</b> <b>Salinas Tropical Catering &amp; Food Service, Inc.</b> <a href="#">View Details</a>		
Classification: <b>Firm</b>	Address: <b>P.O. Box 34043</b>	Exclusion Status: <b>Active</b>
DUNS: <b>625493169</b>	City: <b>San Juan</b>	Exclusion Type: <b>Ineligible (Proceedings Pending)</b>
+4:	State:	Excluding Agency: <b>DEPT OF THE ARMY</b>
CAGE Code:	ZIP Code:	Activation Date: <b>05/09/2006</b>
	Country:	Termination Date: -

Result page 1 of 1    [Save PDF](#)    [Export Results](#)    [Print](#)