

From: libidaho@simplelists.com on behalf of [Talela Florke](#)
To: libidaho@simplelists.com
Subject: UEI Number in SAM - Experiencing Difficulties Registering?
Date: Monday, April 18, 2022 1:41:16 PM
Attachments: [image001.png](#)

Hello Libraries,

Are you trying to obtain your Unique Entity Identification number (UEI) in the System of Award Management (SAM) so you can apply for federally-funded grants through ICfL or the IMLS? If you're having challenges, here are some additional registration pointers based on issues other Idaho libraries are having:

1. It's free to sign up in SAM at <https://sam.gov/content/entity-registration>.
2. Useful training videos to get you started:
 - If you only plan to apply for federally-funded grants through the ICfL or other state agencies you only need to "Get a Unique Entity ID" from SAM and not complete the full registration. Video link: <https://www.youtube.com/watch?v=0uv1YNAslNk>.
 - If you plan to apply for grants directly through a federal agency such as the Institute of Museum and Library Services (IMLS) you need to complete the full registration in SAM. This training video walks you through the first steps: <https://www.youtube.com/watch?v=leZb5th5UAE>.
3. You can use the UEI number assigned to your parent organization such as city or school district by reaching out to your business management department and asking for the UEI number.
4. You can also apply to get a new UEI number in SAM for your library or school, even if you are under a parent organization (city or school district). In that instance, you would list your entity as a department within the parent organization.
5. If SAM is not accepting your Date of Incorporation, click on the "Create an Incident" button on the SAM site or on the Federal Service Desk site: https://www.fsd.gov/gsafsd_sp. Describe the issue you are having. Many others are having this same problem. Attempt to locate an official document that states the date your entity was founded (use the dates for the entity you are trying to register library/school/school district/city). They need a way to verify your library or school is an entity that actually exists.
6. We are now required to get this number for all entities receiving federally-funded grants. If you are having difficulty obtaining your UEI number, and want to apply for the That All May Read Mini-Grant that closes April 30, please reach out!
7. Please let me know if you are having any other problems that are not resolved after creating

an incident help ticket through SAM or the Federal Service Desk.

Thank you,

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