Attachment A

Superintendent’s Memo #018-22

January 21, 2022

**Form to Submit Federal Unique Entity Identifier Number to VDOE**

On April 4, 2022, the U.S. Department of Education will join other Federal agencies and transition to utilizing new Unique Entity Identifiers (UEIs) for grant recipient and applicant organizations, rather than the previously utilized DUNS numbers. The UEI is administered through SAM.gov (System for Award Management).

Organizations that have already registered a DUNS with SAM.gov have now been assigned a UEI in that system. Entities that do not have a registered DUNS in SAM.gov should ensure that they are registered well before the switch to UEIs takes place. We recommend that organizations initiate the process with SAM.gov no later than March 1, 2022, as it may take some time for registration to be completed.

For detailed information about this change, please refer to the Fact Sheet found here:  [UEI Transition Fact Sheet.](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDAsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMjAxMDcuNTE0NDY1NTEiLCJ1cmwiOiJodHRwczovL3d3dzIuZWQuZ292L2Fib3V0L29mZmljZXMvbGlzdC9vZm8vZG9jcy91bmlxdWUtZW50aXR5LWlkZW50aWZpZXItdHJhbnNpdGlvbi1mYWN0LXNoZWV0LnBkZj91dG1fY29udGVudD0mdXRtX21lZGl1bT1lbWFpbCZ1dG1fbmFtZT0mdXRtX3NvdXJjZT1nb3ZkZWxpdmVyeSZ1dG1fdGVybT0ifQ.juf_8HiYAoEy-BK6uRAwv8HaCINuBdD1qvB44lcweKY/s/615604790/br/124348878476-l)

The Virginia Department of Education is requesting that you provide us with 1) your current DUNS number and 2) your new UEI number below.

|  |  |
| --- | --- |
| Entity Name |  |
| DUNS Number |  |
| Unique Identity Identifier Number (UEI) |  |

Organizations must sign and return this completed document by April 1, 2022, to the Virginia Department of Education, ATTN: Finance, P.O. Box 2120, Richmond, VA 23218-2120.

Failure to return this document to VDOE will cause a delay in securing Grant Award Notifications issued after April 4, 2022.

Signature and Title of Authorized Official Date