



SAM.gov Self-Renewal Process

Purpose

All organizations receiving federal funds must maintain an active registration with SAM.gov to continue to receive those funds. The organization is responsible for maintaining and providing proof of active status to the Arizona Department of Education. This information is collected at least once annually through the submission of the General Statement of Assurance (GSA) within Grants Management Enterprise (GME). Depending on the expiration date of your SAM.gov registration, the GSA process allows for providing proof of active SAM.gov registration. However, organizations whose expiration/renewal date may fall outside of the GSA process window, they must use an alternative method to provide proof of SAM.gov registration.

History

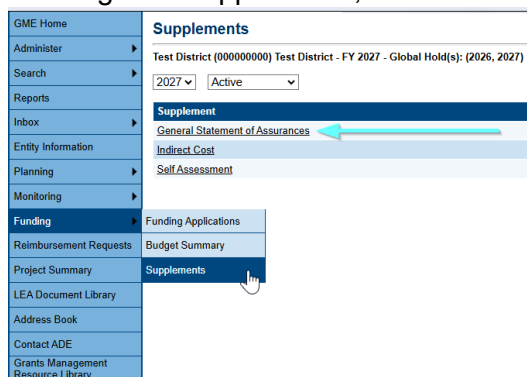
The previous method available to organizations looking to show proof of their SAM.gov renewal was by submitting a Help Desk ticket and attaching the PDF copy of their Core Data. This would then get picked up by Grants Management staff, placed in the organization's LEA Document Library within GME, and used to manually update their expiration date.

SAM.gov Self-Renewal in GME: Step by Step

Prior to your organization's SAM.gov expiration date, complete the following steps to avoid going on a Global Hold.

1. SAM.gov Renewal – Login to SAM.gov and update your registration information. Then download a copy of your Core Data sheet as a PDF (this will be your proof of renewal).
 - a. ADE does not have access to SAM.gov to assist with troubleshooting. For questions/concerns, please contact SAM.gov (they do have a Help page on their website that covers most common issues).
 - b. For more information about how to access your Core Data sheet, review this resource guide: [SAM Core Data Printing Instructions](#).
2. Initiate GSA Revision – With your updated SAM.gov registration in hand, open your most *recently approved* General Statement of Assurance (GSA) supplement.

Funding>>>>Supplements; select correct fiscal year, and click the indicated link



General Statement of Assurances Sections

Arizona Department of Education (000111000) Test District - FY 2027 - Fiscal H

Status: SEA General Statement of Assurance Accepted

Change Status To: **LEA General Statement of Assurance Revision Started**

[View ADE History Log](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All
 History Log
History Log

From the GSA Sections page, click the link to **Change Status To: LEA General Statement of Assurance Revision Started**.

- a. The LEA General Statement of Assurance Update user role is required to make this status change. This is the same role required to “Start” the original GSA. No new role required for this process.

3. After changing the status, the fields within the supplement will become editable. 2 pages will need to be updated:
 - a. **Related Documents:** Go to this page and select “Upload New” to provide the PDF copy of your updated SAM.gov registration (**NEVER SELECT UPDATE**) The system will allow multiple file submissions, so keep your previous SAM.gov printout for historical records.

Related Documents

Arizona Department of Education (000111000) Test District - FY 2027 - Fiscal Hold(s): (2026, 2027) - General Statement of Assurances - Rev 1

Go To ▶

ALL INFORMATION SUBMITTED TO ADE IS PUBLIC INFORMATION. Organizations uploading documents to GME must ensure that the information contained in the document does not include sensitive data such as student information, social security numbers, or any other information that could constitute a FERPA violation. Submission of such documents will result in delay of approval or other action in GME until the document is removed.

Required Documents		
Type	Document Template	Document/Link
SAM Core Data (LEA Upload required - see instructions) [Upload at least 1 document(s)]	 SAM Core Data (LEA) Upload required - see instructions	 Upload New [Update] [Delete]
		 SAM Core Data (LEA Upload required - see instructions)
		 [Update] [Delete]

- b. **SAM.gov Registration:** Navigate to this page and update any of the fields that require edits. All lines should match exactly what is reported on the SAM.gov registration you uploaded in the Related Documents (likely just change the expiration date).

Legal Name of Registration Holder	* Arizona Department of Education
UEI Number (replaces DUNS Number; required as of April 4, 2022)	* VV12DZ6AKAR3
SAM Expiration Date	* 02/05/2027 
PHYSICAL Congressional District	* Third Congressional District - 03 ▼
PHYSICAL Address	* 1535 W Jefferson St
PHYSICAL City	* Phoenix
PHYSICAL State	* AZ
PHYSICAL Zip + 4 (no spaces and no symbols)	* 850073209

4. **Organization Contacts:** Only make updates to your contacts if requested by ADE staff. Updates to contact information also requires dropping a History Log comment indicating that changes are being made to the contact information. **DO NOT INITIATE A REVISION IF ONLY UPDATING CONTACT INFORMATION.**



5. Navigate back to the main Sections page and change the status to LEA General Statement of Assurance Revision Submitted.

General Statement of Assurances Sections

Arizona Department of Education (000111000) Test District - FY 2027 - Fiscal Hold(s): (20

Status: LEA General Statement of Assurance Revision Started

Change Status To: **LEA General Statement of Assurance Revision Submitted**

[View ADE History Log](#)

[View Change Log](#)

Description (View Sections Only View All Pages)	
All	
	History Log
	History Log

- a. The LEA General Statement of Assurance Update user role is required to make this status change. This is the same role required to “Start” the original GSA. No new role required for this process.
- b. **As there is nothing to sign, organizations are not required to have their Entity Authorized Signer submit this renewal. This is different than submitting your original GSA.**

6. Once the renewal is submitted, it will be reviewed by Grants Management staff who will either approve the renewal or return it for updates (just like the original GSA).

To avoid triggering a Global Hold, it is recommended that all organizations renew their SAM.gov 3-5 business days prior to expiration.