

Requirements for ENs Operating More than One Business Model

The following steps are requirements for ENs operating more than one business model:

1. Establish a separate EN name and DUNS number for each additional business model

- a. Keep the same official legal business name and address
- b. Choose a separate “Doing Business As” (DBA) name for the second and/or third business models. For example:
 - Traditional EN: **American Business Consultants (ABC)**
 - Administrative EN: **ABC Administrative**
- c. Obtain a new Dun & Bradstreet Data Universal Numbering System (DUNS) number for the second and/or third business. Here are the steps to complete this process:
 - Go to <https://support.dnb.com/?CUST=GOVTDUNS>
 - The request for the second DUNS number should be as a **branch** of the main company.
 - It is important to have 2 pieces of documentation that show the current business address. The online system will accept other forms of documentation besides those listed in the e-mail that you have received. It is recommended that you have a piece of mail with the company name and address on it.
 - On the screen pertaining to finances, it is very important to select **NO** for financial details and to add specific language: A new DUNS number is being requested for the branch location. The application will be rejected if this information is not included because the DUNS number is already on record.
 - It takes approximately 24 hours to obtain the new DUNS number and for the system to link your main and branch company locations.

The application must be completed on the Dun & Bradstreet website. For further assistance, call (866) 705-5711.

2. Register with System for Award Management (SAM)

You must register your new branch DUNS number with SAM, a government organization that includes different layers of verification with the Internal Revenue Service (IRS) and the Department of Defense.

ENs are **required** to have a separate physical location or separate bank account to register the DUNS. **Please be aware that if you do not establish either a separate physical location or a separate bank account for your new branch, you will not be able to register the new branch within SAM.**

Here are the steps to complete this process:

- a. Login into <https://www.sam.gov/SAM/>
- b. On the left side of the menu choose: Register Entity
- c. Follow the next few steps until submission
- d. The request must be completed using the information for the same individual at an executive level who registered for the EIN of the existing DUNS number. For some ENs, this can be the Signatory Authority; for others, it could be a Chief Financial Officer or Chief Executive Officer.
- e. It is extremely important to answer **NO** to the question that asks “Does your entity already have a CAGE Code?” Based on that response, the system will automatically generate a new CAGE code.

3. Submit for SSA Approval

After the branch DUNS number is properly registered on SAM, you must submit the following Part V sections from attached Request for Application (RFA) to EN Service:

- 1.A - Applicant's name
- 1.B - Name of Employment Network
- 1.C - EN's Employer Identification Number
- 1.D - EN's Data Universal Numbering System Number and System for Award Management Registration
- 1.E - Physical Address
- 1.F - Mailing Address
- 1.G - Location of Services
- 1.H - EN Contact Information
- 1.I - EN Directory Contact Information
- 1.J - Service Area
- 1.K - Corporate Status
- 1.L - Type of Organization
- 1.M - Preferred Impairment Group Served
- 1.N - Services Offered
- 1.O - EN Payment System Election
- 1.Q - Business Plan
- 1.S - EN Employee Suitability (if applicable)
- 1.V - Signatory Authority

