



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: February 3, 2022  
To: Chief School Administrators, Charter School and Renaissance School Project Leads  
Route To: LEA staff responsible for completing the AWARD Management SAM Applications  
From: Martin Egan, Director  
Office of Grants Management  
Deadline: March 28, 2022

## Dun and Bradstreet Data Universal Numbering System Number Transition to the Unique Entity Identifier

This memo is a reminder to all LEAs that as part of the government-wide initiative, the New Jersey Department of Education will join other agencies and transition from the use of the Dun and Bradstreet Data Universal Numbering System (DUNS) to the new Unique Entity Identifier (UEI) for all grant recipient and applicant organizations. UEIs are the primary means of entity identification for Federal awards and required in accordance with [2 CFR Part 25](#). The UEI number is administered by the Federal Government in [SAM.gov](#) (System for Award Management).

### Key steps/actions

#### 1. Obtain a new UEI through SAM.gov

- LEAs and organizations that have already registered a DUNS number with SAM.gov are automatically assigned the new UEI in that system.
- LEAs and organizations that do not have a registered DUNS/UEI number should now register directly through SAM.gov and obtain the new UEI.

#### 2. Update the AWARD Management SAM application in EWEG

- All LEAs must log into the [Electronic Web-Enable Grants System](#) (EWEG) and amend their AWARD Management SAM application to include the new UEI information.
- Entities applying for discretionary grants will also be required to submit an AWARD Management SAM application and include the new UEI information during the FY23 grant application process.

### The transition from DUNS to UEI must be completed by March 28, 2022

Please see the [UEI Transition Fact Sheet](#) and the [DUNS to UEI Transition webpage](#) for additional information.

### Contact information

Please email any questions that you may have regarding the DUNS transition to UEI to [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

c: Members, State Board of Education  
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