



## **VCA Grantees Must Have UEIs (Unique Entity Identifiers) to Receive Awards in FY23**

As we have been sharing for several months now, as of April 4, 2022 the federal government is now recognizing (**only**) **Unique Entity Identifiers (UEIs)** generated by **SAM.gov** (System for Award Management). The transition is a federal, government-wide initiative.

### **If you have obtained your UEI**

To those who successfully obtained their UEIs (Unique Entity Identifiers), we thank you for doing so. The VCA needs that information in order to disburse any new grant awards. In order to collect that information, **all VCA applicants (for FY23 grants) must submit an update VA4 with your UEI number. These forms are due to the VCA on June 30, 2022.**

Even as the VCA is continuing the full grant review process, with the majority of FY23 grant funding recommendations going to the Board in June, **it is imperative that all applicants submit their UEI, in order to not delay new payments at the start of FY23.**

### **If you have NOT obtained your UEI**

Any organization receiving a grant from the VCA in FY23 (and beyond) **must have a UEI** (assigned by SAM.gov) in order to receive any award funds. As the April 4, 2022, transition date has passed, organizations without a SAM registration may still obtain their SAM-UEIs from SAM.gov without first obtaining or inputting a DUNS number.

#### **To begin this process\*:**

1. Go to SAM.gov and select “Sign In” from the upper right corner of the page. If you do not have a Login.gov account, select “Create an account”. SAM.gov uses Login.gov for authentication. More help with using Login.gov [can be accessed here](#). Once you create your user credentials, you will return to SAM.gov to complete your profile.
2. After you sign in, the system will navigate you to your Workspace.
3. On the “Entity Management” widget, select the “Get Started” button.

\*Note that SAM.gov has documented the first three steps of the process. Additional information will be available later.

#### **For more detailed information on how to obtain your UEI:**

visit this SAM.gov page for obtaining a SAM UEI: [SAM.gov | Entity Registrations](#)

#### **IF YOU NEED ASSISTANCE (Questions, Troubleshooting)**

If organizations need help (most likely, verifying your information), contact the [Federal Service Desk](#) (FSD.gov) by phone (866-606-8220) or online through “Live Chat” or “Create an Incident”. Hours of Operation: Monday - Friday 8 a.m. to 8 p.m. ET. Please note that there can be a wait time for phone and Live Chat.

1. Log into FSD.gov using the same username and password that you use for SAM.gov.

2. Click "Need Help" in the upper right corner.
3. From the drop-down box select "Live Chat" or "Create an Incident".
  - a. **Live Chat**
    - A pop-up window will open with heading "Welcome to Federal Service Desk Chat".
    - Type in your question and click "Send".
    - In the "Type your question and hit enter" field, enter your question.
    - Hit Enter or press the "Send" button.
    - An FSD agent will respond shortly to your question.
  - b. **Create an Incident**
    - Once on the "Create an Incident" page, you will be prompted to complete an incident form.
    - For "System Name", select "System for Award Management (SAM)".
    - For "Is this related to a Special Project?", select "None".
    - For "Issue Type", select "Other".
    - For "Business Type", select "Grants".
    - Complete "Subject" and "Please describe the issue".
    - You may add attachments, for example, your organization's DUNS listing and screenshots of your attempts to complete your organization's information.
      - o Use the "Add Attachments" next to the paperclip icon at the bottom right-hand corner of the incident form.
      - o The "Open File" screen will appear on your screen.
      - o Locate and select the document you would like to upload. Note: Once you select the document, it will populate in the "File Name" field and the "Open" button will be outlined in blue.
      - o Click "Open". Note: The document will appear in the bottom left-hand corner of the incident form.
      - o To begin, select a "System Name" and "Issue Type".
      - o Once you have determined the system and issue, enter a brief description in the "Subject" field, and then a detailed description in the "Describe Issue" field.
    - Once you have completed all the necessary fields, click "Submit" on the right-hand side of the screen. Note: If you press "Submit" without entering all necessary fields, the page will display the message: "Some fields are incomplete: [missing fields will populate here]."
    - To check the status of the Incident, go back to FSD.gov homepage, select "My Incidents". Select the appropriate Incident based on the Subject. You will be redirected to a screen that will show the progress of your incident report.
- See the original NEA notice about SAM UEIs: [DUNS-to-SAM-UEI-Notice-12-2021.pdf](https://arts.gov/DUNS-to-SAM-UEI-Notice-12-2021.pdf)