FAQ Regarding Unique Entity Identifier (UEI) Requirements

Q1: Are all grant subrecipients required to have a UEI?

Yes, all non-federal entities that receive grants must have a UEI. Examples of non-federal entities include: state agencies, units of local government, Native American tribes, IHEs, partnerships, corporations, sole proprietors, partnerships, joint ventures and nonprofit entities. Obtaining an UEI is free via SAM.gov.

> *Per US Treasury guidelines for SLFRF funds, state agencies are not required to report UEIs for contractor entities receiving SLFRF funds. In addition, state agencies are not required to obtain a UEI for individuals or entities receiving SLFRF funds as beneficiaries.*

Resource: Subrecipient and Subcontractors - How to Validate Your Entity and Obtain and UEI

Q2: Are subrecipients required to have a full registration in SAM.gov?

Full registration includes receiving a CAGE code. A CAGE code is a unique ID for entities that do business directly with the federal government and be eligible to receive federal funding. Such entities would be units of local government, for profit entities, etc. There is a shorter registration for entities that intend to only be eligible to receive federal funding. Entities such as non-profit organizations would be eligible for the shorter registration; however, they could also do the full registration in order to receive a CAGE code if they anticipate working directly with the federal government in the future.

Q3: How do I verify a subrecipient's UEI for suspension or debarment?

Go to SAM.gov to check the "Excluded Parties List System" (EPLS) for entities that have been suspended or debarred from doing business with the federal government. This must be done for each grant cycle and program. State agencies must check this list annually as part of their subrecipient monitoring.

Resource: State Agencies: Checking SAM.gov for Suspension and Debarment

Q4: How do I verify if a subrecipient has an active UEI?

Go to SAM.gov to perform a search with the UEI number or CAGE code. It's important to note that an entity has the ability to exclude from being displayed in a public search. If this is the case, contact your agency's OSC Compliance Liaison for more information on how to address records not publicly available.

Resource: State Agencies: How to Verify if an Entity has an Active UEI

Q5: What if a subrecipient has a UEI, but the number is not active?

The subrecipient must go to SAM.gov to validate their UEI number. Oftentimes entities don't realize that they must validate annually in order to maintain an active status.

Resource: Subrecipient and Subcontractors - How to Validate Your Entity and Obtain and UEI

Q6: Is the status "ID Assigned" acceptable or do they need to do something?

If your subrecipients UEI indicates the "ID Assigned" status, the entity was auto-assigned an UEI because they had an active DUNS number. They would need to go to SAM.gov and

validate the entity. Once it has been verified it will show "Active" or "Active Registration".

Resource: Subrecipient and Subcontractors - How to Validate Your Entity and Obtain and UEI

Q7: How often does a subrecipient need to update their UEI registration?

Subrecipient entities must validate their UEI registration on an annual basis. If they do not validate annually, the UEI status will change to "Inactive" and will have to go through a validation process that could take additional time.

Q8: Is there a certain time of year when subrecipients need to validate their EUI registration?

The time of year depends solely on when the entity's registration was approved. For example: if an entity receives validation on September 1, 2022, then they would be required to revalidate their registration **prior** to September 1, 2023. If the entity does not validate prior to the expiration date, there could be delays in the process.

Q9: Does SAM.gov provide notice to subrecipients that their UEI registration is nearing expiration and need to renew?

A reminder email will be sent to the email address used for registering in SAM.gov. It is recommended that the entity uses a general business address instead of an employee email address, because if the employee leaves the entity, the entity would be required to go through a validation process to update new email address and gain access to the SAM.gov system.

Q10: What happens if a subrecipient does not have a UEI?

Subrecipients that do not have a UEI are not eligible to receive federal funding. In order for the subrecipient to be eligible for federal funding they must obtain a UEI.

Resource: Subrecipient and Subcontractors - How to Validate Your Entity and Obtain and UEI

Q11: What happens if a subrecipient needs to change their bank account information on SAM.gov?

The subrecipient will need to login to their SAM.gov account and update their "Entity Registration" information. They will need to select "I would like to update/renew my entire registration" to begin the process and follow instructions to update their banking information.

Resource: Subrecipient and Subcontractors - How to Validate Your Entity and Obtain and UEI