



Tips for registering in SAM.gov, obtaining a Universal Entity Identifier, and checking that contractors have registration and are not debarred or suspended

## **Requirements for City of Saint Paul Subrecipients**

City of Saint Paul subrecipients of Community Development Block Grant (CDBG) and other federal funding are required to perform appropriate checks for entities they are providing federal financial assistance to (as a beneficiary or as another subaward), to be sure they are registered in the federal System for Awards Management (SAM.gov) and are not debarred or suspended from receiving federal assistance. These requirements are defined in federal regulations<sup>1</sup> and are included in subrecipient contracts.

### **Recent Change: New Unique Entity Identifier**

The Unique Entity Identifier (UEI) is the replacement for DUNS codes as of April 4, 2022. DUNS numbers have been removed from SAM.gov system.

Information and resources for obtaining a UEI for entities that the City or its subrecipients are contracting with can be found at:

- [SAM.gov](https://sam.gov) (Information about obtaining a UEI)
- [Federal Service Desk](#) (Help document for transitioning from DUNS to UEI)

Note: Entities do not need to be registered in SAM.gov to generate a UEI. We recommend requesting a UEI as first step of a registration process to keep the process moving as quickly as possible.

### **Performing Checks for Entities**

Before entering a contract with a federal award, subrecipients must check that the entity is eligible for receipt of the federal funds on SAM.gov and maintain documentation of that. Note that entities in the SAM.gov system have a choice on whether they make their profile public, which determines the procedure for getting appropriate documentation:

- 1) If an entity has registered in SAM and provided SAM Search Authorization, a public search is performed:
  - Go to Sam.gov and enter search criteria through the search box on the homepage, using advanced search buttons to narrow further, if needed.

---

<sup>1</sup> 24 CFR § 570.609, 24 CFR §5.015(c)

- The initial search results show active registrations only. These results can be filtered by record status (Active or Inactive) and by record type (Entity Registration or Exclusion).
  - Take a screen shot or printout of the record and store with project records.
- 2) If the entity's administrator has chosen not to provide SAM Search Authorization, the record will not appear in SAM's public search display. Only staff with the federal government and those who have an assigned role with that entity can view registrations.
- Conduct the search on SAM.gov for an entity. Exclusions and suspensions and debarments will show even if an entity does not make their profile public.
  - Obtain proof through the entity in a screenshot of their profile as an active registrant and maintain in records.

### **Need Help?**

More information on how to search is found at the Federal Service Desk [here](#).

Reach out to your Project Manager on the Grants Management Team in Planning and Economic Development for further assistance.