

Grant Reimbursement Application (GRA)



IDAHO STATE DEPARTMENT OF EDUCATION
ACCOUNTING DEPARTMENT

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INTRODUCTION

The Idaho State Department of Education (SDE) created the Grant Reimbursement Application (GRA) to better facilitate award recipients' requests for reimbursement of funding from federal and state grants.

Funds are allocated, requested and managed through the GRA. The requests are received by the Program Manager for the respective funding source and examined for allowability and availability. The Program Managers have the ability to approve or reject all or a portion of the request. Rejected payments can be either sent back to the LEA for varying reasons or rejected entirely. Approved requests are sent to the SDE's Accounting Division where they are processed on a bimonthly basis.

Benefits

The GRA creates greater transparency for award recipients by allowing them to view the balances of all open grants currently available to them. It also includes information on obligation dates, grant closing dates, records of all reimbursement requests submitted by the award recipient and any allocation adjustments made by the Program Managers.

The GRA is a reimbursement only system in line with the Federal Cash Management Act. Additionally, to help maintain award recipients' cash flow, the system was designed to have an increased turnaround time, allowing payments to go out on the 11th and 25th of each month.

Payment Schedule

Once requests are approved through the GRA, payments are processed on the 11th and 25th of the month. This is to better facilitate funding flow of federal grant dollars. If the respective date falls on a weekend or holiday, payments will be processed on the subsequent business day.

Requests must be for allowable costs and be in compliance for the respective grant, before payment can be processed. For information on these requirements, contact your Program Manager.

Note: Per Idaho code, 67-2302, payments may be delayed up to sixty (60) calendar days of receipt of billing.

Browser Note

Users working in Internet Explorer 11 may experience issues with some GRA functions. It is recommended that an alternate browser be used while working in the GRA.

Contacts

Email questions regarding user access help, browser support or login credentials to support@sde.idaho.gov.

Email general system, administration, SAM.gov or Dun & Bradstreet (D&B) questions to GraAdministrators@sde.idaho.gov.

Direct questions regarding funding, requests, allowable costs or grant compliance to the SDE Program Coordinator.

GETTING STARTED

All new charter LEAs and nonprofit organizations eligible to receive federal funds from the Idaho State Department of Education (SDE) must obtain access to all electronic grant applications (including CFSGA, IDEA Part B, Neglect Delinquent and 21st CCLC) and the GRA prior to applying for federal funds. For deadlines and timelines specific to your program, contact your Federal Program Director.

To access all electronic grant applications you will first need to register for an Idaho System of Educational Excellence (ISEE) account through the SDE Applications Portal found on the SDE's ISEE website. When prompted to select your organization, either select your agency from the provided list, or (if your agency is not listed) select “-Other.” Follow the prompts to register.

[View the ISEE website](http://www.sde.idaho.gov/tech-services/isee/)

<http://www.sde.idaho.gov/tech-services/isee/>

[View the GRA website](http://apps.sde.idaho.gov/GrantReimbursement)

<http://apps.sde.idaho.gov/GrantReimbursement>

In order to help increase security, multiple individuals utilizing the GRA or other SDE applications from the same district must each have their own individual user ID and password.

Note: If your email address changes, you will need to send an email to support@sde.idaho.gov with your new information. Failure to update your email address will result in not receiving important notifications from the system.

Authorizing a User Account

The SDE utilizes an individualized single log in system for all web based department applications. This decreases the number of user passwords needed as well as helps identify who to contact in case of questions.

General GRA User

If you are a general GRA user, once an ISEE user account is created, a request for access must be sent to your district's Admin Tool User (usually a Technology Director, Delegate for District Superintendent or Superintendent). Provide the Admin Tool User with the email address you used to register, and request that the “GRA USER” role be assigned to your account. If you require access to more than one award recipient, include all that you will need to access.

Administrator or Technology Director Acting as Delegate

If you are an Administrator or Technology Director acting as a delegate for a Superintendent and are not set up in the Admin Tool, you will need to register in the ISEE Portal and complete the Access Authorization Form.

[View the Access Authorization Form](http://www.sde.idaho.gov/tech-services/isee/files/general/program/Access-Authorization-Form.pdf)

<http://www.sde.idaho.gov/tech-services/isee/files/general/program/Access-Authorization-Form.pdf>

Once this form is complete, the Superintendent will need to email it to support@sde.idaho.gov. In order to process your request, the form MUST come from the Superintendent's email

address. The Support Desk will get the information added in the Admin Tool for your district.

Administrator or Technology Director with ISEE Portal Admin Rights

If you are an Administrator or Technology Director already registered in the ISEE Portal with Admin rights, you can assign the “GRA USER” role to GRA users.

Setting Up a New Organization in the GRA

To set up a new organization in the GRA, email the following information to GraAdministrators@sde.idaho.gov

1. EIN – Employee Identification Number
2. Congressional District (assigned based on your 9 digit zip code)
3. Data Universal Number System (DUNS) Number
4. The Commercial and Government Entity code (CAGE code)
5. Physical Address

Technical Issues

If you experience any technical issues with the GRA, contact the Support Desk at (208) 332-6923 or send an email to support@sde.idaho.gov.

USING THE GRANT REIMBURSEMENT APPLICATION (GRA)

Logging In

Once your account has been authorized, you can begin using the GRA.

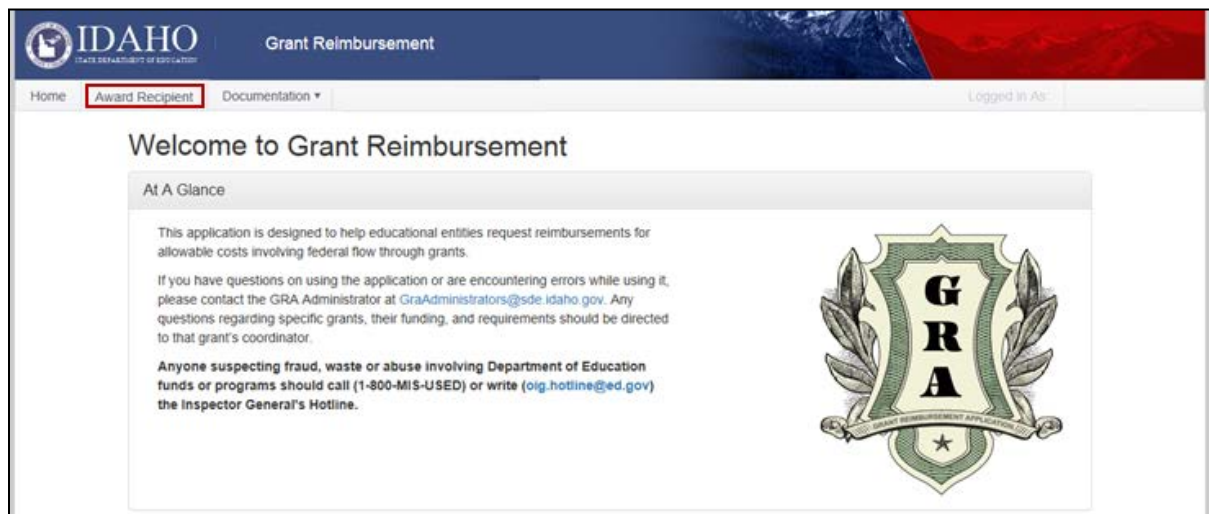
1. Go to the SDE Grant Reimbursement website and select “Log On” in the upper right corner of the screen.

[View the Grant Reimbursement website](http://apps.sde.idaho.gov/GrantReimbursement)

<http://apps.sde.idaho.gov/GrantReimbursement>

2. Enter your log in credentials, and then click “Sign In,”
3. Upon logging in, the home screen will appear.
 - a. If you work with only one award recipient, click the “Award Recipient” tab.
 - b. If you work with multiple award recipients, click the “Select Recipient” tab and choose the one you would like to work with. After making the initial selection, users can change selected award recipients at any time by clicking the “Change Recipient” tab.

Note: If you do not see an award recipient, be sure you have completed the “Authorizing a User Account” step in this manual.



Navigation Tabs

On every page of the Grant Reimbursement Application, navigation tabs will be located across the top of the screen. These include:

Home: This will return you to the main page of the GRA.

Change Recipient: This will only appear if you work with more than one award recipient. This takes users to the page where they can select which award recipient they would like to access.

Award Recipient: This page displays three tabs related to the selected award recipient.

SAM.gov: Shows current information registered in SAM.gov as well as the status of the award recipient's SAM.gov registration. Award recipients will receive an email notification 90, 60, and 30 days prior to their registration expiring, letting them know it is time to renew. For additional support on SAM.gov registration, email the GRA Administrators at GraAdministrators@sde.idaho.gov.

Note: In accordance with 2 CFR § 25.200(b), award recipients failing to renew their SAM.gov registration will not be eligible to receive reimbursement funds.

Grants: Shows all grants associated with the selected award recipient. Clicking the arrow to the left of each grant name will expand the section and display information on two tabs, "Requests" and "Grant Periods."

Within the "Grant Periods" tab, clicking the expansion arrow to the left of a specific award name will display general info and allocation history for the award. This is also where the Grant Award Notification(s) (GANs) issued after August 3, 2015 for the grant period can be found. Identification information includes, as applicable, the CFDA title and number, Federal Award Identification Number (FAIN) and year, name of the federal agency and other. GANs issued prior to this date were mailed directly to award recipients and will not be retroactively uploaded into the system.

Reports: This tab houses reports that can be run for the selected award recipient.

Documentation: Hovering over this tab produces a dropdown menu with three links:

- *Program Contacts* - Takes users to a list of program contacts for active grants.
- *FAQs* - Opens the PDF for frequently asked questions. This information is also available in the user manual.
- *User Manual* - Opens the PDF version of this user manual.
- *SAM.gov Registration Guide* - Opens an interactive PDF flowchart with instructions for keeping your SAM.gov registration current (updates to Dun & Bradstreet information included).

Viewing Grant Activity and Information

The GRA gives award recipients the ability to view the current available funding for each of their grants. It is important to note that funds will not appear in the system until they are available for the award recipient to request reimbursement. Because of this, if the Federal or State Government has not made part or all of the funding of a grant available, or if that funding is contingent on other documents being approved (e.g. Consolidated Plans), those funds will not appear in the system until they are officially available for disbursement.

To view the current available funding for a grant:

1. Log in to the GRA using the “Logging In” instructions in this manual. This will take you to the screen below, the SAM.gov tab, for your selected award recipient. The information displayed here is what is currently registered in SAM.gov. Any issues with your SAM.gov registration will be listed in the colored box at the top of the screen. Users can find instructions for fixing any listed issues by clicking “SAM.gov Registration Guide” under the “Documentation” tab at the top of the screen. For additional support on SAM.gov registration, contact the GRA Administrators at GraAdministrators@sde.idaho.gov.



2. Click on the “Grants” tab.
 - a) This tab shows a list of all **active** grants for the selected award recipient. This page displays each grant’s original allocation, amount expended, balance remaining, number of outstanding requests, and status.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
Homeless Children	\$86,340.00	\$77,823.77	\$8,516.23	0	Active
IDEA Part B	\$12,922,340.00	\$5,932,290.38	\$6,990,049.62	0	Active
IDEA Part B Preschool	\$412,751.00	\$155,446.12	\$257,304.88	0	Active
Title I-A Basic (Low Income)	\$10,544,766.00	\$7,524,516.46	\$3,020,249.54	9	Active
Title I-D Subpart 2 (Title IA basic-low income)	\$306,561.58	\$211,658.96	\$94,902.62	0	Active
Title II-A Teacher Quality	\$1,899,467.00	\$1,477,028.55	\$422,438.45	0	Active
Title III Language Acquisition	\$422,900.00	\$332,432.14	\$90,467.86	0	Active

b) To view **inactive** grants for the award recipient, click the filter icon on the “Status” column.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
GEAR UP II	\$44,779.72	\$17,946.35	\$26,833.37	0	Active
IDEA Part B	\$814,215.00	\$233,488.43	\$580,726.57	0	Active
IDEA Part B Preschool	\$11,651.00	\$9,224.47	\$2,426.53	0	Active
Rural And Low Income School Program	\$29,239.00	\$23,742.90	\$5,496.10	0	Active
Title I-A Basic (Low Income)	\$537,297.00	\$378,721.61	\$158,575.39	0	Active

c) In the resulting menu, you can select “Active” or “Inactive” and “Filter” to see just one type or the other. You can also just click “Clear” to see both active and inactive grants listed together.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
GEAR UP II	\$44,779.72	\$17,946.35	\$26,833.37	0	Active
IDEA Part B	\$814,215.00	\$233,488.43	\$580,726.57	0	Active
IDEA Part B Preschool	\$11,651.00	\$9,224.47	\$2,426.53	0	Active
Rural And Low Income School Program	\$29,239.00	\$23,742.90	\$5,496.10	0	Active
Title I-A Basic (Low Income)	\$537,297.00	\$378,721.61	\$158,575.39	0	Active
Title I-A School Improvement 1003A	\$50.00	\$0.00	\$50.00	0	Active
Title I-C Migrant	\$202,559.00	\$148,648.56	\$53,910.44	0	Active

3. Clicking the expansion arrow to the left of any specific grant will expand the section to display two new tabs for that grant, “Requests” and “Grant Periods.” For more information about requests, see the Requests section of this manual.

Req #	Expenditure Period	Amount	Status	Date
21607	6/1/2012-6/29/2012	\$7,226.94	Returned	7/9/2012
21575	6/25/2012-6/29/2012	\$17,089.94	Returned	7/2/2012

4. Clicking the “Grant Periods” tab will show all **active** periods for the selected grant. Each period will have relevant dates and allocation amounts as well as status listed.

Award Name	Performance Period	Expend By	Initial	Changes	Total	Status
S287C130012	7/1/2013 - 9/30/2015	12/30/2015	\$34,645.00	(\$12.73)	\$34,632.27	Active

a) To view **inactive** periods for the selected grant, click the filter icon on the Status column.

Award Name	Performance Period	Expend By	Initial	Changes	Total	Status
S287C130012	7/1/2013 - 9/30/2015	12/30/2015	\$34,645.00	(\$12.73)	\$34,632.27	Active

b) In the resulting menu, you can select “Active” or “Inactive” and “Filter” to see just one type or the other. You can also just click “Clear” to see both active and inactive periods listed together.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
Title IV 21st Century CLC (Round 5)	\$34,632.27	\$34,632.27	\$0.00	2	Active

5. Clicking the expansion arrow to the left of a period will expand the section to show award details as well as the allocation history for the period. This is also where the Grant Award Notification(s) (GANs) issued after August 3, 2015 for the grant period can be found. Identification information includes, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency and other. GANs issued prior to this date were mailed directly to award recipients and will not be retroactively uploaded into the system.

FAIN: S287C130012 **Grant Award Number:** S287C130012

CFDA #: 84.287 Twenty-First Century Community Learning Centers

Federal Awarding Agency: U.S. Department of Education

Project Description: Title IV 21st Century CLC (Round 5)

Type	Amount	Date	Award Letter
Initial	\$34,645.00	10/7/2013	
Adjustment	\$1.00	10/7/2013	
Adjustment	(\$13.73)	9/30/2014	
Expended	(\$34,632.27)		
Available Balance	\$0.00		

REQUESTS

Payment Schedule

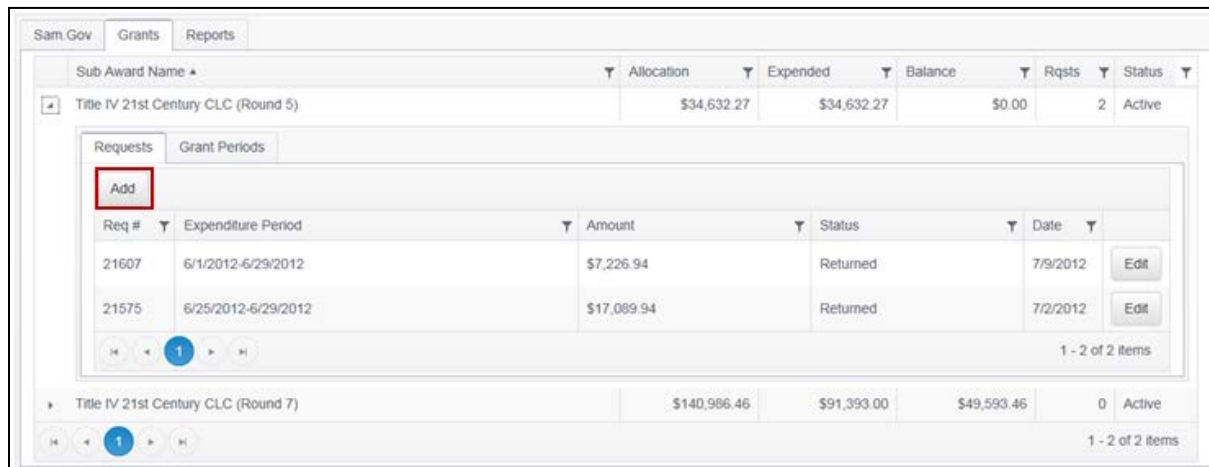
Once requests are approved through the GRA, payments are processed on a bi-monthly basis, paid by the 11th and 25th of the month. Paying on this basis better facilitates funding flow of federal grant dollars. If the respective date falls on a weekend or holiday, payments are processed on the subsequent business day.

Requests must be for allowable costs and be in compliance for the respective grant, before payment can be processed. For information on these requirements, contact your Program Manager.

Note: Per Idaho code, 67-2302, payments may be delayed up to sixty (60) calendar days of receipt of billing.

Creating and Submitting Reimbursement Requests

1. From the “Grants” tab on the Award Recipient page, expand the grant from which you would like to request reimbursement. On the “Requests” tab of the expanded grant screen, click the “Add” button. To submit requests for multiple award recipients, you will need to complete each request separately, navigating to the next award recipient through the “Change Recipient” tab at the top of the screen.



2. Because reimbursement can only be requested once obligations have been liquidated, the expenditure start date should be the date of payment of the **earliest** invoice being reimbursed by this request.
3. The expenditure end date should be the date of payment of the **most recent** invoice being reimbursed by this request.

Note: For state reporting purposes, a request's start date and end date cannot cross state fiscal years.

4. For greater transparency and grant monitoring purposes, grant requests should be broken down into the following categories: Salaries/Benefits, Purchased Services (not including Professional Development), Supplies/Materials, Capital Objects, Indirect Cost Collection, Travel, Professional Development and Transportation.

Note: Some expenses will not appear under a particular grant as they are not allowable costs. If a category does not appear that you feel is applicable, contact that grant's Program Manager.

5. The comments field should be used to enter a brief description of what the payments being reimbursed were for.
6. Attach supporting documentation, if required, by clicking the "Add Documents" button and following the prompts.
7. Before a request is saved, the request can be canceled and removed from the system by clicking the "Cancel" button.
8. To save a request for later editing without submitting, click the "Save" button.
To remove a request already saved but not submitted in the system, open the request and click the "Cancel Request" button.
9. When a request is completed and ready for review by the SDE, check the box attesting that you have read and agree to the conditions listed, and then click the "Submit" button.

Note: You must click the "Submit" button to complete a request for reimbursement. Saved requests will remain unpaid until they are actually submitted.

Create Request

IDEA Part B Preschool

Manager:
Phone:
Email:

Request for funds received by the 1st and the 15th of the month will be paid by the 11th and 25th

Award Number	Performance Period	Expend By	Available
H173A130030	7/1/2013 - 9/30/2015	12/30/2015	\$50,943.88
H173A140030	7/1/2014 - 9/30/2016	12/30/2016	\$206,361.00
Pending Requests:			\$0.00
Total Available:			\$257,304.88

Expenditure Period: (All expenditures must be obligated before the end of the awards performance period)

Start Date - End Date

Allowed Expense Categories	Amount
Salaries/Benefits	<input type="text"/>
Purchased Services (not including Professional Development)	<input type="text"/>
Supplies/Materials	<input type="text"/>
Capital Objects	<input type="text"/>
Indirect Cost Collection	<input type="text"/>
Travel	<input type="text"/>
Professional Development	<input type="text"/>
Transportation	<input type="text"/>
Total:	

Notes:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

I attest that I have read and agree to the above stated conditions.

REQUEST STATUS

View the Status of Your Request

1. Log in to the GRA using the “Logging In” instructions in this manual. This will take you to the screen below, the SAM.gov tab, for your selected award recipient.



2. Click on the “Grants” tab.

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
Homeless Children	\$86,340.00	\$77,823.77	\$8,516.23	0	Active
IDEA Part B	\$12,922,340.00	\$5,932,290.38	\$6,990,049.62	0	Active
IDEA Part B Preschool	\$412,751.00	\$155,446.12	\$257,304.88	0	Active
Title I-A Basic (Low Income)	\$10,544,766.00	\$7,524,516.46	\$3,020,249.54	9	Active
Title I-D Subpart 2 (Title IA basic-low income)	\$306,561.58	\$211,658.96	\$94,902.62	0	Active
Title II-A Teacher Quality	\$1,899,467.00	\$1,477,028.55	\$422,438.45	0	Active
Title III Language Acquisition	\$422,900.00	\$332,432.14	\$90,467.86	0	Active

1 - 7 of 7 items

3. Click the expansion arrow to the left of the grant you would like to view requests for. This will expand the section to display two new tabs for that grant, “Requests” and “Grant Periods.”

Sub Award Name	Allocation	Expended	Balance	Rqsts	Status
Title IV 21st Century CLC (Round 5)	\$34,632.27	\$34,632.27	\$0.00	2	Active

Requests Grant Periods

Add

Req #	Expenditure Period	Amount	Status	Date
21607	6/1/2012-6/29/2012	\$7,226.94	Returned	7/9/2012
21575	6/25/2012-6/29/2012	\$17,089.94	Returned	7/2/2012

1 - 2 of 2 items

4. Click the “Requests” tab. This tab shows information about all requests that have been submitted, returned, rejected, and paid within the last 30 days. Each request listed will show the request number, expenditure period, amount, status and date submitted. Requests paid or rejected will drop from view on this screen 30 days after the final action, but will still be viewable in the reports described in the Reports section in this manual. Requests available to be modified (ones that have been saved and not submitted or returned for corrections) can be edited by clicking the “Edit” button.

The following is a list of request status types and what they mean. In all cases the status date on the request will be for the date the status last changed.

Returned: The Program Manager has returned a request for correction or further information. Once a request is returned, you should receive an automated email explaining the situation.

Draft: The request has been saved, but not yet sent to the Program Manager for approval. The request can be edited by clicking the “Edit” button.

Submitted: The request has been sent to the Program Manager for review, but has not yet been approved for payment.

Note: Once a request is submitted, it cannot be edited by the user. If an error is discovered, contact the appropriate Program Manager and they will be able to return the request containing the error.

Re-Submitted: A request has been returned for corrections and then re-submitted to the Program Manager for review.

Rejected: Due to some error in the request, the Program Manager has denied the request. When this occurs, you should receive an automated email with a comment explaining the reason.

Canceled: A request has been canceled on the district or charter school’s side.

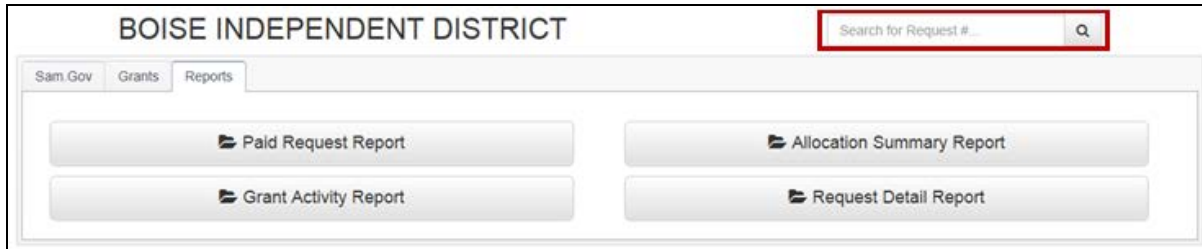
Approved: A request has been approved for payment but has not yet been paid.

Paid: The transaction has been processed into the statewide accounting system for payment. At this point, you should expect to receive the funds in a few days.

Unapproved: This will show as an action in the request history if the Program Manager has approved a request and then needs to temporarily hold it back from payment (but does not need further action from the award recipient). Once the Program Manager has the additional information they need, they will reapprove the request.

Find Request Function

To search for a request, use the “Search for Request #” field found on the top right of all grant pages once you have logged in.

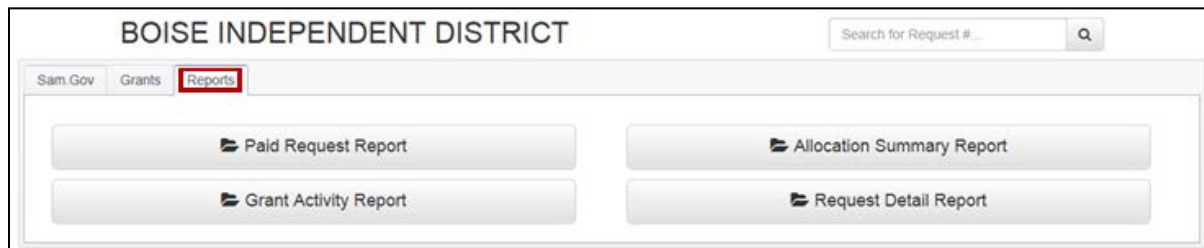


In order to view the request, you will need to know the request number. If you are unsure of the request number, users can obtain this by looking at the Grant Activity or Request Detail Reports.

To use the function, simply type in the request number and click the magnifying glass button. This will pop up a read only view of the request. If the request is currently available for editing, you must open it from the "Requests" tab if you wish to make changes to or submit it.

REPORTS

The LEA's have access to four different reports in the GRA. The reports will aid in the reconciliation of requests, grant activities and allocation balances. The reports will also provide data on grant periods that have expired in the GRA. To access these reports, click on the "Reports" tab for your respective award recipient.



Paid Request Report

For the Paid Request Report, you will need to select the start and end date you want the report to cover, and then click the "View Report" button.

This report displays paid requests for the selected award recipient during the period specified. Request records are grouped by grant and include the request date, number, payment number, FAIN, CFDA number, CFDA title and amount.

Grant Activity Report

For the Grant Activity Report, you will need to select the grant you wish to run the report for as well as the start and end date you want the report to cover, and then click the "View Report" button.

This report serves as an overview of the selected grant for a specified period of time. It shows the period's beginning balance, any requests and allocation changes made within the timeframe selected, and the period's ending balance. Please note that allocation adjustments made before July 2011 will not have comments associated with them as that function was not available at that time.

Allocation Summary Report

The allocation summary report serves as an overview of the current allocations and balances for all grants for the award recipient you are running the report under. As this is a real time report for all grants, no date range or grant is required.

Request Detail Report

For the Request Detail Report you will need to select the grant you wish the report to run for as well as the start and end date you want the report to cover, and then click the "View Report" button. This report displays details for all requests within the specified period.

FREQUENTLY ASKED QUESTIONS

General Questions

[I have requested a login for the Grant Reimbursement Application, but when I use it I just go back to the main page with no link to my award recipient. Have I registered incorrectly?](#)

The Idaho State Department of Education uses a single login system for all of its online applications. Because this is used for multiple applications that a user may or may not need access to, a request for access to the GRA must be sent to your district's Admin Tool User (usually a Technology Director, Delegate for District Superintendent or Superintendent). Provide the Admin Tool User with the email address you used to register, and request that the "GRA USER" role be assigned to your account. If you require access to more than one award recipient, include all that you will need to access.

[Why do I not see a particular grant when I log in?](#)

Grants will only appear in the application if an allocation is currently set up for your award recipient for that grant. In most cases, if you are not seeing a grant you expected, that grant is likely contingent on the approval of your consolidated plan or other approvals. Once these have been processed the grants will become available in the system. If this does not appear to be the case, contact the appropriate Program Manager for help.

[How can I get a copy of my GAN now that they are no longer being mailed?](#)

The day after funds are made available in the GRA, the person responsible for submitting GRA requests will receive an email notifying them of the availability of funds with the associated GAN attached. The GAN can also be found by selecting the "Grants" tab, clicking the expansion arrow to the left of the desired grant, clicking the "Grant Periods" tab, and then expanding the desired period. A link to the GAN will be included under the "Award Letter" column.

Note: GANs issued prior to August 3, 2015 were mailed directly to award recipients and will not be retroactively uploaded into the system.

[How can I see information on payments made from a grant period that has closed?](#)

Once you have logged into the GRA system, select the "Reports" tab. On this tab are four reports showing all activity for different grant periods, both open and closed, at various levels of detail. For more information about specific reports, see the "Reports" section of this manual.

Note: If you work with multiple award recipients, you will first need to select the award recipient you wish to see.

Can I request funding for more than the current allocation and have that applied to the pending allocations when they become available?

To avoid award recipients accidentally claiming more funds than they have allocated, the system is set up to not allow the submission of requests which, when combined with other pending requests, total more than that grants total current allocations. This means that you will only be able to submit up to the amount currently allocated and will need to submit further requests once future portions are available.

Dun & Bradstreet (D&B) and SAM.gov Questions

What is a DUNS number and who provides it?

Dun & Bradstreet (D&B) maintains a business database containing information on more than 100 million businesses worldwide. D&B provides a DUNS Number, a unique 9-digit identification number, for each physical location of a business organization. DUNS Number assignment is free for all businesses required to register with the U.S. Federal Government for contracts or grants. The DUNS Number is used by the www.FederalReporting.gov solution to identify business organizations. Additional information can be found on the D&B website.

Although this is a federal requirement and not an SDE requirement, we will do our best to help guide you through the process, but we do not have the ability to handle it for you. Feel free to use our provided resources or contact us directly at GraAdministrators@sde.idaho.gov.

Why does each award recipient need to register with SAM.gov, and does the registration really need to be renewed every year?

In accordance with 2 CFR § 25.200(b) any agency receiving federal funds must have their DUNS Number registered in SAM.gov. Since registrations expire after one year, agencies must renew on an annual basis to continue receiving funds. While renewing and verifying SAM registration, it is recommended to refresh your Dun & Bradstreet information to ensure any changes are imported to SAM.

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How do I update my information with Dun & Bradstreet (D&B)?

From the GRA homepage, mouse over the “Documentation” tab and select “SAM.gov Registration Guide” from the dropdown that appears. This will open an interactive flowchart with steps for maintaining D&B information.

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How do I update my information or renew my registration with SAM.gov?

From the GRA homepage, mouse over the “Documentation” tab and select “SAM.gov Registration Guide” from the dropdown that appears. This will open an interactive flowchart with steps for renewing your registration as well as updating your SAM.gov information.

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Browser Note: Users working in Internet Explorer 11 may experience issues with some GRA functions. It is recommended that an alternate browser is used while working in the GRA.