



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

100 Cambridge Street Suite 900 Boston, MA 02114 • 617-292-5500

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Bonnie Heiple
Commissioner

VERY IMPORTANT NOTICE

Re: Public Water Suppliers and **Unique Entity Identification (UEI)** number for receipt of federal grant funds

Dear Public Water Suppliers,

Please be aware that public water suppliers (PWS) that receive funds through the federal government as a sub-awardee through MassDEP are now required to have a **Unique Entity Identification (UEI)** number; this requirement became [effective April 4, 2022](#). The UEI number must be documented on the Massachusetts W-9 form that is included in all contract paperwork distributed by MassDEP to entities that are granted federal funds.

Be ahead of the game and apply for a UEI number **now** if your PWS or organization does not have one. If you are a municipal PWS, the UEI associated with the municipality is valid for your PWS unless you are considered a separate entity in terms of financial structure; see fsd.org for guidance. If you anticipate applying for or receiving federal grant funds for your PWS or organization, we recommend that you confirm your UEI number with your fiscal department and if one has not been issued, apply for one as soon as possible to save valuable time when completing required contract paperwork.

While most entities will receive their UEI number at the time of application for funding, there may be additional documentation needed that could delay the assignment of a UEI number. While it's typically a quick process, it may take several weeks to receive a UEI number.

- To check your PWS or organization status, visit fsd.gov,
- To register your entity, visit SAM.gov.

If you have any questions about the MassDEP Drinking Water Program contact program.director-dwp@mass.gov or 617-292-5770.

Sincerely,
Yvette DePeiza
Program Director
MassDEP/Drinking Water Program