



# SAM UEI

## Transition from DUNS to SAM UEI

February 4, 2022

February 8, 2022

February 10, 2022

Agency of Education Regulatory Compliance Team

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# Agenda

- Briefly review the Federal change & timeline
- Step-by-Step walkthrough of the [www.sam.gov](http://www.sam.gov) process for retrieving required information (Entity Data Detailed Results)
- Step-by-Step walkthrough of the required action to take in the HARVEST grants management system
- Step-by-Step walkthrough of the required action to take in the GMS
- Questions

# Federal Transition to a New Unique Entity Identifier (UEI)

- Through April 3, 2022: DUNS number
  - 9 digit numeric ID
  - Managed by Dun & Bradstreet (private entity)
- As of April 4, 2022: SAM UEI
  - 12 character alpha-numeric value
  - Administered and owned by the Federal Government
- See this [Federal FAQ](#) for more info if interested.

# Why Change?/Why Now?

- The Federal Office of Management and Budget (OMB) required all Federal agencies and systems to make this transition no later than 4/4/2022.
- The AOE (as a recipient) and all of its subrecipients (you) are also required to make this change
- Intended to simplify the process to make it easier for entities to do business with the Federal Gov.
- Failure to take action may result in a delay in funding and/or make an entity ineligible to receive future Federal grant awards from the AOE until compliance is met.

# How to Get a SAM UEI

- Because you are already a subrecipient of Federal grant funds, your entity already has a DUNS number that has been registered on the sam.gov database.
- As such, the GSA has automatically assigned your entity a SAM UEI
- Your new SAM UEI is available on [www.sam.gov](http://www.sam.gov)

# What Steps Must AOE Subrecipients Take

- By **March 4, 2022** all subrecipients must take action to update one or both of the AOE grants management systems, as applicable.
  - HARVEST (Organization Profile) for Child Nutrition Grant funds
  - GMS (Central Data Page) for all other grant funds.
- Both AOE systems are ready to accept the SAM UEI now.
- You must update by end of day March 4, 2022.
  - This allows the AOE processing time to be 100% ready by April 4, 2022 – the Federal date.
- Quick reminder about Federal Procurement and suspension and debarment checks
  - DUNS will no longer work on [www.sam.gov](http://www.sam.gov) after April 4, 2022

# Overview of Required Action Steps

- Locate your new SAM UEI number on [www.sam.gov](http://www.sam.gov)
- Download a copy of your Entity Data Detailed Results from [www.sam.gov](http://www.sam.gov)
- HARVEST Users: Update your entity's Organization Profile and submit to the AOE by 3/4/2022
- GMS Users: Update your entity's Central Data page and submit to the AOE by 3/4/2022.
- If your entity receives grant awards through both the HARVEST and the GMS you will need to update both systems and submit to the AOE by 3/4/2022.

# Step-By-Step Screenshots to Access Your Entity's

“Entity Data Detailed Results”

Referred to in the HARVEST system as

“Entity Registration”



# Overview of Steps to Access Your Entity Data Detailed Results

1. Go to the System for Award Management (SAM.gov) website at [www.sam.gov](http://www.sam.gov)
2. Log in with your organization's username and password.
3. Click on SEARCH.
4. Enter your current DUNS number (or SAM UEI if you have it) in the SEARCH field and click the magnifying glass symbol. If you do not have it you can search by your entity name.
5. Click on the name of your organization.
6. Click DOWNLOAD.
7. Click .PDF.
8. Click DOWNLOAD.
9. Open the .pdf file.
10. Save the .pdf file. Do not use periods or special characters in the filename.

# Entity Data Detailed Results

## Step-by Step-Screenshots - Step 1

Go to [www.sam.gov](http://www.sam.gov).

The screenshot shows the SAM.gov website home page in a web browser. The browser's address bar displays "sam.gov/content/home". The page features a navigation menu with links for Home, Search, Data Bank, Data Services, and Help. The main content area includes the SAM.GOV logo, a badge stating "Official U.S. Government Website 100% Free", and several informational cards. One card highlights "The Official U.S. Government System for:" with sub-links for Contract Opportunities, Contract Data, Assistance Listings, and Entity Information. Another card promotes "Register Your Entity or Get a Unique Entity ID" with a "NEW Learn More" button. An alert banner at the top left contains two messages: "Update: Planned Maintenance Schedule" and "Recognize and Avoid Phishing Emails". The Windows taskbar at the bottom shows the time as 3:27 PM on 2/3/2022.

# www.sam.gov - Entity Data Detailed Results

## Step-by Step-Screenshots – Step 2

Log in to your user account – if you do not have a user account you will need to create one.

SAM.gov | Home

sam.gov/content/home

Gmail YouTube Maps New Tab Log in | NC-SARA Summer Matters fo... NC SARA SALESFO... AOE SHAREPOINT SARA Single Audit... Redirecting » Reading list

An official website of the United States government Here's how you know

Update: Planned Maintenance Schedule Show Details Jul 29, 2021

Recognize and Avoid Phishing Emails Show Details Aug 25, 2020

See All Alerts

Sign In

Home Search Data Bank Data Services Help

**SAM.GOV**

Official U.S. Government Website  
100% Free

**NEW** Learn More

**Register Your Entity or Get a Unique Entity ID**

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

The Official U.S. Government System for:

- Contract Opportunities** (was fbo.gov)
- Assistance Listings** (was cfda.gov)
- Contract Data** (Reports ONLY from fpds.gov)
- Entity Information** Entities, Disaster Response Registry, and Exclusions

Type here to search

3:27 PM 2/3/2022

# www.sam.gov - Entity Data Detailed Results

## Step-by Step-Screenshots - Step 3

Select "Search"

The screenshot shows the SAM.gov website home page. The browser address bar displays 'sam.gov/content/home'. The page features a navigation menu with 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. The 'Search' link is highlighted with a red box, and a red arrow points to it from the text 'Select Search'. Below the navigation menu is the SAM.GOV logo and a banner for 'Official U.S. Government Website 100% Free'. The main content area includes sections for 'The Official U.S. Government System for:' with links to 'Contract Opportunities', 'Contract Data', 'Assistance Listings', and 'Entity Information', and a 'Register Your Entity or Get a Unique Entity ID' section. The Windows taskbar at the bottom shows the time as 3:27 PM on 2/3/2022.

# www.sam.gov - Entity Data Detailed Results

## Step-by Step-Screenshots - Step 4

Enter your current DUNS number (or SAM UEI if you have it) in the SEARCH field and click the magnifying glass symbol. If you do not have your number, you can search by your entity name.

The screenshot shows the SAM.gov search interface. The search bar contains the text "All Words" and "e.g. 1606N020Q02". A red box highlights the search bar, and a red arrow points to the magnifying glass icon. The page shows navigation tabs for Home, Search, Data Bank, Data Services, and Help. Below the search bar are sections for "Select Domain" and "Select Criteria".

# www.sam.gov - Entity Data Detailed Results

## Step-by Step-Screenshots – Step 5

Click on the name of your organization. – Note: It is in **Blue** text.

The screenshot shows the SAM.gov search results page. The search criteria are 'All Words' and '081265371'. The search results show one result: 'Slate Valley Unified Union School District'. The name is highlighted with a red box and a red arrow pointing to it. The result details include: DUNS 081265371, Unique Entity ID 84JU4, CAGE Code 84JU4, Physical Address 33 Mechanic St, Fair Haven, VT 05743 USA, Active Registration, Expiration Date Jun 4, 2022, and Purpose of Registration Federal Assistance Awards. The page also shows navigation options like Home, Search, Data Bank, Data Services, and Help. The Windows taskbar at the bottom shows the time as 4:05 PM on 2/3/2022.

Recognize and Avoid Phishing Emails Show Details  
Aug 25, 2020

**SAM.GOV**®

Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

Search All Words 081265371 Search Results Saved Searches Actions

Select Domain All Domains

Filter By

Keyword Search  
For more information on how to use our keyword search, visit our help guide

Showing 1 - 1 of 1 results

**Slate Valley Unified Union School District** Active Registration

DUNS	Unique Entity ID	CAGE Code	Physical Address	Entity
081265371	84JU4	84JU4	33 Mechanic St, Fair Haven, VT 05743 USA	Expiration Date Jun 4, 2022
SAM	Unique Entity ID			Purpose of Registration Federal Assistance Awards
HB45DSU72PD9				

1 of 1 Results per page 25

Type here to search

4:05 PM 2/3/2022

# www.sam.gov - Entity Data Detailed Results

## Step-by Step-Screenshots – Step 6

Click “DOWNLOAD”

The screenshot shows the SAM.gov website interface. At the top, the browser address bar displays the URL: `sam.gov/entity/081265371/coreData?status=active&emrKeyVal=5657599~1622821710028395`. The SAM.gov logo is visible on the left, and navigation links for 'Requests', 'Notifications', 'Workspace', and 'Sign Out' are on the right. Below the navigation bar, there are links for 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. The main content area features a sidebar on the left with a menu of options: 'Entity Registration', 'Core Data', 'Business Information', 'Entity Types', 'Financial Information', 'Points of Contact', 'Assertions', 'Reps and Certs', 'Exclusions', and 'Responsibility / Qualification'. The 'Core Data' option is selected. The main content area displays the details for 'SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT'. The details include: 'DUNS Unique Entity ID 081265371', 'SAM Unique Entity ID HB45DSU72PD9', 'CAGE/NCAGE 84JU4', 'Physical Address 33 Mechanic ST, Fair Haven, Vermont 05743-1048, United States', 'Mailing Address 33 Mechanic ST, Fair Haven, Vermont 05743-1048, United States', 'Registration Status Active', and 'Expiration Date Jun 4, 2022'. The 'Purpose of Registration' is listed as 'Federal Assistance Awards Only'. A note at the bottom states: '\*The DUNS number is currently the official Unique Entity ID'. A red arrow points from the text 'Click DOWNLOAD' to a red-bordered box around the 'Download' button in the top right corner of the main content area.

Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Points of Contact

Assertions

Reps and Certs

Exclusions

Responsibility / Qualification

### SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT

<b>DUNS</b> Unique Entity ID <b>081265371</b>	<b>Registration Status</b> Active	<b>Expiration Date</b> Jun 4, 2022
<b>SAM</b> Unique Entity ID <b>HB45DSU72PD9</b>	<b>Purpose of Registration</b> <b>Federal Assistance Awards Only</b>	
<b>CAGE/NCAGE</b> <b>84JU4</b>	<b>Mailing Address</b> <b>33 Mechanic ST</b> <b>Fair Haven, Vermont</b> <b>05743-1048, United States</b>	
<b>Physical Address</b> <b>33 Mechanic ST</b> <b>Fair Haven, Vermont</b> <b>05743-1048, United States</b>		

\*The DUNS number is currently the official Unique Entity ID

# www.sam.gov - Entity Data Detailed Results Step-by Step-Screenshots – Step 7

Click on “.PDF”

The screenshot displays the SAM.gov website interface. A modal dialog box titled "Download Options" is centered on the screen. Inside the dialog, under the heading "Select File Type", there is a button labeled ".pdf" which is highlighted with a red rectangular box. A red arrow points from the top of the page towards this button. Below the file type selection, there is a "Name File" input field containing the text "EntityInformation-20220203-040816". To the right of this field is the word "Required". Below the input field is a checkbox labeled "Follow". At the bottom of the dialog is a grey button labeled "DOWNLOAD". The background of the screenshot shows the SAM.gov website with a sidebar menu on the left containing items like "Entity Registration", "Core Data", "Business Information", etc. The main content area shows details for an entity, including the address "33 Mechanic ST, Fair Haven, Vermont, 05743-1048, United States".



# www.sam.gov - Entity Data Detailed Results

## Step-by Step-Screenshots – Step 8

Click “Download”

The screenshot displays the SAM.gov website interface. A modal dialog box titled "Download Options" is centered on the screen. Inside the dialog, the "Select File Type" section has ".pdf" selected. The "Name File" input field contains the text "EntityInformation-20220203-040816". Below this, there is a "Follow" checkbox which is unchecked. A prominent "DOWNLOAD" button is located at the bottom of the dialog, enclosed in a red rectangular box. A red arrow originates from the text "Click 'Download'" and points directly to this button. The background shows the SAM.gov website with a sidebar menu on the left containing items like "Entity Registration", "Core Data", "Business Information", etc. A table of entity data is visible in the background, with columns for "Name", "Expiration Date", and "Address". The address "33 Mechanic ST, Fair Haven, Vermont, 05743-1048, United States" is visible in two rows. The Windows taskbar is visible at the bottom of the screen.

# www.sam.gov - Entity Data Detailed Results

## Step-by Step-Screenshots – Step 9

Open the .pdf file on your computer – note your screen may appear different depending on how your computer saves downloads.

The screenshot shows the SAM.gov website interface. The browser address bar displays the URL: `sam.gov/entity/081265371/coreData?status=active&emrKeyVal=5657599~1622821710028395`. The page title is "SAM.GOV". The navigation menu includes "Home", "Search", "Data Bank", "Data Services", and "Help". The main content area displays the details for "SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT".

**Entity Registration**

- Entity Registration
- Core Data
- Business Information
- Entity Types
- Financial Information
- Points of Contact
- Assertions
- Reps and Certs

**SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT**

**DUNS** Unique Entity ID  
081265371

**SAM** Unique Entity ID  
HB45DSU72PD0

CAGE/NCAGE  
84JU4

Physical Address  
33 Mechanic ST  
Fair Haven, Vermont  
05743-1048, United States

Registration Status: Active  
Expiration Date: Jun 4, 2022

Purpose of Registration  
**Federal Assistance Awards Only**

Mailing Address  
33 Mechanic ST  
Fair Haven, Vermont  
05743-1048, United States

Download Follow

EntityInformation-....pdf

4:10 PM 2/3/2022

# www.sam.gov - Entity Data Detailed Results

## Step-by Step-Screenshots – Step 10

Save the pdf file with a file name that is easy to recognize and in a place that will be easy for you to retrieve for the next steps of the process

Examples:

SVSD\_SAMUEI\_02\_03\_22

*Do not use periods or special characters in the file name as this will cause issues when you upload this to the AOE HARVEST and/or GMS systems.*

# Sample of PDF

May be 2 or 3 pages

Last updated by Cheryl Scarzello on Jun 04, 2021 at 03:54 PM

SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT



## SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT

DUNS Unique Entity ID 081265371	SAM Unique Entity ID HB4SDSU72PD9	CAGE / NCAGE 84JU4
Purpose of Registration Federal Assistance Awards Only	Registration Status Active	Expiration Date Jun 4, 2022
Physical Address 33 Mechanic ST Fair Haven, Vermont 05743-1048 United States	Mailing Address 33 Mechanic ST Fair Haven, Vermont 05743-1048 United States	
<b>Business Information</b>		
Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Vermont 00	State / Country of Incorporation (blank) / (blank)	URL (blank)
<b>Registration Dates</b>		
Activation Date Jun 7, 2021	Submission Date Jun 4, 2021	Initial Registration Date Jun 13, 2018
<b>Entity Dates</b>		
Entity Start Date Aug 28, 2017	Fiscal Year End Close Date Jun 30	
<b>Immediate Owner</b>		
CAGE (blank)	Legal Business Name (blank)	
<b>Highest Level Owner</b>		
CAGE (blank)	Legal Business Name (blank)	
<b>Executive Compensation</b>		
<p>Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 105-282). This information is not displayed in SAM. It is sent to <a href="https://www.usaspending.gov">USAspending.gov</a> for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.</p>		
<b>Proceedings Questions</b>		
<p>Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-8, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to <a href="https://www.fapib.gov">FAPIS.gov</a> for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.</p>		
<b>Exclusion Summary</b>		
Active Exclusions Records?		
No		
<b>SAM Search Authorization</b>		
I authorize my entity's non-sensitive information to be displayed in SAM public search results:		
Yes		
<b>Entity Types</b>		
<b>Business Types</b>		
Entity Structure U.S. Government Entity	Entity Type US State Government	Organization Factors (blank)
Profit Structure (blank)		

<https://sam.gov/entity/081265371/core/Data?status=Active>

Page 1 of 2

Last updated by Cheryl Scarzello on Jun 04, 2021 at 03:54 PM

SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT

### Socio-Economic Types

Check the registrant's Repe & Certs, if present, under FAR 52.212-3 or FAR 52.213-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

### Government Types

U.S. State Government

### Financial Information

Accepts Credit Card Payments No	Debt Subject To Offset No
------------------------------------	------------------------------

EFT Indicator 0000	CAGE Code 84JU4
-----------------------	--------------------

### Points of Contact

#### Electronic Business

1 Cheryl M Scarzello, Director of Finance	33 Mechanic ST Fair Haven, Vermont 05743 United States
--	--

#### Government Business

2 Cheryl M Scarzello, Director of Finance	33 Mechanic ST Fair Haven, Vermont 05743 United States
--	--

### Service Classifications

#### NAICS Codes

Primary	NAICS Codes	NAICS Title
---------	-------------	-------------

### Disaster Response

This entity does not appear in the disaster response registry.

<https://sam.gov/entity/081265371/core/Data?status=Active>

Page 2 of 2

# What's Next?

- Now that you have your SAM UEI and your PDF documentation you are ready to enter the information into the AOE HARVEST and/or GMS systems.
- This must be completed by March 4, 2022

# HARVEST

## Step-By-Step Screenshots

# HARVEST

## Step-by Step-Screenshots - Step 1

1. Login into the HARVEST grants management system at:

<https://harvest.education.vermont.gov/>

# HARVEST

## Step-by Step-Screenshots – Step 2

Select “Applications”

VERMONT OFFICIAL STATE WEBSITE

Harvest™  
BY MTW SOLUTIONS

APPLICATIONS CLAIMS DATA COLLECTIONS

MONDAY, JANUARY 24, 2022  
Hello Rosie!

Tasks & Upcoming Deadlines

APPLICATION ASSIGNMENTS FOR SFA STAFF

- Open Site Enrollment
- Open Organization Profile

OTHER COLLECTIONS

- Open Other Collection

North Country SU

News & Announcements

Check back soon for the latest news and announcements

January 2022

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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# HARVEST

## Step-by Step-Screenshots – Step 3

Click “Organization Profile” then “Revise”

The screenshot displays the Harvest application interface. At the top, there is a green header with the text "VERMONT OFFICIAL STATE WEBSITE" and a logo. Below the header, the "Harvest" logo is visible, along with navigation tabs for "APPLICATIONS", "CLAIMS", and "DATA COLLECTIONS". The main content area is divided into several sections. On the left, there is a "SCHOOL YEAR" dropdown menu set to "2021-2022". Below this, there is a message: "Completion of your Organization Profile is required prior to applying for the other grant programs." and another message: "Claims cannot be submitted until the Application Packet has been approved." The main content area is divided into four columns representing different programs: "CHILD AND ADULT CARE FOOD PROGRAM", "FRESH FRUIT AND VEGETABLE PROGRAM", "ORGANIZATION PROFILE", and "SCHOOL NUTRITION PROGRAM". The "ORGANIZATION PROFILE" column is highlighted with a red box, and the "Revise" button in this column is also highlighted with a red box. A red arrow points from the "Revise" button to the "Organization Profile" tab. Below the main content area, there is a calendar showing the month of August, with the date "24" highlighted in a brown circle.

# HARVEST

## Step-by Step-Screenshots – Step 4

On “Organization Profile Page 1” you will enter the SAM UEI you retrieved from [www.sam.gov](http://www.sam.gov) and the Expiration Date.

Please  Harvest™  
BY MTW SOLUTIONS

APPLICATIONS

CLAIMS

DATA COLLECTIONS

S031 - North Country SU - 2021-2022 Organization Profile - In Progress

Organization Profile Page 1

Organization Profile Page 2

Organization Profile Page 3

Organization Profile Page 1

FEIN

030219433

County

Orleans

DUNS UEI

193556271

Expiration Date

01/08/2022

SAM UEI

Expiration Date

mm/dd/yyyy

Please upload a copy of your SAM.gov Entity Registration. Valid file types are: doc, docx, xls, xlsx, pdf.

Choose your SAM.gov Entity Registration file or drag it here.

HIGHEST LEVEL OF CONTACT (EXAMPLES INCLUDE: SUPERINTENDENT, SPONSOR ADMINISTRATOR, PROGRAM CONTACT, OR FOODSERVICE DIRECTOR/MANAGER)

First Name

Last Name

# HARVEST

## Step-by Step-Screenshots – Step 5

Directly below the SAM UEI field click on the blue shaded box to upload the “Entity Registration” PDF document you downloaded from [www.sam.gov](http://www.sam.gov)

\*Please note you can also drag and drop the file into this box if you prefer.



APPLICATIONS

CLAIMS

DATA COLLECTIONS

S031 - North Country SU - 2021-2022 Organization Profile - In Progress

Organization Profile Page 1

Organization Profile Page 2

Organization Profile Page 3

Organization Profile Page 1

FEIN

030219433

County

Orleans

DUNS UEI

193556271

Expiration Date

01/08/2022

SAM UEI

Expiration Date

mm/dd/yyyy

Please upload a copy of your SAM.gov Entity Registration. Valid file types are: doc, docx, xls, xlsx, pdf.

Choose your SAM.gov Entity Registration file or drag it here.

HIGHEST LEVEL OF CONTACT (EXAMPLES INCLUDE: SUPERINTENDENT, SPONSOR ADMINISTRATOR, PROGRAM CONTACT, OR FOODSERVICE DIRECTOR/MANAGER)

First Name

Last Name

# HARVEST

## Step-by Step-Screenshots – Step 6

Please make sure that you receive a verification message from the system that the PDF has been uploaded.

Please do **NOT** delete your previous file uploads.

Harvest™  
BY MTW SOLUTIONS

APPLICATIONS CLAIMS DATA COLLECTIONS

S031 - North Country SU - 2021-2022 Organization Profile - In Progress

Organization Profile Page 1 Organization Profile Page 2 Organizat

Organization Profile Page 1

FEIN  
030219433

County  
Orleans

DUNS UEI Expiration Date  
193556271 01/08/2022

SAM UEI Expiration Date  
A12345678910 05/27/2022

Please upload a copy of your SAM.gov Entity Registration. Valid file types are: doc, docx, xls, xlsx, pdf.

Choose your SAM.gov Entity Registration file or drag it here.

The SAM.gov Entity Registration document, **North Country SU.pdf**, was uploaded on 1/24/2022 2:13:24 PM. delete

HIGHEST LEVEL OF CONTACT (EXAMPLES INCLUDE: SUPERINTENDENT, SPONSOR ADMINISTRATOR, PROGRAM CONTACT, OR FOODSERVICE DIRECTOR/MANAGER)

First Name Last Name  
A... Tou...botta

# HARVEST

## Step-by Step-Screenshots – Step 7

Scroll to the bottom of the page and click the “Save” button – but you are NOT done!

S031 - North Country SU - 2021-2022 Organization Profile

### Organization Profile Page 1

A12345678910

05/27/2022

Please upload a copy of your SAM.gov Entity Registration. Valid file types are: doc, docx, pdf, xls, xlsx, ppt, pptx, zip, rar, tar, gz, bz2, 7z, exe, jar, war, rar, zip, tar, gz, bz2, 7z, exe, jar, war

Choose your SAM.gov Entity Registration file or drag it here.

The SAM.gov Entity Registration document, **North Country SU.pdf**, was uploaded

HIGHEST LEVEL OF CONTACT (EXAMPLES INCLUDE: SUPERINTENDENT, SPONSOR)

First Name

April

Last Name

Touchette

Email

april.touchette@ncsuvt.org

Phone

(802) 334-5847

Ext

2016

Alternate Phone

Title

Business Manager

Save



# HARVEST

## Step-by Step-Screenshots – Step 8

The last step is to go to the “Submit” tab. Please note you will need to tab through the other organization profile pages even though you are not changing them. The “Submit tab” is the last tab.

Note: the “Accept & Submit button may only be visible to those with authorize rep status. Contact AOE CN Team if you need to update your status.

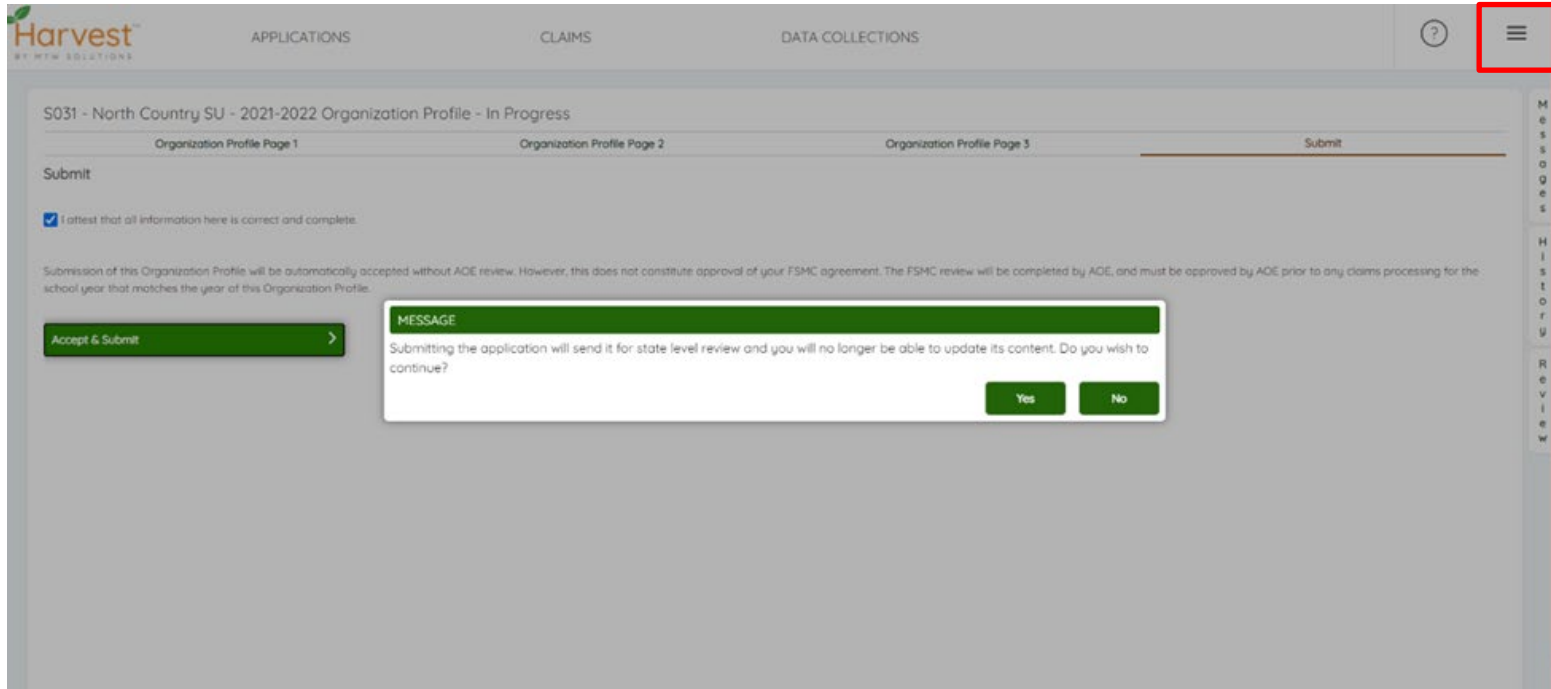
The screenshot displays the Harvest application interface. At the top left is the Harvest logo (BY NTV SOLUTIONS). The navigation bar includes 'APPLICATIONS', 'CLAIMS', and 'DATA COLLECTIONS'. A breadcrumb trail shows 'S031 - North Country SU - 2021-2022 Organization Profile - In Progress' with tabs for 'Organization Profile Page 1', 'Organization Profile Page 2', 'Organization Profile Page 3', and 'Submit'. The 'Submit' tab is highlighted with a red box. Below the tabs, there is a 'Submit' section with a checked checkbox 'I attest that all information here is correct and complete.' and a disclaimer: 'Submission of this Organization Profile will be automatically accepted without AOE review. However, this does not constitute approval of your FSMC agreement. The FSMC review will be completed by AOE, and must be approved by AOE prior to any claims processing for the school year that matches the year of this Organization Profile.' At the bottom left, a green 'Accept & Submit' button with a right-pointing arrow is highlighted with a red box. Red arrows point from the 'Submit' tab and the 'Accept & Submit' button to the explanatory text above.

# HARVEST

## Step-by Step-Screenshots – Step 8

If submission is successful, you will receive the following message-  
click “Yes”:

Hamburger  
Icon for help  
ticket



If you do not receive this message please submit a help ticket by clicking on “hamburger” icon in the upper right corner of the HARVEST screen

*If you receive other grants from the AOE through the GMS system, please remember to update that system as well.*

# GMS Step-By-Step Screenshots



# GMS

## Step-by Step-Screenshots – Step 1

Login to the Grant Management System at:

<https://vtaoe.mtwgms.org/VermontGMSWeb/Logon.aspx>

# GMS

## Step-by Step-Screenshots – Step 2

Under Central Data Collections click “AMEND” for “Central Data”

Enterprise Grants Management System -- Access Select

S031 North Country SU [Click for Instructions](#)

Select Fiscal Year: 2022 [Click to view Funding Summary](#)

Created

Central Data Collections

Application Name	Revision	Status	Date	Actions
Central Data	Amendment 2	Not Submitted		OPEN AMEND REVIEW SUMMARY DELETE APPLICATION
CFP Data Equitable Share	Original Application	Final Approved	11/15/2021	OPEN REVIEW SUMMARY
Recovery Plan	Amendment 1	Final Approved	8/9/2021	OPEN REVIEW SUMMARY

Federal Construction App

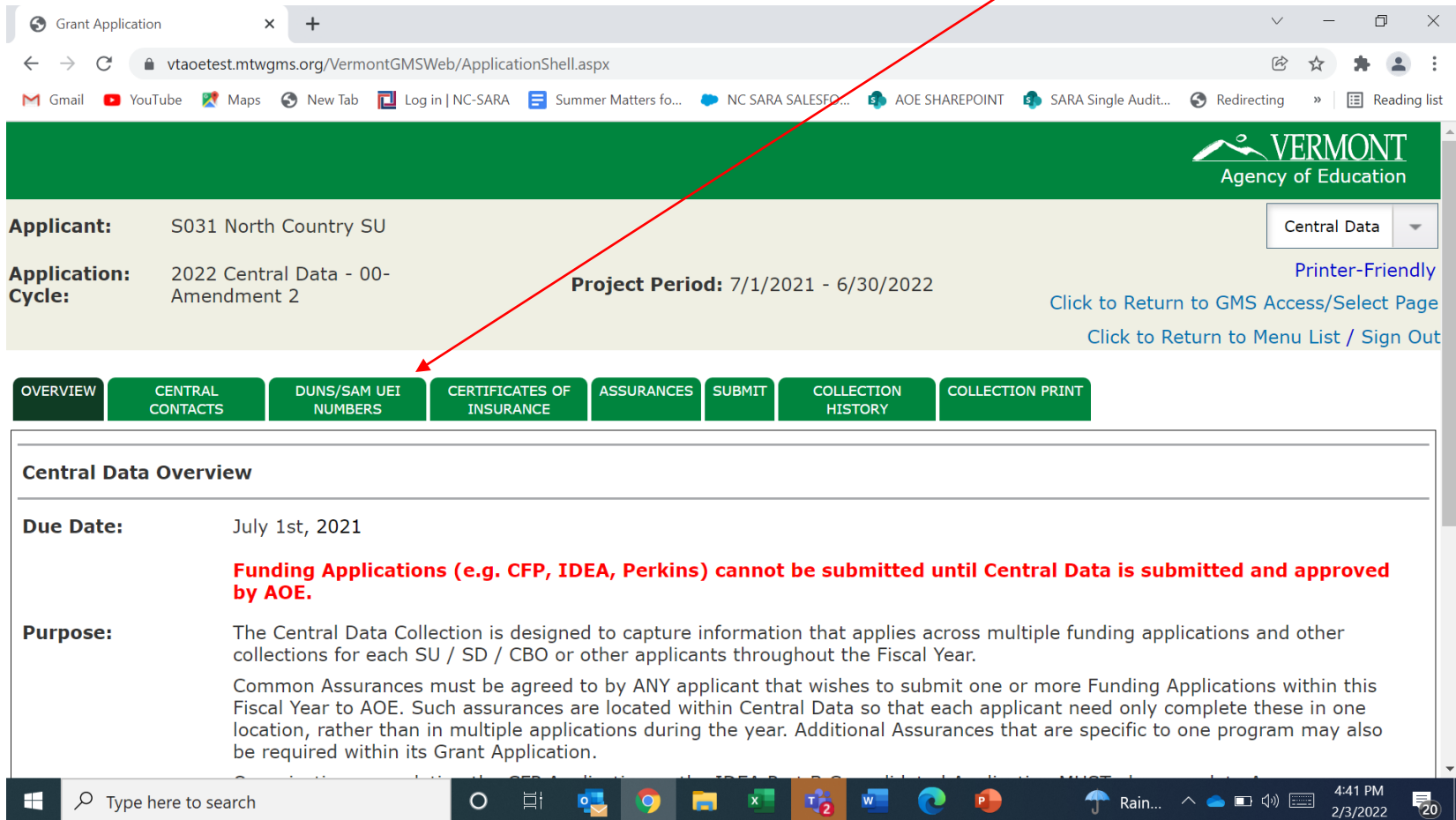
Formula Grant

Windows taskbar: Type here to search, 4:38 PM 2/3/2022

# GMS

## Step-by Step-Screenshots – Step 3

### Select Tab “DUNS/SAM UEI Numbers”



The screenshot shows a web browser window with the URL [vtaoetest.mtwgms.org/VermontGMSWeb/ApplicationShell.aspx](http://vtaoetest.mtwgms.org/VermontGMSWeb/ApplicationShell.aspx). The page header includes the Vermont Agency of Education logo. The main content area displays the following information:

- Applicant:** S031 North Country SU
- Application Cycle:** 2022 Central Data - 00-Amendment 2
- Project Period:** 7/1/2021 - 6/30/2022

Navigation tabs are located at the bottom of the main content area:

- OVERVIEW
- CENTRAL CONTACTS
- DUNS/SAM UEI NUMBERS** (highlighted with a red arrow)
- CERTIFICATES OF INSURANCE
- ASSURANCES
- SUBMIT
- COLLECTION HISTORY
- COLLECTION PRINT

Below the navigation tabs is the "Central Data Overview" section:

**Due Date:** July 1st, 2021

**Funding Applications (e.g. CFP, IDEA, Perkins) cannot be submitted until Central Data is submitted and approved by AOE.**

**Purpose:** The Central Data Collection is designed to capture information that applies across multiple funding applications and other collections for each SU / SD / CBO or other applicants throughout the Fiscal Year. Common Assurances must be agreed to by ANY applicant that wishes to submit one or more Funding Applications within this Fiscal Year to AOE. Such assurances are located within Central Data so that each applicant need only complete these in one location, rather than in multiple applications during the year. Additional Assurances that are specific to one program may also be required within its Grant Application.

# GMS

## Step-by Step-Screenshots – Step 4

Enter the SAM UEI value you retrieved from [www.sam.gov](http://www.sam.gov), verify the expiration date and upload the new file for the “Entity Data Detailed Results”. Please do **NOT** Delete either the DUNS or previous uploads

**\*\*\*Make sure to SAVE PAGE at bottom**

Grant Application

vtaoetest.mtwgms.org/VermontGMSWeb/ApplicationShell.aspx?DisplayName=DUNS/SAM%20UEI%20Numbers

5. Click on the name of your organization.

6. Click DOWNLOAD.

7. Click .PDF.

8. Click DOWNLOAD.

9. Open the .pdf file.

10. Save the .pdf file. Do not use periods or special characters in the filename.

11. Upload the file you just saved into the space provided below

Current DUNS UEI Number: 193556271

Current SAM UEI Number:

SAM Expiration Date: 09/28/2022

The DUNS UEI and SAM UEI Numbers and Expiration Date will be copied into every Reimbursement Request created by your organization for the duration of this Fiscal Year. The SAM Expiration Date MAY be updated with such Reimbursement Requests, in the event it will have expired during the course of the Fiscal Year.

AOE must verify that your organization's SAM Expiration Date was valid at the time expenditures were incurred in order to reimburse for those expenditures.

A copy of the Entity Data Detailed Results should be uploaded. Note that if the filename contains a period or other special symbols the GMS will not accept it; rename it to use dashes in place of other punctuation.  
You do not need to delete a previous upload; simply upload an updated Entity Detailed Results to amend this collection. Changes you make in this data collection will not take effect until it has been submitted to AOE (on the Submit tab), reviewed, and approved.

Choose File No file chosen

no files are currently uploaded for this page.

Type here to search

4:44 PM 2/3/2022

# GMS

## Step-by Step-Screenshots – Step 6

Move to the “Submit” Tab and run “Consistency Check” and if clear, submit changes using the “Submit to AOE” button. - Please note amendments to the Central Data page may only be submitted by Superintendents or Authorized Heads of organizations.

The screenshot shows a web browser window with the URL [vtaoetest.mtwgms.org/VermontGMSWeb/StaticPages/Submit.aspx?DisplayName=Submit](https://vtaoetest.mtwgms.org/VermontGMSWeb/StaticPages/Submit.aspx?DisplayName=Submit). The page header includes the application name "2022 Central Data - 00-Amendment 2" and the project period "7/1/2021 - 6/30/2022". A navigation bar contains several green buttons: OVERVIEW, CENTRAL CONTACTS, DUNS/SAM UEI NUMBERS, CERTIFICATES OF INSURANCE, ASSURANCES, SUBMIT, COLLECTION HISTORY, and COLLECTION PRINT. The "SUBMIT" button is highlighted with a red arrow. Below the navigation bar, the page title is "Submit" and a message states "Only Authorized Representatives are permitted to agree to Assurances." A red message reads "The Consistency Check must be successfully processed before you can submit your application." Below this message are three buttons: CONSISTENCY CHECK, LOCK APPLICATION, and UNLOCK APPLICATION. The "CONSISTENCY CHECK" button is highlighted with a blue arrow. At the bottom left, there is a section for "Assurances" with the date "4/16/2021" and links for "Applicant Data Entry", "Applicant Administrator", and "AOE Review". The Windows taskbar at the bottom shows the time as 4:50 PM on 2/3/2022.

# GMS

## Central Data Approval

- Amendments to Central Data require approval by AOE.
- AOE approval will be communicated in the GMS system and through a system generated email notification.
- If you need assistance with the GMS Central Data page please contact Shelley Matz at:  
[shelley.matz@vermont.gov](mailto:shelley.matz@vermont.gov)

*If you receive other grants from the AOE through the HARVEST system, please remember to update that system as well.*