

NEBRASKA AIRPORT REMINDERS

NDOT DIVISION OF AERONAUTICS | JUNE 2026 | SAM RENEWALS



SAM.GOV REGISTRATION RENEWALS

Airport sponsors receiving FAA grants or other forms of federal financial assistance must maintain an active SAM.gov registration.

Airports that are not included in the National Plan of Integrated Airport Systems (NPIAS) and do not receive federal grants are not required to maintain a SAM.gov registration.

The registration process includes both entity validation and entity While the renewal process is usually straightforward, changes to entity information may require additional IRS and CAGE validation. These reviews can take 10 business days or longer if validation issues arise.

To avoid interruptions in grant eligibility, reimbursement requests, or payment processing, we recommend beginning the renewal process a few weeks before your registration expiration date.

The following guidance outlines the steps required to successfully renew your SAM.gov registration. The renewal process consists of four primary steps:

1. Core Data Review
2. Representations and Certifications
3. Points of Contact (POCs)
4. Submit Registration

Because this is a renewal, the information required for each step will already be populated from your

existing registration. Your responsibility is to review the information and verify that it is accurate.

STEP 1: REVIEW CORE DATA.

Before verifying your information, you must select the purpose of your registration. If your airport only receives FAA grants and does not have or plan to bid on any federal contracts for goods or services, select the **Financial Assistance** option. It may already be selected by default.

We recommend that Airport Sponsors select **Financial Assistance** registration when renewing, unless you bid on government contracts.

SAM.gov will then display your entity information, including Legal business name, Physical address, Unique Entity Identifier (UEI), CAGE Code, and other registration details.

Verify that your legal business name and physical address are correct. The legal business name rarely changes. While physical addresses may change from time to time, we

STEP 1

Review Core Data

STEP 2

Review Representations And Certifications

STEP 3

Review Points of Contact (POCS)

STEP 4

Submit Registration

NEED HELP?

Dave Lehnert or Tiffany Thompson with the Division of Aeronautics will work with you (free of charge) to update and keep your SAM registration active.

Dave Lehnert
(402) 471-7928
dave.lehnert@nebraska.gov

Tiffany Thompson
(402) 471-4411
tiffany.thompson@nebraska.gov

Register Entity	
Core Data	
☒	Continue Update/Renewal
☒	Business Information
☒	IRS Consent
☒	General Information
☒	Financial Information
☒	Executive Compensation Questions
☒	Proceedings Questions
☒	Review Core Data
Representations and Certifications	
☒	Financial Assistance Response
Points of Contact	
☒	POC Details
Submit Registration	
☒	Entity Review
☒	Confirmation Page

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SAM.GOV REGISTRATION RENEWALS (CONTINUED)

recommend waiting until after your renewal is active before updating the address. Address changes require additional validation steps with SAM.gov and the CAGE program and can be time-consuming. Delaying the address update helps prevent your registration from expiring while the change is being processed.

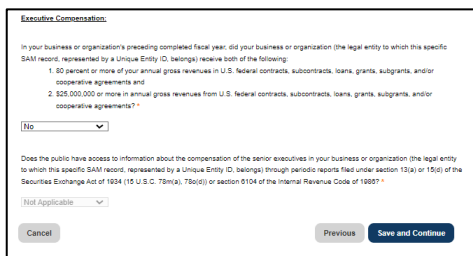
Most Core Data information should remain unchanged unless, for example, your banking information has changed. For most pages, simply review the information, then keep selecting **Save and Continue** until you reach the end of the Core Data review page.

During the Core Data step, you will be asked to answer questions in two sections:

1. Executive Compensation Questions

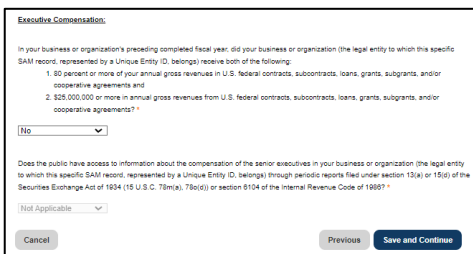
Most airport sponsors will answer **NO** to the annual gross revenue question. Airport sponsors typically receive funding from a variety of local, state, and federal sources and generally do not receive either:

- 80% or more of their annual gross revenues from federal assistance, or
- \$25 million or more annually in federal assistance.



2. Proceedings Questions

Most general aviation airport sponsors will answer **NO** to these questions. These requirements apply to entities that respond to federal procurement opportunities exceeding \$550,000 or have active federal grants that cumulatively exceed \$10 million. Entities meeting these thresholds are required to maintain and report integrity and performance information.



STEP 2: REVIEW REPRESENTATIONS & CERTIFICATIONS
The **Representations and Certifications** section contains required federal certifications and representations.

Airport sponsors applying for FAA grants should answer **YES** to the question asking whether the entity wishes to apply for federal financial assistance.

Before continuing, be sure to check the acknowledgment box at the bottom of the page.

STEP 3: REVIEW POINTS OF CONTACT (POCS)
In the **Points of Contact (POCs)** section, review and update all required and optional points of contact. You may also add alternate contacts.

We suggest adding Tiffany Thompson and/or Dave Lehnert as additional Government Business Alternate POCs. This allows the NDOT Division of Aeronautics to assist you if you experience issues with entity validation or registration renewals.

STEP 4: SUBMIT REGISTRATION
The final step is **Submit Registration**. Carefully review all information before submitting. To complete the submission process, SAM.gov will send a verification password to your email address. Enter the password when prompted and submit the registration.

Once submitted, you will be taken to a confirmation page.

**CONGRATULATIONS,
YOUR RENEWAL HAS BEEN SUBMITTED!**

Over the next several days, you will receive emails from donotreply@sam.gov regarding:

- IRS TIN Match status
- CAGE validation status
- Registration activation status

The final email will confirm that your registration is active.

If you receive a notification indicating that your validation was unsuccessful, please contact us. We are happy to assist.

*An Entity Registration Checklist
is attached for your reference.*

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Prepare for Entity Registration in SAM.gov



SAM.gov is an official website of the United States government. SAM.gov is FREE to use. There is no charge to get a Unique Entity ID, register your entity, and maintain your entity registration at SAM.gov.

What can you do with this guide?

The questionnaires and checklists here will help you gather the information you need and prepare to answer the questions in your entity registration.



All Awards registration allows you to bid on contracts and other procurements, as well as apply for financial assistance. Look for the icon on the left to submit an All Awards registration.

[Jump to All Awards entity registration questionnaires and checklists](#)



Airport Sponsors

Financial Assistance Awards Only registration allows you to apply for financial assistance, or grants and loans, only. Look for the icon on the left to submit a Financial Assistance Only registration.

[Jump to Financial Assistance Awards Only entity registration questionnaires and checklists](#)

For All Awards registrations, prepare these sections:	For Financial Assistance Awards Only registrations, prepare these sections:
• Unique Entity ID • Core Data • Assertions • Reps & Certs • Architect and Engineering Responses • Defense FAR Supplement (DFARS) questionnaire (if applicable) • Points of Contact (POCs) • SBA supplemental page (If you are a small business)	• Unique Entity ID • Core Data • Reps & Certs • Points of Contact (POCs)

Note: Pages associated with ALL AWARDS have been removed from this PDF for simplicity.

Entity Registration Checklist



Financial Assistance Awards Only Registration Questionnaires and Checklists

NOTE: Last years data will be auto populated in the renewal.

You need to enter the following information for a Financial Assistance Awards Only entity registration:

ID Unique Entity ID **Review and confirm the information in this section is still accurate.**

After you select your purpose of the registration (Financial Assistance Awards Only) and your entity type, you will enter the following information to get a Unique Entity ID:

- ☐ Legal Business Name
- ☐ Physical Address (A post office box may not be used as your physical address)
- ☐ Date of Incorporation
- ☐ State of Incorporation (U.S. entities only)

Your entity name and address will be [validated by SAM.gov](#). If SAM.gov cannot validate your entity, you can [create a help ticket](#) with the Federal Service Desk from the page. Once you receive your Unique Entity ID, you can continue the registration.

You will also select whether you want your entity to be visible in public search results:

Note: Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. You can restrict the public viewing of your record by deselecting the checkbox. If you restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users and those who download the SAM public data file.



Core Data

Review and confirm the core data is still accurate.

Core data includes the following information:

Business Information

- ☐ Organization start date
- ☐ Date on which your company's fiscal year ends
- ☐ ~~Organization's division name and number (optional)~~ **Not Required**
- ☐ ~~Organization's website URL (optional)~~ **Not Required**
- ☐ ~~Marketing Partner Identification Number (MPIN) (You will create this when you register.)~~ **Auto-filled, if applicable**
- ☐ Physical address (auto-filled from Unique Entity ID section)
- ☐ Mailing address (You can copy your physical address or enter a different address.)
- ☐ Taxpayer Identification Number (TIN) (U.S. entities only)

IRS Consent

- ☐ IRS Consent Form (taxpayer name and address) (U.S. entities only)



Entity Registration Checklist

CAGE or NCAGE Code

- ☐ CAGE Code (U.S. entities only) (If you do not have a CAGE code, select “N assigned to your entity after you submit your registration.)
- ☐ ~~NCAGE Code (Non-U.S. entities) (If your entity is based outside of the U.S., you must go to the [NCAGE Request Tool](#) and request an NCAGE code before starting a SAM.gov registration.)~~

General Information

Rewview and confirm the general information is accurate.
This information rarely changes.

- ☐ Country of Incorporation
- ☐ State of Incorporation (U.S. entities only)
- ☐ ~~Company Security Clearance (optional)~~
- ☐ ~~Highest Employee Security Clearance Level (optional)~~
- ☐ Institution Type (e.g., foundation, hospital, educational, if applicable)
- ☐ ~~Disadvantaged Business Enterprise (must be certified by a federal agency)~~
- ☐ Native American Entity Type (if applicable)
- ☐ Organization Factors (e.g., S corporation, LLC, foreign-owned)
- ☐ Entity Structure (e.g., Corporate Entity-Not Tax Exempt, Corporate Entity-Tax Exempt, Sole Proprietorship)
- ☐ Profit Structure (e.g., for-profit, non-profit)
- ☐ Socio-economic Categories (e.g., veteran-owned, minority-owned)

Financial Information

- ☐ Accept credit cards as a method of payment (yes or no)
- ☐ Electronic Funds Transfer (optional for non-U.S. entities)
 - ☐ Account type
 - ☐ Routing number
 - ☐ Account number
- ☐ Automated Clearing House
 - ☐ U.S. phone number
- ☐ Remittance Address
 - ☐ Name and address

If you haven't changed your banking information, just click 'save and continue'.

Executive Compensation Questions

- ☐ Answer yes if in the last fiscal year:
 - ☐ 80% or more of your organization's revenue come from federal sources (e.g., contracts, grants, loans, etc.);
 - ☐ your total revenue from federal sources exceeded \$25 million.
- ☐ Does the public have access to information about the compensation of the senior executives in your business or organization? (yes or no)
 - ☐ If yes to the first two questions and no to the third question:

Most airports will answer NO.





Entity Registration Checklist

- ☐ Provide names, titles, and total compensation values of your top five executive compensated employees

Proceedings Questions

- ☐ Is your organization responding to a federal procurement opportunity that contains the provision at [FAR 52.209-7](#)? **Answer is typically "No"**
- ☐ Is your organization subject to the clause in [FAR 52.209-9](#) in any current federal contracts? **Typically not applicable**
- ☐ Is your organization applying for a federal grant opportunity that contains the award term and condition described in [C.F.R. 200 Appendix XII](#)? **Typically not applicable**
 - ☐ If yes to all of the previous questions, answer the following questions:
 - ☐ Does your organization have current federal contracts or grants with a total value (including any exercised or unexercised options) greater than \$10 million?
 - ☐ Within the last five years, has the organization or any of its principals, in connection with the award to or performance by the business or organization of a federal contract or grant, been subject of a federal or state:
 - ☐ Criminal proceeding resulting in a conviction or other acknowledgment of fault
 - ☐ Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault, and/or
 - ☐ Administrative proceedings resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment or fault?
 - ☐ If you answer yes to all three above questions, you must provide the following detailed information about each current proceeding against your entity:
 - ☐ Instrument
 - ☐ State
 - ☐ Instrument Number
 - ☐ Type of Proceeding
 - ☐ Disposition
- ☐ Description of the Proceeding **Typically not applicable**



Representations and Certifications

Representations and Certifications include the following information:



Entity Registration Checklist

Financial Assistance Response

- ☐ Does your entity wish to apply for federal financial assistance project or program or is your entity currently a recipient of funding under a federal financial assistance project or program? (yes or no) **YES**
- ☒ If yes, the financial assistance representations and certifications will display. You must read and certify your entity attests to the accuracy of the representations and certifications listed. [Go to Appendix I to review the financial assistance representations and certifications.](#)



Points of Contact (POCs)

Review existing POCs and make revisions as needed.

POCs include the following information:

Mandatory POCs

Enter the first and last name, email, phone number, and address (if applicable) for these mandatory POCs:

- ☐ Accounts Receivable POC
- ☐ Electronic Business POC
- ☐ Government Business POC

Optional POCs

Enter the first and last name, email, phone number, and address (if applicable) for these optional POCs:

- ☐ Past Performance POC
- ☐ Past Performance Alternate POC
- ☐ Electronic Business Alternate POC
- ☐ Government Business Alternate POC
- ☐ Additional Optional POCs as Needed

Recommend adding Tiffany Thompson and/or Dave Lehnert as additional Alternate POCs.

This concludes the information for a Financial Assistance Awards Only registration.



Appendix I

The Representations and Certifications page will list all of these. Check "Yes" at the bottom of the page. Then save and continue.

Financial Assistance General Certifications and Representations

If you are completing a Financial Assistance Awards Only registration or completing an All Awards registration and wish to also apply for federal financial assistance projects or programs, you must certify your entity attests to the accuracy of the following:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability to ensure proper planning, management, and completion of any financial assistance project covered by this Certifications and Representations document (See [2 C.F.R. §200.113](#) Mandatory disclosures, [2 C.F.R. §200.214](#) Suspension and debarment, [OMB Guidance A- 129](#), "Policies for Federal Credit Programs and Non-Tax Receivables");
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See [2 C.F.R. §200.302](#) Financial Management and [2 C.F.R. §200.303](#) Internal controls);
3. Will disclose in writing any potential conflict of interest to the federal awarding agency or pass through entity in accordance with applicable federal awarding agency policy (See [2 C.F.R. §200.112](#) Conflict of interest);
4. Will comply with all limitations imposed by annual appropriation acts;
5. Will comply with the U.S. Constitution, all federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See [2 C.F.R. §200.300](#) Statutory and national policy requirements and [2 C.F.R. §200.303](#) Internal controls);
6. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and public policies governing financial assistance awards and any federal financial assistance project covered by this certification document, including but not limited to:
 1. Trafficking Victims Protection Act (TVPA) of 2000, as amended, [22 U.S.C. §7104\(g\)](#);
 2. Drug Free Workplace, [41 U.S.C. §8103](#);
 3. Protection from Retaliation of Disclosure of Certain Information, [41 U.S.C. §4712](#);
 4. National Environmental Policy Act of 1969, as amended, [42 U.S.C. §4321 et seq](#);
 5. Universal Identifier and System for Award Management, [2 C.F.R. part 2](#);
 6. Reporting Subaward and Executive Compensation Information, [2 C.F.R. part 170](#);

Entity Registration Checklist

7. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), [2 C.F.R. part 180](#);
8. Civil Actions for False Claims Act, [31 U.S.C. §3730](#);
9. False Claims Act, [31 U.S.C. §3729](#), [18 U.S.C. §§287](#) and [1001](#);
10. Program Fraud and Civil Remedies Act, [31 U.S.C. §3801 et seq](#);
11. Lobbying Disclosure Act of 1995, [2 U.S.C. §1601 et seq](#);
12. Title VI of the Civil Rights Act of 1964, [42 U.S.C. §2000d et seq](#);
13. Title VIII of the Civil Rights Act of 1968, [42 U.S.C. § 3601 et seq](#);
14. Title IX of the Education Amendments of 1972, as amended; [20 U.S.C. §1681 et seq](#)
15. Section 504 of the Rehabilitation Act of 1973, as amended; [29 U.S.C. §794](#); and
16. Age Discrimination Act of 1975, as amended, [42 U. S.C. §6101 et seq](#).

Appendix II

What is an entity?

The term “entity” refers to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any U.S. federal government agencies desiring to do business with the government. “Entity” can also refer to a party that has been suspended or debarred, is covered by a prohibition or restriction, or is otherwise excluded from doing business with the government.

What is entity registration?

An entity registration allows you to bid on government contracts and apply for federal assistance. We will assign you a Unique Entity ID as part of entity registration.

Comprehensive and current entity information is essential for the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards. You must renew your registration every 365 days for it to remain active.

When will my registration become active?

Allow at least **ten business days** after you submit your registration for it to become active in SAM.gov. If your entity fails TIN or CAGE code validation, you will receive an email with instructions on updating your information and resubmitting your registration. Please check your spam or junk mail for messages during this time; messages will be sent to the Government Business POC. You may need to work with the IRS or CAGE to update your information before resubmitting your registration.

How do I check the status of my entity registration?

If you have a role with an entity and are signed in to your SAM.gov account, you can check your entity registration status. You can also check the status of an entity’s registration as a federal user. If none of these is the case, you cannot check an entity’s registration status.

1. Sign in to SAM.gov. You must be signed in to check your registration status.
2. From the home page, select the “Check Registration Status” button. The page is also linked in the footer of all pages on SAM.gov.
3. Enter a Unique Entity ID or CAGE Code and select “Search.” The entity’s registration status will display below.