



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 11, 2023  
To: Local Educational Agency Leads  
Route To: Staff Responsible for Completing the AWARD Management SAM Applications  
From: Martin Egan, Director  
Office of Grants Management

## Reminder: SAM Requirement for All Discretionary Grant Applicants

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a current Unique Entity Identifier (UEI). UEIs are the primary means of entity identification for Federal awards and administered by the Federal Government in SAM.gov (System for Award Management).

Beginning with the FY23 application process, Community-Based Nonprofit Organizations (CBOs), Institutes of Higher Education (IHE), and all other entities applying for a discretionary grant, are required to provide their UEI information through NJDOE's Electronic Web-Enable Grants (EWEG) System by submitting the AWARD Management SAM application.

### Key Steps

1. Obtain/renew a UEI
  - Entities without a UEI must register on [SAM.gov](https://sam.gov) first, then follow the steps provided to obtain a UEI.
  - SAM registration is valid for one year and must be renewed annually to remain active and compliant. Entities with an expired UEI registration need to navigate to SAM.gov, sign in via login.gov, and update their registration.
2. Submit/amend the AWARD Management SAM application
  - All entities are required to create and submit their AWARD Management SAM application to include their UEI information through [NJDOE's EWEG system](#).
  - Entities must keep their UEI information updated and can do so by amending the application.

**Important:** Failure to submit or update the AWARD Management SAM application in EWEG will prevent the applicant to view, create, and submit applications in the EWEG system. No award will be made to an applicant that is out of compliance with FFATA.

### Contact Information

Please email questions regarding the AWARD Management SAM application to [eweghelp@doe.nj.gov](mailto:eweghelp@doe.nj.gov).

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group