



Illinois Department of Transportation

Office of Highways Project Implementation / Bureau of Local Roads & Streets
2300 South Dirksen Parkway / Room 205 / Springfield, Illinois / 62764

March 29, 2022

CIRCULAR LETTER 2022-10

DUNS NUMBER (Dun & Bradstreet) to UEI (Unique Entity Identifier) MIGRATION

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS / MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS / METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS / TOWNSHIP HIGHWAY COMMISSIONERS / CONSULTING ENGINEERS

PURPOSE & POLICY:

The purpose of this Circular Letter is to inform our Local Public Agencies (LPAs), industry partners, and Grantees of the in-progress migration away from the use of the current identifier known as a DUNS Numbers to that of employing the new UEI Number. The federal government is changing the unique identifier used by entities that do business with both Federal and State governments. On April 4, 2022, the DUNS Number will be removed and the UEI will be the authoritative identifier.

The new UEI will be used by both the SAM.gov and the Illinois' Grant Accountability and Transparency Act (GATA) Portal site, as well as other governmental award and financial systems.

Importantly, as part of this migration the SAM.gov site will be unavailable for the migration and scheduled maintenance from April 1, 2022 at 7:00 PM (CT) to April 4, 2022 at 8:00 AM (CT). State and Federal agencies will not be able to determine qualified status during this timeframe.

KEY INFORMATION ON MIGRATION AND GATA SYSTEM CHANGES:

The following key points are provided as information to aid and assist for the migration:

- Grantees that have an existing SAM.gov account have been assigned a UEI. For Grantees with a “public” setting, the Grantee Portal has been updated to include the UEI. No action is required.
- For Grantees that do not have a UEI and Grantees with a SAM.gov account with a “private” setting, a prompt will appear on the Grantee Portal directing grantees to enter the SAM.gov UEI on the registration page.
- For historical purposes the existing DUNS numbers will remain in the GATA systems and all GATA system reports and exports until it is determined the DUNS can be removed without issue.
- The SAM.gov UEI will be a fieldname in the GATA system named: Grantee_SAMS
- Since the DUNS number may be a primary key for some state agency systems and Department Bureaus during the migration, GATA will be assigning a number in the DUNS field for newly registered Grantees. The format will be ‘999’ + {GranteeID}. For example, a Grantee with the GranteeID of 612345 will have a DUNS of ‘999612345’ in the GATA system and all GATA system reports and exports.

March 29, 2022

- Since the SAM.gov UEI may be blank due a “private” SAM.gov registration or other reasons, a temporary UEI will be assigned to the Grantee. The format will be ‘999999’ + {GranteeID}. For example, a grantee with the GranteeID of 612345 will have a UEI (SAM) of ‘999999612345’ in the GATA system and all GATA system reports and exports. Once the official UEI is obtained from SAM.gov the Grantee_SAMS field will be updated to the correct code.
- Any existing GATA system reports or exports that display the Grantee_DUNS number will be appended with the Grantee_SAMS code. This includes all links through the GATA web application or the files on the MoveIT.illinois.gov SFTP server.

SAM.gov UEI TECHNICAL SPECIFICATION INFORMATION:

The new SAM.gov UEI code is a 12-character alphanumeric unique entity identifier for registrants of SAM.gov. The code will adhere to the following rules:

- The letters “O” and “I” will not be used to avoid confusion with zero and one.
- The first character will not be zero to avoid cutting off digits that can occur during data imports, for example, when importing data into spreadsheet programs.
- Nine-digit sequences will not be used in the identifier to avoid collision with the nine-digit DUNS number or FEIN.
- The UEI will not be case sensitive.
- The final character will be a checksum of the first 11 characters to detect errors in the code.
- The SAM.gov UEI does not expire and will be associated with the entity indefinitely.

ADDITIONAL RESOURCES:

For additional assistance, the federal Office of Management and Budget (OMB) through its OMB Grants Innovation Exchange an informational tool entitled “Getting a Unique Entity ID (SAM) which can be located at:

[https://content.govdelivery.com/attachments/USGSA/2022/01/20/file_attachments/2053447/OMB Grants Innovation Exchange - Jan 12, 2022.pdf](https://content.govdelivery.com/attachments/USGSA/2022/01/20/file_attachments/2053447/OMB%20Grants%20Innovation%20Exchange%20-%20Jan%2012,%202022.pdf)

If you have any questions regarding this Circular Letter, migration or process please contact DOT.GATA@illinois.gov.

Sincerely,



George A. Tapas, P.E., S.E.
Engineer of Local Roads and Streets

cc: Rick Johnson, Illinois Association of County Engineers
Brad Cole, Illinois Municipal League
Jerry Crabtree, Township Officials of Illinois
Donald Goad, Township Highway Commissioners of Illinois