



STATE CONTROLLER'S OFFICE – BULLETIN 11-09-2022

Wisconsin Department of Administration – Division of Executive Budget and Finance

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Target Audience:

- **Agency Financial Managers**
- **Agency SEFA Preparers**

Unique Entity Identifier (UEI) and SEFA Reporting

Background:

On April 4, 2022, the federal government stopped using the Data Universal Numbering System (DUNS) to identify entities. The DUNS has been replaced by a new, non-proprietary identifier called the Unique Entity Identifier (UEI) that is provided by the System for Award Management (SAM.gov). The UEI is a 12-character alphanumeric value assigned, managed, and owned by the federal government. The UEI is assigned by the federal government via the SAM.gov website. The UEI validates your agency's legal name and address when conducting business with the federal government. All agencies previously registered within SAM.gov have already been assigned a UEI.

SEFA Reporting:

As part of the State of Wisconsin's Single Audit submission to the Federal Audit Clearinghouse, each agency that receives, expends, or otherwise administers federal awards must report their agency's UEI as part of their SEFA submission. Therefore, agencies that have not historically directly applied for federal funding, but recently have administered federal funding passed through to them via transfers from another agency (e.g., COVID-related ARPA funding transferred from the Department of Administration), must now obtain a UEI from SAM.gov.

Agencies may select to complete either: (1) a full entity registration on SAM.gov, which includes receiving a UEI, or (2) forgo the full entity registration and obtain just the UEI. Note that a full entity registration is required to receive a contract or assistance directly from the federal government (i.e., bid on federal contracts or directly apply for federal assistance as a prime awardee.) For agencies that are completing a full registration or obtaining their UEI, be sure to identify your agency in a manner that would distinguish it from other State of Wisconsin agencies. For example, do not register under the name "State of Wisconsin", rather register under "State of Wisconsin, Department of Financial Institutions").

Additional information on obtaining a UEI can be found in this [quick start guide](#) provided by SAM.gov.