



VA WEATHERIZATION ASSISTANCE PROGRAM

Information Notice 01-2018

TO: ALL WEATHERIZATION SUB-GRANTEES
FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER /
DATE: 06/06/2018
SUBJECT: CHANGES TO ORGANIZATION RENEWAL IN SAM.GOV

Both the Virginia Department of Housing and Community Development (DHCD) and the Weatherization Assistance Program (WAP) network agencies are required to keep their registrations current in SAM.gov, an award management system of the U.S. General Services Administration (GSA).

If DHCD fails to renew its registration or is out of compliance, the U.S. Department of Energy (DOE) cannot issue a WAP contract to the State. Similarly, if a network subgrantee fails to renew its registration or is out of compliance (i.e., owes a federal debt), DOE then conditions DHCD's contract, prohibiting issuance of a funding commitment to that agency until the situation is resolved.

In response to alleged fraudulent activity in the system, GSA issued a SAM Update on April 26, 2018. The Update outlines **new SAM.gov renewal requirements that became effective April 27, 2018**. GSA is now requiring, as a condition of renewal, a notarized letter identifying the authorized Entity Administrator for the entity associated with the DUNS number.

Attached is a copy of the SAM Update. Please ensure that appropriate staff at your agency is aware of this Update as failure to adhere to the requirements can have a detrimental effect on the availability of WAP funding.