



Once the steps below have been finalized, please email info@serveindiana.gov verification that both steps have been done-screen shots will suffice. This is required annually for all New, Re-Compete, and Continuation applicants.

Unique Entity Identifier and System for Award Management (SAM)

All applicants **must** register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/> and maintain an active SAM registration until the application process is complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the life of the award. See the SAM Quick Guide for Grantees at: https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf.

SAM registration must be renewed annually. AmeriCorps suggests that applicants finalize a new registration or renew an existing one at least three weeks before the application deadline, to allow time to resolve any issues that may arise. **Applicants must use their SAM-registered legal name and address on all grant applications to AmeriCorps.**

AmeriCorps will not make awards to entities that do not have a valid SAM registration and DUNS or Unique Entity Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is ready to make a Federal award, AmeriCorps may determine that the applicant is not qualified to receive an award and use that determination as a basis for making a Federal award to another applicant.

Applications must include an Employer Identification Number.

Applications must include a DUNS number. Applicants can obtain a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at the [DUNS Request Service](#). AmeriCorps recommends registering at least 30 days before the application due date.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration process to eventually replace DUNS numbers. AmeriCorps may ask applicants to add the UEI to their application as part of the clarification or pre-award process. AmeriCorps is adding a field to capture the UEI in eGrants. If you already have a UEI and the UEI field is available in eGrants, you can enter it at the time you submit your application.