



November 1, 2022

TO: Business and Accounting Administrators  
Los Angeles County K-12 School, Community Colleges, Charter Schools,  
Joint Powers Authorities (JPAs), and  
Regional Occupational Centers/Programs (ROC/Ps)

FROM: Sachiko Enomoto, School Accounting and Finance Manager  
Accounting and Financial Services  
Division of School Financial Services (SFS)

SUBJECT: System for Award Management (SAM) Account Maintenance

The purpose of this bulletin is to alert districts of the change in validation and registration process (both new and existing entities) in the System for Award Management (SAM.gov).

The SAM.gov is an official website of the U.S. Government. Agencies use this site to:

- Register to do business with the U.S. Government
- **Update, renew, or check the status of your entity registration**
- Search for entity registration and exclusion records
- Search for assistance listing, wage determinations, contract opportunities, and contract data reports
- View and submit BioPreferred and Service Contract Reports
- Access publicly available award data via data extracts and system accounts

The County of Los Angeles Treasurer and Tax Collector's (TTC) office is responsible for coordinating with each SAM participating entity to process registration renewals and updates. They will contact each entity to complete the annual renewals prior to the registration expiration date. Please be advised that this year, the TTC will be requesting additional supporting documentation to complete the annual renewal process, as required by the program.

On April 4, 2022, the federal government transitioned away from using the Data Universal Numbering System (DUNS) Number and replaced it with the new Unique Entity Identifier (UEI) as the primary means of entity identification for federal awards. The validation process has been updated and will require additional steps this year. All entities, even those already registered in SAM.gov, must validate their entity information and provide supporting documentation in order to update/validate the data and complete the registration in the new UEI

database. Each entity will need to provide one or more official documents supporting each of the items listed (see link below for the Entity Validation Documentation Requirements):

1. Legal business name and physical address in the same document
2. Legal business name and doing business as (DBA) name in the same document if the DBA is also displayed
3. Legal business name and U.S. state of incorporation in the same document
4. Legal business name and start year in the same document

Below is a hyperlink to the Entity Validation Document Requirements provided by the U.S. General Services Administration's Federal Service Desk (FSD). FSD provides support for government-wide systems required by federal policy, including SAM.gov. This one-pager highlights what documents are necessary.

**[Entity Validation Document Requirements hyperlink](https://www.fsd.gov/gsafsd_sp/?id=gsafsd_kb_articles&sys_id=940fd1c81b569d1034b11179bc4bcbe4)**

<[https://www.fsd.gov/gsafsd\\_sp/?id=gsafsd\\_kb\\_articles&sys\\_id=940fd1c81b569d1034b11179bc4bcbe4](https://www.fsd.gov/gsafsd_sp/?id=gsafsd_kb_articles&sys_id=940fd1c81b569d1034b11179bc4bcbe4)>

Should you have any questions related to the new process/requirements, please contact Shannon Cao at [scao@ttc.lacounty.gov](mailto:scao@ttc.lacounty.gov) or (213) 584-1239.

Should you have any questions related to this bulletin, please contact me at (562) 922-6191 or email [Enomoto\\_Sachiko@laoe.edu](mailto:Enomoto_Sachiko@laoe.edu).

Approved by:  
Nkeiruka Benson, Director  
Division of School Financial Services

SE:ei

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