MEMORANDUM

TO: Recipients of Coronavirus Local Fiscal Recovery Fund Federal Grants
FR: A&F FFO
DT: August 1, 2022
RE: Unique Entity Identifier (UEI) Requirements for Coronavirus State and Local Fiscal
Recovery Funds

Background

On April 4, 2022, the unique identifier across the federal government changed from DUNS number to the Unique Entity Identifier (UEI). This is a 12-character alphanumeric ID assigned to an entity by SAM.gov.

By September 30, 2022, Administration & Finance (A&F), Federal Funds Office (FFO), will be required to report the UEI of recipients that have received Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) to U.S. Treasury. Additionally, recipients who will receive CSLFRF allocations in the future, will be required to be registered in SAM.gov.

The federal government will no longer process any transactions from entities that are not registered in SAM.gov and do not have a UEI.

Required Parties

All recipients, subrecipients, and contractors of CLSFRF are required to be registered in SAM.gov and have a UEI. If a recipient has an existing and active registration in SAM.gov, the UEI number has already been assigned and can be located below the DUNS number on the entity registration record.

If the recipient has been classified as a beneficiary, UEI will not be required.

How to Register

The following steps should be taken to ensure you have both a SAM.gov login and a UEI:
1. All recipients should have an active SAM registration. You can register for a login on SAM.gov. There is no charge to register or maintain your entity's SAM registration. Please see here for more information on how to register for SAM.gov. You will need the following payment information to register:
    a. Entity Identification Number (EIN), name, and contact information
    b. Name and title of an authorized representative of the entity
    c. Financial institution information

For more information, see the following resources:
1. Get a Unique Entity ID – YouTube
2. Unique Entity ID (SAM) Stakeholder Forum Questions
3. SAM.gov