



ASSISTANT SECRETARY FOR HOUSING –
FEDERAL HOUSING COMMISSIONER

Special Attention of:

NOTICE H 2023-01

Multifamily Regional Center Directors
Multifamily Satellite Office Directors
Multifamily Asset Management Division
Directors
Multifamily Account Executives
Performance Based Contract Administrators
Multifamily Owners and Management Agents
Multifamily Grantees

Issued: 1/26/2023

Expires: This notice remains in effect until amended, rescinded, or superseded.

Supersedes: H 2012-06

Subject: Unique Entity Identifier Replaces Dun & Bradstreet Data Universal Numbering System for Identification of Federal Awards

I. Purpose

This Notice provides background on the federal government’s transition from using the Dun & Bradstreet Data Universal Number System (DUNS Number) to the Unique Entity Identifier (UEI). It also provides resources associated with the transition and describes related requirements.

II. Applicability

This Notice applies to all owner entities and grantees of the following program types:

- A. Section 8 Project-Based Rental Assistance (PBRA)
 - 1. New Construction
 - 2. Substantial Rehabilitation
 - 3. State Housing Agencies Program
 - 4. Rural Housing Services Section 515/8
 - 5. Loan Management Set-Aside (LMSA)
 - 6. Property Disposition Set-Aside (PDSA)
 - 7. Section 202/8
 - 8. Rental Assistance Demonstration (RAD);
- B. Section 202/162 Project Assistance Contract (PAC);
- C. Section 202 Capital Advance/Project Rental Assistance Contract (PRAC);
- D. Section 202 Senior Preservation Rental Assistance (SPRAC);
- E. Section 811 Capital Advance/Project Rental Assistance Contract (PRAC);
- F. Section 811 Project Rental Assistance Demonstration (811 PRA Demo);
- G. Service Coordinator Grants;
- H. IWISH Grants;

- I. Congregate Housing Grants;
- J. Family Self-Sufficiency Grants;
- K. Tenant Education and Outreach Grants; and
- L. All new grant programs announced after this notice.

III. Background

The Federal Funding Accountability and Transparency Act of 2006¹ (FFATA), requires federal agencies to disclose all entities and organizations receiving federal funds through a single, publicly accessible Web site. The law applies in the case of both the legal entity that receives the funds (typically the partnership, association, or corporation listed as the project owner or grantee in contract or grant documents) and the parent company, if the recipient is owned or controlled by another entity. Families benefiting from rental assistance are not covered by FFATA.

Pursuant to FFATA, federal agencies must report information about awards to the Office of Management and Budget (OMB). Such information includes, but is not limited to, the following data:

- the name of the entity receiving the award;
- the amount and purpose of the award; and
- the unique identifier of the entity.

Until recently, the unique identifier was the entity's DUNS number. On April 4, 2022, the federal government transitioned from DUNS to implement the UEI. The UEI is generated and maintained by the System for Award Management (SAM.gov), which is an official Web site of the U.S. Government where entities, including individuals and organizations applying for business with the Department of Housing and Urban Development (HUD) and other agencies, may update, renew, or check the status of an entity registration at no cost.

In addition to being registered in SAM and providing a UEI in its application for a federal funding award, the recipient of such an award must² maintain an active SAM registration at all times during which the award remains active.

IV. UEI Resources

The following links provide information for the stakeholders of the Office of Multifamily Housing (MFH) about the transition to UEI and how to obtain a UEI:

- Stakeholders can learn more about the transition to UEI here: <https://sam.gov/content/duns-uei>.
- The UEI is a 12-character alphanumeric ID assigned to an entity at <https://sam.gov>.
- New entities can obtain their UEI at <https://sam.gov> and, if required, complete an entity registration.

¹ Public Law 109–282, the Federal Funding Accountability and Transparency Act of 2006, as amended.

² 2 Code of Federal Regulations Appendix I to Part 200, paragraph D.3.

- Existing registered entities can find their UEI by following the steps [here](#).
- Once assigned, the UEI number will never expire; however, entity registrations expire annually and therefore require annual renewal. Expiration dates are listed in entity records at <https://sam.gov>.
- As part of this transition, the DUNS Number has been removed from <https://sam.gov>.

For both new UEIs and the annual renewal of existing UEIs, the General Services Administration, which maintains SAM.gov, recommends that an entity begin the registration process at least 45 days prior to the UEI's expiration date.

V. Transition Date

As of April 4, 2022, HUD no longer executes new agreements nor renews existing agreements, including grants, cooperative agreements, capital or operating fund subsidies, capital advances, or rental assistance contracts, with an entity that lacks evidence of an active UEI registration in SAM. The entity must provide active UEI registration documentation to HUD or the Contract Administrator in order for HUD to obligate funds to a federal award. Funds are obligated at the point of HUD's execution of a contract, grant agreement, or cooperative agreement.

For rental assistance contracts that were active (i.e., not expired) on April 4, 2022, the Department will continue to make rental assistance payments. Once a contract comes up for renewal, however, the owner must have an active UEI in order for HUD to renew (i.e., obligate funds to) the contract.

VI. Current DUNS Number Reporting in TRACS Release 202D

TRACS Release 202D contains two DUNS Number fields; item 33 under VCHHR Voucher Header Record is a DUNS Number and item 34 requests the owner to submit a Parent Company DUNS Number to TRACS. Owners may continue to report the DUNS Number to TRACS, but the fields are not mandatory submissions. Owners that do not currently have DUNS Numbers should leave fields 33 and 34 blank. A TRACS error message for a missing DUNS Number is for informational purposes and will not suspend or stop electronic requests for subsidy payments.

VII. Future UEI Reporting in TRACS Release 203A

Concurrent with TRACS Release 203A, the DUNS Number fields will be removed and replaced with UEI data fields. HUD will notify owners in advance of the date that the UEI will become a mandatory submission in TRACS. Failure to obtain or maintain an active UEI registration in SAM after that date may result in the Department suspending federal awards, including payments made under rental assistance contracts.

VIII. For Further Information

Direct questions about the UEI requirements to your assigned Account Executive and/or Funding Specialist in the Regional or Satellite HUD office.

Julia R. Gordon
Federal Housing Commissioner –
Assistant Secretary for Housing