

Grants Management Office Recommendation Against Utilizing DBA Names for UEI Renewal

Effective Friday Nov 4, 2022

The Grants Management Office (GMO) recognizes that some State agencies have utilized a Doing Business As (DBA) name when renewing their SAM.gov registration in previous years under the DUNS model. This is notable for agencies which have registered multiple accounts (now UEIs) in SAM.

When renewing your agency's UEI/SAM registration(s) for 2022 or 2023, and in subsequent renewals, the GMO strongly recommends that you do NOT use a DBA name that you have associated with your DUNS registrations in previous years.

The DBA name, even when listed on SAM.gov, is not considered an official name for a State agency under the Federal government's new validation process and will subject to rejection. The General Services Administration (GSA) requires a DBA name to listed in conjunction with the Legal Business Name on at least one document that is presented during the renewal process. Such a document is often prohibitively difficult for a State agency to obtain.

Instead, Grants Management recommends that your agency renew your UEI utilizing the Division Name that is provided in the "Business Information" section of your record in SAM.gov. Please see the example screenshot provided below. The Division Name is significantly easier to validate and will also serve to differentiate divisions of an agency with multiple UEIs. You are still required to provide documentation showing this division information is accurate.

Grants management further recommends that agencies with multiple UEIs work to condense down to one UEI for the entire agency. Under the new verification model, there is no demonstrable benefit to having UEIs for several divisions within the same agency.

If you have questions regarding this guidance, please contact Steve Thompson or Stephen Smith at DOA.Grants@doa.ri.gov. Thank you.

The screenshot displays a SAM.gov record for the Rhode Island Department of Administration. The left sidebar contains a navigation menu with categories such as Entity Registration, Core Data, Business Information, Entity Types, Financial Information, Taxpayer Information, Points of Contact, Security Information, Assertions, Reps and Certs, Exclusions, and Responsibility / Qualification. The main content area shows the following details:

- Entity Registration:** Unique Entity ID (redacted), CAGE/NCAGE (redacted), Physical Address: 1 Capitol Hill, Providence, Rhode Island 02908-5816, United States, Mailing Address: 1 Capitol Hill, Office Of Library & Information SERVICES, 2ND Floor, Providence, Rhode Island 02908-5816, United States.
- Registration Status:** Active Registration (indicated by a green dot), Expiration Date (redacted).
- Purpose of Registration:** Federal Assistance Awards Only.
- Version:** Current Record.
- BUSINESS INFORMATION:** Doing Business As (blank), URL: www.oilis.ri.gov/?, State / Country of Incorporation (blank), MPIN (redacted), Division Name: Office Of Library & Information Services (circled in red), Division Number (blank), Congressional District: Rhode Island 01.