TO: National Office Officials  
Agency Administrators  
State Directors  

ATTN: Rural Business-Cooperative Service, Rural Housing Service, and Rural Utilities Service (Headquarters, State, and Local)  

FROM: Tony Bainbridge  
Chief Financial Officer  

SUBJECT: Implementation of the Unique Entity Identifier – Phase I  
Elimination of DUNS  

The General Services Administration (GSA) released a Federal Register Notice published July 10, 2019, providing guidance on replacing the Dun & Bradstreet DATA Universal Numbering System (DUNS) with a governmentwide unique entity identifier (UEI). Additionally, Title 2 of the Code of Federal Regulations (CFR), Grants and Agreements, and Title 48, Federal Acquisition Regulation System, require a universal identifier for all applicants (non-individuals), recipients, and subrecipients of agency awards.

Effective April 4, 2022, Rural Development (RD) staff must collect the UEI instead of the DUNS from an applicant as the DUNS will no longer be required for recipients of federal financial assistance. Recipients are issued a UEI as a registrant of the GSA System for Award Management (SAM), https://sam.gov/. Per CFR Title 2 Part 25, applicants (non-individuals) of federal financial assistance must be registered in SAM prior to submitting an application or plan. New and existing registrants will receive a UEI through the SAM system.

The RD Technology Office has begun coordination with program, servicing, and finance organizations to complete UEI Business Requirement documentation and will transition to the UEI in RD systems, interfaces, forms, and reports. Phase I of the implementation strategy will include modification of RD forms to collect the UEI instead of the DUNS and removing the requirement to populate a DUNS data field in various RD systems. Phase II will implement UEI data fields in appropriate RD systems. Phase III will add the UEI to tables and reports in the Tabular Data Warehouse. The current DUNS field will be retained for historical purposes.

EXPIRATION DATE:  
March 31, 2023  

FILEING INSTRUCTIONS:  
Administrative/Other Programs  

USDA is an equal opportunity provider, employer, and lender.
Implementation of the Unique Entity Identifier – Phase I Elimination of DUNS

Phase I is expected to be implemented by April 4, 2022, meaning RD forms will be updated to collect the UEI and available as usual through the USDA Service Center Agencies eForms website, https://forms.sc.egov.usda.gov/eForms. Below is a list of the common application forms that are used by the various RD programs that collect the UEI:


b. Form RD 5001-1, “Application for Loan Guarantee” (OneRD programs)

c. Form RD 4279-26, “Biorefinery, Renewable Chemical, and Biobased Product Manufacturing Assistance Program Application”

d. Form RD 4281-1, “Application for Food Supply Chain Loan Guarantee”

e. Form RD 4288-1, “Advanced Biofuel Payment Program Annual Enrollment Application”

Please obtain the newest version of these forms online. For program application forms not listed above, please contact your program staff.

The DUNS field may still be available in various systems but there will be no requirement to populate the field. At this time when collecting the UEI, staff must retain the forms with the UEI in the borrower’s official Agency file (either electronically or hard copy) in accordance with RD Instructions 2033-A “Management of Rural Development Records” retention policies.

We appreciate your collaboration to accomplish the UEI initiative and will continue communication on Phase II and III of the project. If you have any questions, please contact Janet Stouder at Janet.Stouder@usda.gov or Heather Honkomp at Heather.Honkomp@usda.gov.

Sent by Electronic Mail on ______________ at ______________ by the Office of Compliance, St. Louis, Missouri. National Office Officials, Agency Administrators, and State Directors should advise other personnel as appropriate.