

## UEI – FAQs and Resources

- DUNS – Dun and Bradstreet is no longer involved in issuing identifiers for entities that participate in Federal grants. Entities are now required to obtain and maintain a Unique Entity Identifier (UEI).
- Entities **must** register with SAM.gov in order to receive their UEI
  - Entities **must** renew every year on SAM.gov to maintain their active status.
- If you have problems with your registration on SAM.gov, please contact their help desk: **1-866-606-8220**
- The South Dakota Procurement and Technical Assistance Center can also offer some assistance with SAM.gov registration.\*

### FAQs

- Do I still need my DUNS number?
  - No, after 4/5/22 you will no longer use your DUNS number for grant applications. You will not need your DUNS number to obtain your UEI after 4/5/22
- Is there a fee to get my UEI?
  - No. Obtaining your UEI from SAM.gov is free. Do not pay an outside entity or website to get your UEI number for you. Always go to SAM.gov in your browser window to make sure you're on the official government website.
- When will I need to use my UEI?
  - Any grant applications that you formerly used your DUNS for will now use your UEI. For Emergency Management grants, this will include your Request for Public Assistance (disaster/PA grants) and BRIC applications (Mitigation grants)
- Do I need to renew my entity every year?
  - Yes. Part of the new UEI requirements are that you renew your entity every year on SAM.gov. You will receive a reminder e-mail from SAM.gov letting you know when it is time to renew.
- What happens if I don't get my UEI or renew my entity?
  - You will not be able to apply for grants that include Federal funding. Your applications will be delayed until you can obtain your UEI or renew your entity.
- What do I need to obtain my UEI?

- Your legal entity (business) name
  - Physical address (not a PO Box)
  - Mailing Address
  - Date & State of Incorporation (if applicable)
  - Taxpayer Identification Number (TIN)
  - IRS Consent Form
  - Financial Information
  - Points of Contact (POCs)
  - Additional information may be requested by SAM.gov when you register and/or renew
- Can the State give me my UEI?
    - No. The State of South Dakota does not issue or obtain UEI numbers for applicants. You must go to SAM.gov and register.
  - Who should I call if I need help?
    - Contact SAM.gov customer service at 1-866-606-8220

### **Resources**

If you run in to problems when registering your entity on SAM.gov, you may be able to use the following information.

- Verify your address:
  - In order to prove you are a legal entity located in the United States, you may need to verify your address. This serves as proof that you are located in the United States. Some rural addresses don't match in government databases. The best way to verify your address is by going to the USPS website and performing a Zip Lookup.
  - If your address does not show up with a nine-digit zip code, you may need to contact your local 911 center to find out what your verified address is.

Verified Address:

1. Go to the USPS website: <https://www.usps.com/>
2. Click on "Quick Tools"

3. Click on “Look Up a Zip Code”
4. Click on “Find By Address”
5. Enter your address information and click “Find”
6. Your address plus your nine-digit zip code should come up:
7. If your address does not show up with a nine-digit zip code, then you may need to contact your local 911 center to find out what your verified address is.
8. Please note, the address for your entity should not be a personal residence if at all possible.
9. The physical address and mailing address can be different.

In order to prove that your entity is a legal US entity, you can provide information from an official website like the Census Bureau.

1. Go to the US Census data website: <https://data.census.gov/>
2. On the home page, click in the search box and input your entity information, then click on the search icon (magnifying glass).
3. Official census data for your entity should show up. You can save this information in a pdf file and upload it to SAM.gov to verify your entity’s status.

### **PTAC**

\*If you run into problems registering your entity with SAM.gov, the South Dakota Procurement Technical Assistance Center may be able to assist you. You can contact SD PTAC at one of their four locations:

Sioux Falls, Marcella Hurley, Director, 605-275-7577

Rapid City, Amy Meyer, Consultant, 605-716-0010

Yankton, Fred Binder, Consultant, 605-665-4408

Pierre, Bob Weyrich, Consultant, 605-773-2783

<https://sdbusinesshelp.com/procurement-technical-assistance-center/contact/>

A PTAC employee can help you create an incident ticket in your SAM.gov account where you can upload documentation.