

---

# FEDERAL GRANT COMPLIANCE Info Sheet

---



101 Pleasant Street | Concord, NH | 03301-3860 | (603) 271-2634 | [www.education.nh.gov](http://www.education.nh.gov)

---

## **DUNS Transition to Unique Entity ID (UEI)**

The New Hampshire Department of Education (NHDOE) has prepared this **DUNS Transition to Unique Entity ID (UEI) Info Sheet** to assist Federal program subrecipients in ensuring they have a UEI that is registered on the System for Award Management that is required when applying to the NHDOE for participation in Federal grant programs.

### **What is the Unique Entity ID?**

Currently, the authoritative unique entity identifier used by the federal government is the DUNS number. On April 4, 2022, the authoritative unique entity identifier used by the federal government will be the Unique Entity ID (UEI). The UEI is a 12-character alphanumeric value. This number is managed, granted, and owned by the government versus the DUNS which is managed, granted, and owned by Dun & Bradstreet. **The DUNS will remain the authoritative identifier until 4/3/2022.**

### **When is the Unique Entity ID Changing?**

On April 4, 2022, the Unique Entity ID is the authoritative identifier. DUNS will no longer be available in IAE systems (Integrated Award Environment).

### **Why is the Change from DUNS to Unique Entity ID Happening?**

- The move from DUNS to the Unique Entity ID is a federal government-wide initiative.
- OMB has directed federal agencies/systems to complete their transition to the UEI no later than April 4, 2022.
- GSA's (U.S. General Services Administration) role in the federal transition is, in part, to assign the UEI as part of the entity registration process.
- GSA is also preparing all IAE systems to use the UEI.
- This change simplifies the process of registering your organization to do business with the federal government.
  - Entities are assigned an identifier during registration or can request one at SAM.gov without needing to register
  - **You do not need to go to a third party to obtain an identifier or to get help!**

---

This document is not a substitute for the advice of your own attorney and/or law firm licensed to practice law in the state of New Hampshire. In reading and applying Federal law, we recommend that you seek and obtain the advice of counsel with questions of application, interpretation, and/or to ensure that use of this information is appropriate to your particular situation.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.

---

## **Agency Implementation across the Federal Government**

Federal agencies are implementing their own UEI transition plans by April 4, 2022. They will manage updates to their own procurement award processes and systems, grant award processes and systems, and invoicing and payment processes and systems.

Federal agencies that you do business with will directly issue information about changes to the award and payment processes. For example, Grants.gov has already initiated its transition. You can follow this link to view their planned updates: [Planned UEI Updates | GRANTS.GOV](#).

## **What do I need to do to get a UEI?**

If your non-Federal entity is already registered in SAM, then nothing! Each non-Federal entity already registered in SAM has a UEI (SAM) already assigned to them. Please see the example provided within the 'Frequently Asked Questions'.



**ACTION REQUIRED FOR ALL NON-FEDERAL ENTITIES**



## **Reporting your UEI to the NHDOE**

Currently, you report your DUN information to the NHDOE for grant purposes. However, since this transition is occurring, you will now need to report your UEI information to the NHDOE.

### **Step 1**

To do so, please login to [myNHDOE](#) and access the Education Statistics System (ESS). At the top of the page please select 2021-2022 school year. At the bottom of the page you will find the '2021-2022 Unique Entity ID collection' survey, click on the arrow to right to enter the survey.

#### 2021 - 2022 Unique Entity ID Data Collection

**Due Date:** Mar 11 2022 12:00AM

**Description:** Please save your survey often as it will time-out after 30 minutes. This data collection is used to collect Unique Entity ID data. Click the arrow to the right to continue.

---

This document is not a substitute for the advice of your own attorney and/or law firm licensed to practice law in the state of New Hampshire. In reading and applying Federal law, we recommend that you seek and obtain the advice of counsel with questions of application, interpretation, and/or to ensure that use of this information is appropriate to your particular situation.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.

## Step 2

Once in the survey, you will enter the UEI and expiration date for all non-Federal entities registered (SAU, Districts, Schools, etc.). Remember, if you wish to do business with the Federal government, you must be registered in SAM and be assigned a UEI. The ID is 12 digits/letters long, there should be no hyphens.

When all of the information in the survey is entered, click the ‘Save Survey’ button at the bottom of the form.

## Frequently Asked Questions

### I am an entity already registered in SAM.gov, what does that mean for me?

You have already been assigned a Unique Entity ID. It is available to view on your entity registration record in SAM.gov.

	<b>Children's Museum Of New Hampshire, The</b> ● Active Registration			
<b>BEFORE 4/4/22</b>	➔	<b>DUNS</b> Unique Entity ID 151439163	CAGE Code 4J8P7	Physical Address 6 Washington St, Dover, NH 03820 USA
<b>AFTER 4/4/22</b>	➔	<b>SAM</b> Unique Entity ID FAZ2RXBAFAZ1		

### I am a sub-awardee and am NOT registered in SAM.gov and I use the DUNS for subaward reporting, what does that mean for me?

You can request a UEI in SAM.gov today. A DUNS is still required, but no registration is required. Continue to use your DUNS for reporting until the transition to UEI takes place on April 4, 2022.

### I pull award data and reports from IAE systems and view the DUNS, what does that mean for me?

The UEI is available now along with the DUNS in SAM.gov. However, on April 4, 2022, only the UEI will be provided and the DUNS field will go away.

This document is not a substitute for the advice of your own attorney and/or law firm licensed to practice law in the state of New Hampshire. In reading and applying Federal law, we recommend that you seek and obtain the advice of counsel with questions of application, interpretation, and/or to ensure that use of this information is appropriate to your particular situation.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.

**I search for entity and contract award information using the DUNS, what does that mean for me?**

Today, you can use the DUNS or the UEI to search entities. Starting on April 4, 2022, you will only be able to use the UEI.

**If I am going to register my entity now for future use, do I still need the DUNS? How do I get a UEI?**

Before April 4, 2022, go to D&B and get a DUNS, then go to SAM.gov to register your entity. You will be assigned a UEI as part of the SAM.gov registration process. On April 4, 2022, you will only utilize the UEI as the authoritative unique entity identifier.

**If I am going to register my entity after April 4, 2022, what does that mean for me?**

After April 4, 2022, you will be assigned a UEI as part of the SAM.gov registration process. You no longer need a DUNS for SAM.gov registration.

**Will my UEI ever expire?**

No. Once assigned, the UEI itself will never expire. Entity registrations do expire annually and require annual renewal, and those dates are not impacted by the transition from DUNS to UEI.

**Any entity wishing to do business with the federal government must be registered in SAM. What is considered an entity?**

Entity refers to prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any federal government agencies desiring to do business with the government (also anyone wishing to bid on or get paid for federal contracts).

Entity can also refer to a party which has been suspended or debarred, is covered by a prohibition or restriction, or is otherwise excluded from doing business with the government.

**Please note: each entity under an SAU (i.e. District) must be registered individually. If the SAU wishes to do business with the federal government, they must be registered separately. In a system transition during the summer 2021, some Districts have reported data lost and have been forced to register their entity again. Please verify all entities are registered in SAM individually.**

**Where can I get additional information about this transition?**

Please review the latest stakeholder meeting presentation here: [Nov 3 2021 Stakeholder Meeting.pdf \(gsa.gov\)](#). Here you will find additional information on how to get a UEI without registering your entity, how to create an incident if there is an issue, and other helpful information.

---

This document is not a substitute for the advice of your own attorney and/or law firm licensed to practice law in the state of New Hampshire. In reading and applying Federal law, we recommend that you seek and obtain the advice of counsel with questions of application, interpretation, and/or to ensure that use of this information is appropriate to your particular situation.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.

**Technical Assistance**

Please feel free to contact the Bureau of Federal Compliance staff should you have any questions relative to the contents of this document. A resource about DUNS to Unique Entity ID Transition is available at: [SAM.gov | Duns - Sam UEI](#).

Bureau of Federal Compliance  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301  
603-271-3837 or 603-271-3808  
[federalcompliance@doe.nh.gov](mailto:federalcompliance@doe.nh.gov)

---

This document is not a substitute for the advice of your own attorney and/or law firm licensed to practice law in the state of New Hampshire. In reading and applying Federal law, we recommend that you seek and obtain the advice of counsel with questions of application, interpretation, and/or to ensure that use of this information is appropriate to your particular situation.

The New Hampshire Department of **Education** does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.