

What is an Excluded Party?

An excluded party is any individual or entity which has been suspended or debarred from doing business with federal funds. The federal government identifies suppliers and vendors who are not permitted to receive federal government contracts, grants, or assistance. Typically, if a vendor is "suspended," they cannot receive federal funds for a set time period or until a specific requirement is met. Grantees receiving federal funds cannot, under any circumstances, contract with excluded parties.

Searching the Excluded Parties Database

2 CFR 200.213 states non-Federal entities cannot contract or do business with any person or entity that has been debarred, suspended, or deemed ineligible to receive federal funds.

SAM.gov is the official site used by the federal government to document and track the eligibility of an individual or entity to receive federal funds.

Follow the steps below to determine if an individual or entity is eligible to receive federal funds.

Step 1: Access the [SAM Excluded Party Database](#)

If an individual or organization has been **suspended**, they cannot do business with any federal grant, usually for a set period or until a specific requirement is met.

If an individual or organization has been **disbarred**, they have been banned from doing business with any federal grant for an indefinite period.

The screenshot shows the SAM.gov homepage. At the top, there's a navigation bar with links: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. Below this, there are two alert banners. The first alert states that SAM.gov will be down for scheduled maintenance on Saturday, 06/17/2019, from 8:00 AM to 3:00 PM (EDT). The second alert mentions that due to increased volume and additional security requirements, a high number of entity registrations are pending CAGE review, with processing times exceeding the normal window of ten business days. Below the alerts, there's a 'Search Records' section with 'Search Tips to Get Started' and a 'Choose Quick Search or Advanced Search' section. The 'QUICK SEARCH' section has a text input field for a specific search term, with an example: 'Enter your specific search term (Example of search term includes the entity's name, etc.)'. It also has fields for 'DUNS Number Search' and 'CAGE Code Search'. The 'ADVANCED SEARCH' section has three buttons: 'ADVANCED SEARCH - ENTITY', 'ADVANCED SEARCH - EXCLUSION', and 'DISASTER RESPONSE REGISTRY SEARCH'.

Step 2: Input one of the following into the search criteria shown to the right:

- 1 Name of individual or entity
- 2 DUNS number
- 3 CAGE Code

This is a close-up of the 'Choose Quick Search or Advanced Search' section from the SAM.gov homepage. It shows the 'QUICK SEARCH' section with a text input field for a specific search term, with an example: 'Enter your specific search term (Example of search term includes the entity's name, etc.)'. It also has fields for 'DUNS Number Search' and 'CAGE Code Search'. The 'ADVANCED SEARCH' section has three buttons: 'ADVANCED SEARCH - ENTITY', 'ADVANCED SEARCH - EXCLUSION', and 'DISASTER RESPONSE REGISTRY SEARCH'.

Step 3: Determine if the individual or entity is eligible to receive federal funding by confirming the information listed below.

Note: Each number listed below can be referenced, with the same number, on the image of the SAM search results page to the right.

The screenshot shows the SAM search results page. At the top, it says "Total records: 1" and "Result Page: 1". There are buttons for "Save PDF", "Export Results", and "Print". Below this, there are filters for "By Record Status" (Active, Inactive) and "By Record Type" (Entity Registration, Exclusion). The search results show "ICF International, Inc." with a status of "Active" (indicated by a red 1). The "Has Active Exclusion?" field is "No" (indicated by a red 2). The "Expiration Date" is "04/29/2020". The "Purpose of Registration" is "All Awards". The "CAGE Code" is "70LB2". The "Debt Subject to Offset?" is "No" (indicated by a red 3). There is a "View Details" button next to the entity name.

- 1 The entity has a status listed as "Active". This means they are registered to receive federal funding. If the status is inactive, the individual or organization may need to register to receive federal funding.
- 2 The section titled "Has Active Exclusion" is listed as "No".
- 3 If this section is listed as "Yes", click the "View Details" box to view exclusion information. **If the details page indicates they have been suspended or debarred, you cannot contract with them.** If there is another reason listed for the exclusion, you may need to ask the individual or organization to contact SAM to resolve any issues listed before you can contract with them.

For questions or additional information about a potential grantee's current SAM status, click on the "Help" link at the bottom of the SAM search page, as shown in the image below.

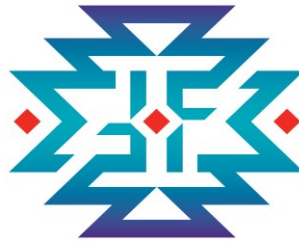
The screenshot shows the SAM search page. It has a "QUICK SEARCH" section with a text input field and a "SEARCH" button. There are also fields for "DUNS Number Search" and "CAGE Code Search". Below the search section, there is a "Help" link circled in red. The footer includes the GSA logo and various links like "Search Records", "Data Access", "Check Status", "About", "Help", "Disclaimers", "Accessibility", "Privacy Policy", "FAPIS.gov", "GSA.gov/LAE", "GSA.gov", and "USA.gov".

The screenshot shows the SAM Help page. It has a "Help" header and a list of links: "User Guides", "International Registrants", "Demonstration Videos", "Exclusions Information" (highlighted with a blue dashed border), "Exclusion Types", "Legacy CT Codes", "Agency Exclusion POCs", and "External Resources".

Once on the Help Page, you can also learn more about exclusion types. Click "Exclusion Information" on the menu, located on the left side of the page. From the drop-down box, choose "Exclusion Types."

Resources

- ◆ **DOJ Grants Financial Guide** (https://oip.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)
- ◆ **Excluded Parties List Sample Procedures** (work product of OVC TFMC)



The **OVC Tribal Financial Management Center (OVC TFMC)** provides **training, technical assistance, and resources** to support American Indian and Alaska Native communities as they successfully manage the financial aspects of their federal awards. OVC TFMC also offers support via our Virtual Support Center (VSC) to Office for Victims of Crime (OVC) grantees and those seeking federal funding from OVC for the first time. **Email questions or requests for grant financial management technical assistance to TFMC@OVCTFMC.org** or call **703.462.6900**. Visit OVCTFMC.org for additional resources and information.

Feedback Requested

OVC TFMC will continually work to provide resources to support grantees as they successfully manage their OVC financial awards. Your feedback assists us in creating these resources to meet your needs. To help us provide the most useful resources, we would appreciate your feedback on this guide sheet. Please send any comments or suggestions to Evaluation@OVCTFMC.org.

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