



## Unique Entity ID Information

**Any business or organization that wishes to submit a bid to provide a federally funded service through Council on Aging’s RFP process must have a Unique Entity ID, issued by the federal government (or already be in process of obtaining this ID).**

Any business, organization or entity that does not have a Unique Entity ID (or a DUNS Number that has been converted to a Unique Entity ID) must receive one or be in process of obtaining one, prior to submitting a bid for a Council on Aging RFP.

While there is no cost to apply for and receive a Unique Entity ID, the process to apply for the ID is reported to take at least 10 business days to process – and likely quite a bit longer. Council on Aging recommends any business or organization considering submitting a response to the organization’s planned 2023 RFPs do so now to allow ample time to successfully complete the steps required to receive a Unique Entity ID. Information on how to start this process is included below.

### *What is a Unique Entity ID?*

The Unique Entity ID is a 12-character alphanumeric ID assigned to an organization or business (called an “entity”) by [SAM.gov](https://sam.gov).

### **How do I apply for a Unique Entity ID to work with federal government funded programs?**

If your business or organization has worked with federally-funded programs in the past, you must ensure you have transferred your DUNS Number to a Unique Entity ID, follow directions in Section One below to learn how.

If your business or organization has never been issued a DUNS Number or Unique Entity ID, but may wish to bid for programs and services supported by federal funding in the future, please plan to apply for a Unique Entity ID (see Section Two).

### ***Section One: Instructions for agencies with a DUNS (Data Universal Numbering System) Number***

Agencies currently contracted with COA to provide services under the Title III program have a DUNS Number. On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). Existing registered entities can find their Unique Entity ID by following the steps [here](#).

## ***Section Two: Agency without a Unique Entity ID and/or existing DUNS Number***

Please visit [SAM.gov | Entity Registrations](#) for instructions on how to apply for a Unique Entity ID

- The Unique Entity ID is free
- Businesses and organizations that will participate in federally-funded programs are required to have a Unique Entity ID
- These businesses and organizations are required to register at SAMS.gov
- New registrations are estimated to take an average of seven to 10 business days to process. We recommend allowing more time.

### ***Helpful Information Available***

- [Click here to view a check list](#) about registration and applying for a Unique Entity ID.
- Instructions to get started with Registration and the Unique Entity ID are located here: [SAM.gov | Entity Registrations](#)
- Multiple forms of customer service support are outlined on SAM.gov including FAQs, call and live chat options. Tutorials for setting up the Unique Identifier ID are located here: [SAM.gov | Home](#)

Here's a listing of Council on Aging programs/services noting if they are federal or local funding, or both. Please take note of any business or organization applying for federal funded programs must have a federal Unique Entity ID.

- Adult Day Services (*Both Local and Federal Funding*)
- Alzheimer's Education (*Federal Funding*)
- Behavioral Health Programs (*Federal Funding*)
- Caregiver Support Services (*Federal Funding*)
- Congregate Meals (*Federal Funding*)
- Electronic Monitoring Systems (life alert devices) (*Local Funding*)
- Home Care Assistance (Homemaker/Personal Care) (*Local Funding*)
- Home Delivered Meals (*Both Local and Federal Funding*)
- Home Medical Equipment (*Local Funding*)
- Independent Living Assistance (*Local Funding*)
- Major Chore Service (*Local Funding*)
- Minor Home Modification and Repair (*Local Funding*)
- Ombudsman and Legal Services (*Federal Funding*)
- Pest Control Services (*Local Funding*)
- Programs to Reduce Social Isolation (*Federal Funding*)
- Supportive Services (*Federal Funding*)
- Transportation (*Both Federal and Local Funding*)