



#018-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #018-22**

DATE: January 21, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Unique Entity Identifier Number**

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](https://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](#).

In addition, please fill out the attached document to provide your new UEI number and return the completed form to VDOE by **April 1, 2022**. See **Attachment A** for instructions.

For more information

Contact Richard.Whitfield@doe.virginia.gov for more information at (804) 225-2500.

JB/RW

- A. Attachment: [Form to Submit Federal Unique Entity Identifier Number to VDOE](#) (DOCX)