

## INSTRUCTIONS FOR LOCAL RECIPIENT ORGANIZATIONS (LROS)

### How to Request a Unique Entity Identifier (UEI) Number

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**IMPORTANT:** Check with your parent organization to see if you already have a UEI number. If your agency had a DUNS number, you should have been notified that the DUNS number would become obsolete, and the Federal Government would stop using it in 2022. Organizations that had DUNS numbers previously, should have received a notice advising that the DUNS number was automatically converted to a UEI number. If you had a DUNS number previously, log into [www.sam.gov](http://www.sam.gov) to find your UEI.

➤ **What is a UEI Number?**

- A Unique Entity Identifier (UEI) Number is an exclusive identification that is required of each organization or business wishing to do business with the Federal government.
- As sub-recipients of Emergency Food and Shelter Program (EFSP) funding, LROs are required to provide the 12-digit UEI to the National Board. The UEI may consist of alpha numeric characters.

➤ **Who needs a UEI Number?**

- All businesses or other organizations receiving money from the U.S. Federal government through contracts or grants are required to have a UEI Number.
- For EFSP purposes, all LROs must have a UEI number. UEI numbers and all other data elements, as specified on the UEI Reporting Form, must be submitted to the National Board. The UEI number alone is not sufficient.

➤ **How can I receive a UEI Number?**

- You may receive your free UEI Number issued by SAM.gov. Instructions may be obtained from <https://sam.gov>. The UEI number and other relevant information must be provided in the UEI Form that will be submitted to the National Board.

Please have the following information available when you log in to SAM.gov to get a UEI number:

- Legal Name of Organization
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Facsimile (fax) Number
- Name of CEO/Organization Owner
- Contact Name
- SIC Code (Line of Business)/Primary Type of Business\*\*\*
- Legal structure of the Organization (corporation, partnership, proprietorship)
- Year the Organization Started
- Number of Employees (full and part-time) at your location
- Headquarters Name and Address (if there is a reporting relationship to a parent corporate entity)
- Whether a home-based business

➤ **Who should I contact with any questions?**

- General inquiries on the overall requirement may be found on SAM.gov.
- EFSP specific inquiries can be addressed to [efsp@uww.unitedway.org](mailto:efsp@uww.unitedway.org).

\*\*\***Note:** The SIC code may be obtained from [http://www.osha.gov/pls/imis/sic\\_manual.html](http://www.osha.gov/pls/imis/sic_manual.html). This is a manual that can be referenced for the SIC code which is a coding system that identifies the type of business.

**EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM**  
***INSTRUCTIONS FOR UNIQUE ENTITY IDENTIFIER (UEI) REQUIREMENT***

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Beginning with Phase 28 of the Emergency Food and Shelter National Board Program (EFSP), the National Board began requiring DUNS numbers for all Local Recipient Organizations (LROs). Effective in 2022, the DUNS number is obsolete and is no longer used by the Federal government. The Unique Entity Identifier (UEI) is now required of all LROs participating in the EFSP. The UEI number and the associated information noted below and on the UEI form must be provided to the National Board for any LRO that did not previously provide the information. *LROs that have not complied with this requirement cannot be paid.*

The data elements on the form are those that were required to be reported by all sub-recipients in the past and are still required by agencies who wish to participate in the program now.

**Report Form Instructions:**

***LRO ID Number:*** This is the 9-digit identification number assigned to your agency by the EFSP. It is the login number used for accessing the website and is on nearly all LRO information provided from the National Board.

***UEI Number:*** This is a unique 12-digit identification number used for tracking Federal grants. If your agency does not already have a UEI number, instructions are provided on this site on how to obtain one. *Please be sure to check with your parent organization to see if your agency already has a UEI number.* There is no charge for this number.

***Sub-Recipient Congressional District:*** This is the two-digit code for the Congressional District where your organization is physically located.

***Sub-Recipient Primary Place of Performance (POP) Address:*** This is the address of the primary place that your agency provides EFSP services – use both Line 1 and Line 2 to provide the complete address, if necessary.

***Sub-Recipient Primary POP Location:*** This is the name of the city or town where your agency provides EFSP services.

***State Primary POP Postal Code:*** This is the state's two-character postal abbreviation where your agency provides EFSP services.

***Sub-Recipient POP Zip Code:*** This is the Zip Code + 4 of the city or town noted above where your agency provides EFSP services.

***Sub-Recipient POP Congressional District:*** This is the two-digit code for the Congressional District of the city or town noted above where your agency provides services.

***Sub-Recipient Indication of Reporting Applicability:*** Enter “Yes” or “No”. Please see the definition on the form to determine if your organization needs to provide this information. If “Yes”, then provide information for the next two items.

***Sub-Recipient Highly Compensated Officers Names:*** These are the individual names (first, middle initial, last) of your organization's 5 most highly compensated officers, if applicable. Please see the definition on the form to determine if your organization needs to provide this information. If you answered “No” to “**Sub-Recipient Indication of Reporting Applicability**” above, you do not need to provide this.

***Sub-Recipient Highly Compensated Officers Compensation:*** This is the individual compensation for your organization's 5 most highly compensated officers noted above, if required. Please see the definition on the form to determine if your organization needs to provide this information. If you answered “No” to “**Sub-Recipient Indication of Reporting Applicability**” above, you do not need to provide this.

***Please do not delay in providing this information so our records for your agency are complete.***

**EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM  
UEI REPORTING FORM**

LRO NAME: \_\_\_\_\_  
\_\_\_\_\_

REQUIRED ITEM	DEFINITION	PROVIDE INFORMATION HERE <i>(Please type or print legibly)</i>
<b>Local Recipient Organization (LRO) ID Number</b>	Unique 9-digit number assigned to your agency by the Emergency Food and Shelter Program	
<b>UEI Number</b>	Unique 12-digit number obtained from SAM.Gov	
<b>Sub-Recipient Congressional District</b>	Congressional District where your agency is physically located. (2-digit number)	
<b>Sub-Recipient Primary Place of Performance (POP) Address Line 1</b>	Address of primary physical location where your agency's EFSP services are provided	
<b>Sub-Recipient POP Address Line 2</b>	Address of primary physical location where your agency's EFSP services are provided (line 2, if necessary)	
<b>Sub-Recipient POP Location</b>	Name of city/town where your agency's EFSP services are provided	
<b>Sub-Recipient POP State Code</b>	State where your agency's EFSP services are provided	
<b>Sub-Recipient POP Zip Code + 4</b>	Zip Code + 4 where your agency's EFSP services are provided	
<b>Sub-Recipient POP Congressional District</b>	Congressional district where your agency's EFSP services are provided (2-digit number)	
<b>Sub-Recipient Indication of Reporting Applicability</b>	This is a "Yes" or "No" response. "Yes" if your agency received in the preceding fiscal year: (a) 80% or more of its annual gross revenues from federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; AND (b) \$25 million or more in annual gross revenues from federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; AND if this information is not publicly available through some other means including, but not limited to, SEC filings and IRS 990 filings.	
<b>Sub-Recipient Highly Compensated Officers Names</b>	If you answered "Yes" to <i>Sub-Recipient Indication of Reporting Applicability</i> above, <u>this information is required</u> . List the individual names (first, middle initial, last) of your organization's 5 most highly compensated officers, if applicable.	1. 2. 3. 4. 5.
<b>Sub-Recipient Highly Compensated Officers Compensation</b>	If you answered "Yes" to <i>Sub-Recipient Indication of Reporting Applicability</i> above, <u>this information is required</u> . This is the individual compensation for your organization's 5 most highly compensated officers and should correspond to the officers' names you listed above, if applicable.	1. 2. 3. 4. 5.