



Tips for registering in SAM.gov, obtaining a Universal Entity Identifier, and checking that contractors 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), if applicable, and are not debarred or suspended from receiving federal assistance. These requirements are defined in federal regulations¹ and are included in subrecipient contracts.

Subrecipients are required to be registered in SAM.gov, but beneficiaries of the funding (including businesses receiving assistance through the subrecipient), only need to obtain a Unique Entity Identifier (UEI).

Unique Entity Identifier

The UEI replaced DUNS codes in 2022 and older 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. If SAM.gov registration is necessary, we recommend requesting a UEI as first step of a registration process to keep the process moving as quickly as possible.

¹ 24 CFR § 570.609, 24 CFR §5.015(c)

Performing Checks for Entities

Before entering a contract with a federal award, subrecipients must check that the entity not debarred or suspended from receiving the federal funds on SAM.gov and maintain documentation of that. To check

- Go to Sam.gov and enter search criteria through the search box on the homepage. Select the domain by clicking on the filter or plus signs next to the domains, select Entity Information and choose Exclusions
- Enter the name or ID into the search box. Use UEI if known but can also search by company or individual name.
- If no matches are found, take a screen shot or printout of the record and store with project 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.