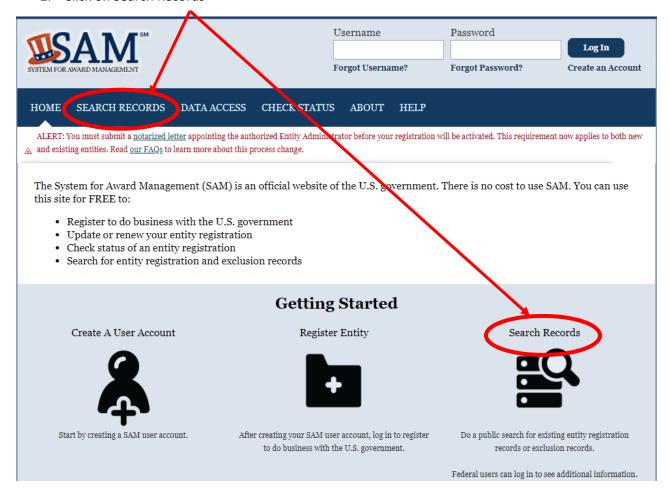
# HAWAII STATE - FEMA REIMBURSEMENT DEBARMENT INSTRUCTIONS

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:

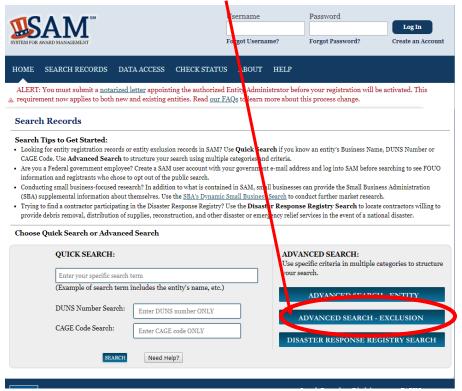
- 1. Go to www.SAM.gov
- 2. Click on Search Records



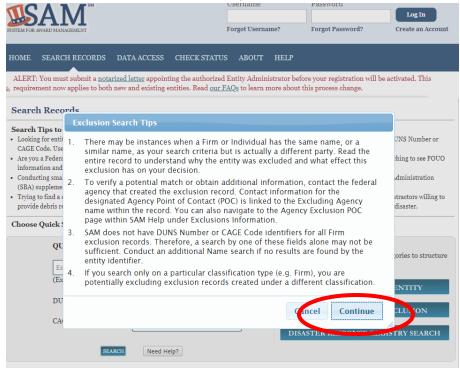
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# HAWAII STATE - FEMA REIMBURSEMENT DEBARMENT INSTRUCTIONS

3. Click on Advanced Search - Exclusion



4. You will receive an "Exclusion Search Tips" window. Read and Press Continue



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# HAWAII STATE - FEMA REIMBURSEMENT DEBARMENT INSTRUCTIONS

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.

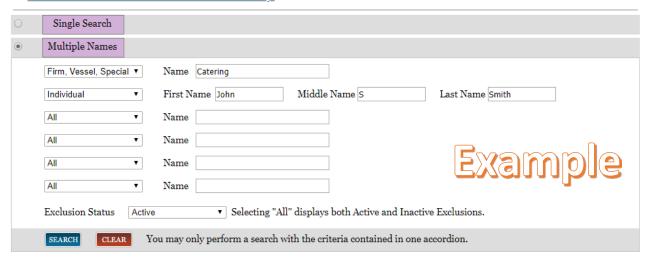


Advanced Search - Exclusion

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:

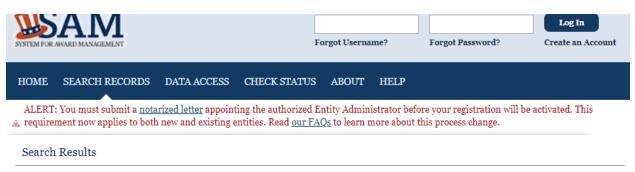
- · If you want to search using a date range, use the Single Search approach.
- If you are trying to search for more than one excluded party at a time, you can search for up to six names using the Multiple Names approach.
- If you choose the SSN/TIN approach, you must enter search criteria in both the 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.



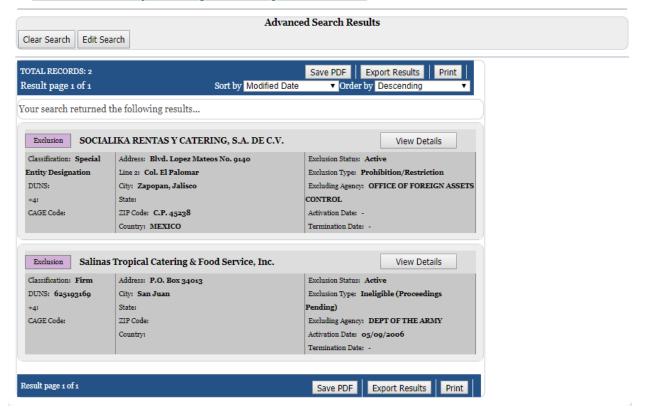
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# HAWAII STATE - FEMA REIMBURSEMENT DEBARMENT INSTRUCTIONS

6. 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.



- 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.



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