



LUTHERAN WORLD RELIEF

Lutheran World Relief (LWR) REQUEST FOR APPLICATION (RFA)

Project Name:	Anticipated Program in Vietnam
RFA No:	2026-09-001
Date of Issuance:	September 18, 2026
Questions Deadline:	September 24, 2026, 1700 ICT
Response to Questions:	September 28, 2026, 1700 ICT
Closing Date:	October 2, 2026, 1700 ICT
Estimated Award Date:	To be determined

LWR Contact for Questions and Responses:

vnprocurement@corus.org

A. Purpose and Background

Lutheran World Relief is a member of Corus International. Corus International combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – IMA World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Corus leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact.

The anticipated program in Vietnam is component of a global initiative for health and humanitarian assistance to support the delivery of integrated, life-saving health services through faith and community-based hospitals and clinics in more than 20 countries. In anticipation of this award, LWR is soliciting organizations to implement activities in support of the project Pillar 1: Disaster Risk Reduction and Rapid Response.

The purpose of this Request for Application (RFA) is to solicit applications for funding from eligible organizations to implement the activities described herein under the anticipated project in Vietnam. The project is up to 10 months project addressing health security and disaster preparedness in central cities/provinces - e.g Quang Tri, Hue, Da Nang, as well as in northern provinces - Lao Cai, Son La. Some districts from southern Vietnam may also be included.

B. Eligibility

To be eligible for consideration, applicants must meet the following criteria:

- Be a legally registered nonprofit organization registered to conduct business, activities and operations in Vietnam.
- Have a proven track record of implementing projects in public health, health security and/or disaster preparedness.
- Possess the necessary technical expertise and capacity to successfully implement the proposed activities
- Comply with all applicable laws, regulations, and policies, including those related to financial management, procurement, and reporting
- Agree to be subject to a pre-award assessment carried out by LWR staff to determine that the applicant has sound management in the form of financial, administrative, and technical policies and procedures
- Must have a USGov Unique Entity Identifier (UEI) – ***click for guidance***

Applications that do not meet the eligibility criteria listed above will not be evaluated and will be disqualified.

Award Information

I. Intended Start Date and Duration of Subaward(s): October 20, 2026 – July 31, 2027

II. Total Funding Available: \$218,000

III. Intended Range and Maximum Value of Individual Subawards: \$50,000 - \$110,000 (up to three subawards may be awarded to different organizations).

IV. Place of Performance: TBD, but preferred areas include central cities/ provinces - e.g Quang Tri, Hue, Da Nang, as well as in northern provinces -Lao Cai, Son La. Some districts from southern Vietnam may also be included.

V. Intended Instrument of Award:

The type of award will be based on the pre-award assessment of the applicant, nature of the award activity, and estimated total cost of the award. Cost reimbursement subawards/fixed amount awards (FAAs) will be considered. LWR reserves the right to determine/change the award mechanism in its sole discretion.

C. Program Description:

Project Context and Needs Assessment:

Vietnam's humanitarian needs are driven primarily by recurrent climate-related disasters—including typhoons, flooding, landslides, drought, and saltwater intrusion—which increasingly strain vulnerable populations, health systems, and basic services, particularly in northern mountainous provinces and the Mekong Delta. 70% of Vietnam's population lives in coastal or low-lying areas highly exposed to flooding and extreme weather. While Vietnam does not maintain a formal Humanitarian Needs and Response Plan (HNRP) comparable to those in high-intensity crisis settings, the UN and the Government use Joint Response Plans and the UN Sustainable Development Cooperation Framework (2022–2026) to coordinate humanitarian and resilience actions. UNICEF estimates that 150,000 people required access to health-care services, 189,000 needed WASH support, 107,000 children required nutrition assistance, and 180,000 people faced heightened protection risks following the 2025 typhoon season. Health needs are compounded by climate-sensitive disease risks, including dengue outbreaks, unsafe water access, and environmental health threats.

The project focuses on Preparedness & Disaster Risk Reduction Activities, which encompasses community-level disaster preparedness training, early warning systems support, and capacity building of local government and civil society actors.

Applicants will need to propose activities to support the proposed project in Vietnam. Some illustrative interventions include:

- **Developing Provincial Emergency Response Capacity.** The project will support the provincial health authorities in developing disaster preparedness and response plans that incorporate the perspectives and needs of vulnerable groups.
- **Supply Chain Readiness** is supported through national systems to pre-position essential medical commodities—including PPE, diagnostics, vaccines, and other medical countermeasures—within national and subnational systems, reducing reliance on ad hoc procurement during crises. Readiness is further reinforced through health facility emergency preparedness and response

plans, which define operational protocols, storage and distribution pathways, and roles during the first days of a crisis. LWR seeks local partners that enable the project's ability to scale up in the sudden onset of a disaster: central cities/ provinces - e.g Quang Tri, Hue, Da Nang, as well as in Northern provinces -Lao Cai, Son La. Should saline water intrusion become a concern, (it already is in the dry season) the project can incorporate the Southern provinces as well.

- **Community-Based DRR** through event-based, indicator-based, and community-level surveillance with real-time reporting, enabling early detection of threats and rapid escalation of response.
- **Systems Strengthening** through multi-sector coordination mechanisms, emphasizing simulation exercises, tabletop preparedness planning, and coordination across ministries (health, agriculture, education) and surveillance platforms, supporting whole-of-government preparedness.
- **Community-Based First Aid (CBFA) trainings** to equip local residents with the skills to provide immediate, life-saving assistance and strengthen community resilience during extreme events such as floods, severe storms, and earthquakes. The training will cover triage, bleeding control, CPR, and psychological first aid. In each targeted community, the project will recruit Community Health Volunteers (CHVs) from the neighborhoods they serve. Certified Master Trainers will deliver the CBFA training through an interactive, activity-based approach that includes hands-on practice, visual cue cards, and role-play. After completing the training, active volunteers will receive durable, well-organized first aid kits (which will be provided by LWR). In addition, project will train volunteers in disaster mobilization so they can organize neighborhood teams to support vulnerable groups—including older adults, children, pregnant women, and persons with disabilities—and to share practical health and safety information.
- **Rapid assessment and deployment:** Applicant may propose activities to collect rapid needs analysis and data generated by community platforms, ensuring that actionable information is available within the first days of an emergency. Regionally based human resources will be available for rapid deployment, enabling mobilization within a 72–96-hour window, often earlier depending on trigger activation. To maximize efficiency, partner-based infrastructure and logistical capabilities will activate and support grass-roots-led response through rapid establishment of emergency coordination and immediate deployment of technical staff to reinforce surveillance, food security, or nutrition-related information.
- **Immediate coordination and alignment mechanisms:** Coordination is initiated within the first 24–48 hours of an emergency, with the project engaging in government-led emergency systems, emergency operations centers, and multi-sector coordination platforms to ensure alignment from the outset. Coordination extends to (limited number of operational) international partners, surveillance platforms, and U.S. Government-supported programs, reinforcing interoperability and shared situational awareness.

In a sudden-onset emergency in Vietnam, the project would rapidly deploy additional funding to selected partners under this RFA to deliver immediate life-saving health services, using pre-approved response mechanisms and pre-positioned supplies. Activities considered under this crisis modifier would include identifying people trapped in high-risk or inaccessible areas, as well as individuals requiring urgent medical assistance, using tools such as drones and emergency communication networks. Resources would then be mobilized to support search-and-rescue operations, evacuation, and the provision of essential food, water, and medical supplies to ensure the safety and survival of affected populations.

D. Instructions to Applicants:

E.1 Application Format

Applicants will submit the following:

- Cover letter with contact information (1 page)
- Project proposal outlining proposed activities for 10 months (maximum 4 pages)
- Project timeline and workplan using template Attachment B (maximum 2 pages)
- Budget and budget narrative aligned with activities in project proposal (no limit)
- Organizational chart (1 page)
- Resumes of executive director, project and key technical staff (up to 3 CVs -3 pages each)
- 3 past performance references (3 pages)

Please note that Pre-Award Questionnaire and certifications – will be required for short-listed applicants. LWR reserves the right to negotiate specific activities, corresponding budget and intervention locations with successful applicants prior to award.

Formatting requirements:

Application Font: Arial, size 11

Spacing: single spaced

Application language: English

Applicants must propose strategies for the statement of work described in the above section, including a description of organizational strengths. All applications must include a comprehensive explanation of the methods used for implementation.

Describe the organization's relevant performance in the proposed geographical area and/or the proposed technical area(s). If the organization does not have relevant past performance, describe the organization's potential and relevant capability and performance related to the activity's priority areas.

Applicants are encouraged to propose realistic budgets based on actual costs. A budget template is included as Annex C to be used for this purpose. The final amount awarded per application will depend on agreed partner activities and capacity of the applicant organization.

Applicants must estimate the approximate cost of the proposed Subaward using the format provided in Attachment C of the RFA. Include the following information:

- Amount of funding requested and for what items/activities
- Currency of the budget should be Vietnamese Dong
- Proposed contributions (cash or monetized in-kind services or equipment) to be provided as the grantee
- Additional sources of funding: from where are they coming, what do they cover and how much

E.2. Submission Process

Applications may be submitted electronically to vnprocurement@corus.org at any time before **October 2, 2026 1700 ICT**. Submissions received after the deadline will not be considered. Additional opportunities for applying, however, may be made available in the future. Technical applications and attachments may be submitted in Microsoft Word or Adobe PDF. Budgets must be submitted in Microsoft Excel.

E.3. Questions and Answers

Submit questions and applications electronically in writing to the contact information identified on page 1 of this RFA. Questions must be received by **September 24, 2026 1700 ICT**. Answers to all questions will be shared by **September 28, 2026 1700 ICT**. Written responses will be shared with all interested applicants.

E. Evaluation and Review Process

Applications meeting the requirements outlined above will be evaluated by an Evaluation Committee. Evaluators will assign a score for each evaluation criterion as listed below in this Section. LWR shall award a subaward(s) to eligible recipients based on the following criteria:

- Whether the application meets the objectives and strategies as provided in the statement of work. **30 pts**
- Whether the application demonstrates appropriate distribution of funds and resources. **20 pts**
- Whether the applicant demonstrates a commitment and readiness to use best practices and provide programming and services which are culturally responsive, culturally inclusive, and/or culturally specific to address needs of the communities served by the project. **20pts**
- Whether applicant demonstrates sufficient operational capacity through past performance and current resources (staffing, policies, procedures, etc) to complete the proposed work. **30pts**

TOTAL SCORING: 100 Pts

The top scoring 2-4 applicants will be short-listed and proceed to final round in which a Pre-Award Questionnaire will be obtained and final presentation meeting will be conducted, each to be evaluated and again scored in a final round.

F. Funding

All subawards will be negotiated, denominated and funded in the national currency where the subawardee is operating. Payments will be made in accordance with the determined subagreement mechanism.

All costs funded by the subaward must be allowable, allocable and reasonable per 2 CFR 200 Sub part E – Cost Principles.

Applications must be supported by a detailed and realistic budget. LWR expects to receive applicants' best financial proposals in terms of compliance with technical aspects of the proposal, allowability, and realism. Applicant agrees that costs and activities may be substantially revised prior to finalization of any subaward to align with donor expectations and project objectives.

Final approval of all subawards will be made by LWR following completion of pre-award risk assessments to determine that the organization has the capacity to manage subaward funds effectively.

G. Terms and Conditions

H.1 Governing Regulations

Successful applicants receiving subawards must implement the subaward in accordance with the USG regulations governing the prime agreement, 2 CFR 200 as well as the Lutheran World Relief internal subaward management policies.

H.2 Late Submissions, Modifications, and Withdrawals of Applications

At the discretion of LWR, any application received after the exact date and time specified for the receipt may be considered ineligible for consideration. Applications may be withdrawn by written notice via email received at any time before award. Failure to provide all required information could result in the rejection of the submission.

H.3 Mandatory Disclosures

Applicants must provide disclosure of any potential conflicts of interest including applicant involvement in the design or development of this solicitation and the applicant's past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated subaward.

Applicants are required to promptly disclose to the LWR contact in H.6 whenever they have credible evidence of the commission of a violation of USG or local law involving fraud, conflict of interest, bribery or gratuity violations in connection with this solicitation or the awarding of a subaward resulting from this solicitation. Failure to provide disclosure may result in having to re-evaluate selection of a potential applicant or terminate the subaward.

H.4 Confidentiality and Non-Disclosure

All information submitted as part of the application process will be treated as confidential. By submitting an application, applicant agrees not to disclose any proprietary or confidential information shared by other applicants or LWR during the review process.

H.5 Certifications

By submission of an application, applicant warrants and represents that the information provided in its application is true and accurate to the best of its knowledge. Any information found to be false or misleading, is grounds for disqualification of the application or termination of any subsequent subaward.

Certifications provided in Attachment E are required and must be signed by the authorized official, dated and included in the application. Recipients will be required to comply with the content of the certifications as a part of the grant agreement when/if funding is approved.

H.6 Prohibition of Improper Request for Favorable Treatment

LWR employees may not request, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable

treatment regarding this solicitation. Any improper request from a project employee must be reported to corus.allvoices.co

H.7 Disclaimer

LWR, if it so determines, may issue one or more subawards to the highest-ranking responsible applicant(s). LWR may award less than the full work described in this RFA. Awards are dependent upon receipt of sufficient funding, appropriations, expenditure limitation, allotments or other necessary expenditure authorizations.

This RFA does not obligate LWR to execute a subaward, nor does it commit LWR or the U.S. Government to pay any costs incurred in the preparation and submission of the applications. Furthermore, LWR reserves the right to reject any and all applications, to negotiate with any applicant, to modify or terminate the RFA process entirely without prior notice if such action is considered to be in the best interest of LWR. Applications are submitted at the applicant's risk. All preparation and submission costs are at the applicant's expense.

LWR RESERVES THE RIGHT TO NOT SELECT ANY APPLICANTS UNDER THIS RFA IN ITS SOLE DISCRETION.

Applicant agrees that the terms and conditions in this RFA are not exhaustive and they will comply with additional terms and conditions that LWR will flow from the prime award.

H. Attachments

The following Annexes are included with this RFA and are to be used in submitting proposals, along with others as shown in section E1.

- Annex A –Application Form
- Annex B – Timeline of activities
- Annex C – Application Budget Template

Annex A: Sample Subaward Application Form

Legal Name of Organization: Click here to enter text.											
Mailing Address (and Physical Address if it is different and not confidential):											
Phone: Click here to enter text.	Tax ID: Click here to enter text.										
Website: Click here to enter text.											
Organization Email Address: Click here to enter text.											
Name of CEO or Executive Director: Click here to enter text.											
Application Contact & Title (if <i>not</i> the CEO or Executive Director): Click here to enter text.											
Phone: Click here to enter text.	Email: Click here to enter text.										
Unique Entity Identifier (UEI): Click here to enter text.											
A. Organization Information											
Year Founded: Click here to enter text.											
Mission Statement: Click here to enter text.											
Geographic Area Served (specific to this proposal): Click here to enter text.											
Type of Entity											
☐ Nonprofit											
☐ Other: [please explain]											
Number of Employees: Full-time: Click here to enter text. Part-time: Click here to enter text.											
Organization's Current Budget for Fiscal Year Ending: Click here to enter text.											
B. Capacity Information											
<i>Provide the following items as separate attachments</i>											
1. Sources of Income Table Complete the table below for the organization as a whole, based on the most recently completed fiscal year. Categories may be modified to fit your organization's funding sources.											
<table border="1" style="margin-left: 40px; border-collapse: collapse; width: 60%;"><thead><tr><th style="width: 20%;">Percentage</th><th style="width: 80%;">Funding Source</th></tr></thead><tbody><tr><td style="text-align: center;">%</td><td>Government grants (federal, state, county, local)</td></tr><tr><td style="text-align: center;">%</td><td>Government contracts</td></tr><tr><td style="text-align: center;">%</td><td>Foundations</td></tr><tr><td style="text-align: center;">%</td><td>Business</td></tr></tbody></table>		Percentage	Funding Source	%	Government grants (federal, state, county, local)	%	Government contracts	%	Foundations	%	Business
Percentage	Funding Source										
%	Government grants (federal, state, county, local)										
%	Government contracts										
%	Foundations										
%	Business										

	%	Events (include event sponsorships)	
	%	Individual contributions	
	%	Fees/earned income	
	%	Workplace giving campaigns	
	%	In-kind contributions (optional)	
	%	Other	
	%	TOTAL (must equal 100%.)	

2. MAJOR CONTRIBUTORS. For the previous two completed fiscal years, list major contributors (foundations, businesses, government, individuals) with amounts.

3. LIST OF NAMES AND QUALIFICATIONS OF KEY STAFF, including length of service with the organization.
Do not include job descriptions or resumes.

4. ANNUAL REPORT. Provide as an attachment, if available.

Annex B: Timeline of Activities

Activity/Benchmark	Project Timeline										
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug

Add cells as needed

Annex C – Application Budget Template

Org Name:

Budget Period:

Cost Categories	Unit Cost	Quantity	Total	Budget Notes
PERSONNEL				
FRINGE BENEFITS				
TRAVEL				
EQUIPMENT				
SUPPLIES				
CONTRACTUAL				
OTHER DIRECT COSTS				
INDIRECT COSTS				
TOTAL ESTIMATED COST				

Step 1 – Check SAM.gov to Confirm if the Organization Has a UEI Number

- Once we are ready to partner with an organization, go to the Entity Information page of SAM.gov to look up an organization and see if they have a UEI number. You must type in the organization's name exactly for it to show up.
- One of three options will show up:
 - Organization has a UEI number and active SAM registration.
 - In this case, no action is needed. Take note of their number.
 - Occasionally, organizations request their UEI number not be displayed publicly in SAM.gov. In these cases, we must ask the partner to confirm their UEI number and provide it to us.
 - Organization has a UEI number and inactive SAM registration.
 - In this case, no action is needed. Take note of their number and notify them that their SAM registration is inactive and advise them to renew it.
 - Organization does not have a UEI number.
 - In this case, proceed with supporting the organization to obtain a UEI number.

Showing 1 - 1 of 1 results

Sort by

Relevance

LUTHERAN WORLD RELIEF INC

● Active Registration

Unique Entity ID

LHZCBV9KFTA9

CAGE Code

3K2Q8

Physical Address

700 LIGHT ST, BALTIMORE,
MD 21230 USA

Entity

Expiration Date

Oct 8, 2024

Purpose of Registration

All Awards

<

1

of 1

>

Results per page

25

Showing 1 - 1 of 1 results

Sort by

Relevance

UNITED MISSION TO NEPAL

● Inactive Registration

Unique Entity ID

JBSCMTEN9EG1

CAGE Code

SKV53

Physical Address

18 UPAKAR MARGA,
THAPATHALI,
KATHMANDU, NPL

Entity

Expiration Date

May 21, 2014

Purpose of Registration

Federal Assistance Awards

<

1

of 1

>

Results per page

25



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

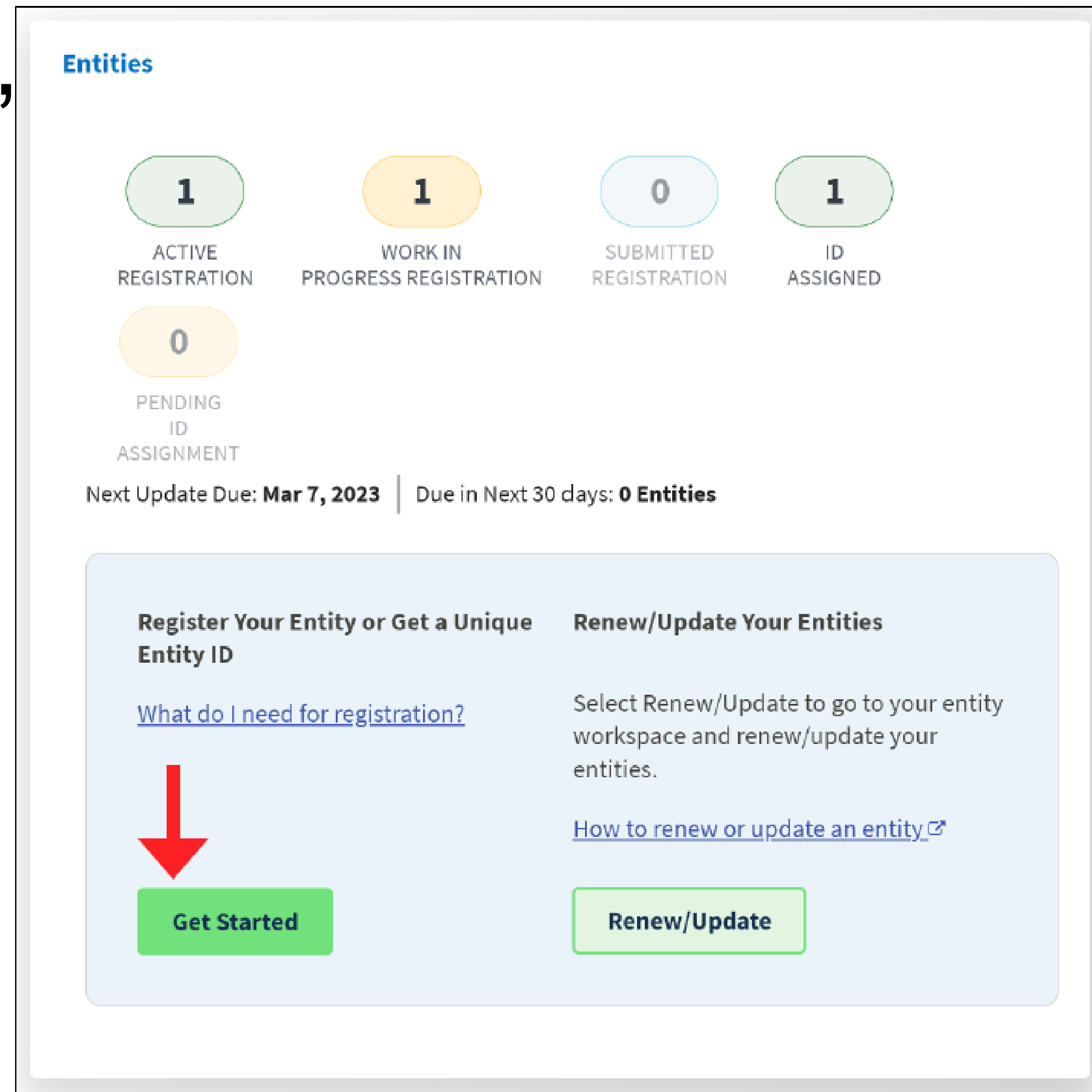
Go Back

Step 2 – Create a SAM.gov account

- Organizations will need to go to sam.gov and create a new account:
https://secure.login.gov/sign_up/enter_email
 - They will be prompted to enter their email address, choose a language, create a password, identify authentication methods, and accept SAM.gov's rules of use.
 - For authentication methods, an SMS/text message is the best approach. They should use the phone number of the person who will be responsible for this process. This can be adjusted over time.
 - They will want to use an official company email to do so, although this is not required.
 - Have the organization write down their username, password, and mode for authentication before proceeding. They will need to log in any time they update their registration.

Step 3 – “Register Entity”

- Once the organization completes the SAM login setup, they will log in and on the home screen, see a field called “register your entity or get a Unique Entity ID” followed by a green button that says “get started.” They should click the button.
- On the next page, they will have 2 options (“Get a Unique Entity ID only” or “Entity Registration.”). At this stage, they only need to get the UEI number. If they intend to become a direct recipient of USG funding, they can complete registration at a later date.



Step 4 – Entity Information

- After clicking “get started,” they will come to a page saying “you are about to validate your entity.” Click next.
- On the page titled “Enter Entity Information, enter:
 - Legal business name, exactly as it appears on their registration – they MUST match.
 - Note, this must be the exact name we include in our proposal as well.
 - Physical address, exactly as it appears on their registration – they MUST match.
- Click next.

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name

If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)

Doing business as is the commonly used other name, such as a franchise, licensee name, or acronym. Leave blank if not applicable.

Physical Address

Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City

State



Previous



Cancel



Next

Step 5 – Review Entity Information

- On the next page “Review Entity Information” they will scroll down through the list of entities to see if their organization appears. It’s very unlikely that it will, but it’s important to review the list thoroughly.
- If their organization doesn’t appear, click “I don’t recognize my entity in this list,” then click next.

Review Entity Information

Review the legal entity list and select whether or not you clearly recognize an entity as yours.

Select an Option

- ☒ I recognize my entity in the legal entities list.
If some details are not correct, you can update them.
- ☐ I don't recognize my entity in this list.
Select Next to continue.

Select From the List

Then select **Next** to continue

LEGAL ENTITIES LIST WHERE DO THESE RESULTS COME FROM?

Showing Top Results

☒

☐

Step 6 – Start Year/Incorporation Year

- On the next page, the organization will need to enter their start year/year of incorporation and where you were incorporated. The start year should match the date of incorporation.
- Click next.

Step 7 – Document Your Entity Details

- At this stage, the organization will need to upload certain documents proving its existence as an organization. Documents need to be translated if not in English.
 - The required document(s) show:
 - Legal business name and physical address in the same document.
 - Legal business name and date of incorporation in the same document
 - U.S. state of incorporation (US entities only)
 - Acceptable documents:
 - articles of organization/incorporation, certificate of organization, certificate of formation, utility bills, bank statements, doing business as document, EIN number documentation, company bylaws, stock ownership, Tax ID confirmation number from IRS, operating documents, other, etc.
- As the organization uploads documents, they should check off the requirements each document meets. The organization can choose more than one requirement per document.
 - Note: if the document(s) the organization provides don't match any of the document types from the list, they can choose "other."
- Once all the requirements are satisfied, click "next."

Document Your Entity Details

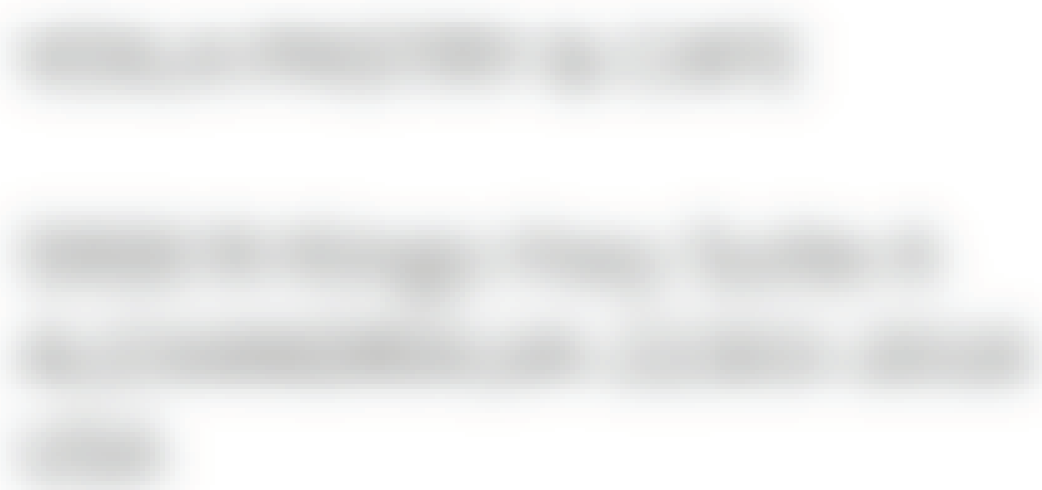
1

Review requirements.



View this list of [acceptable documents](#) to understand the requirements.

YOU ARE DOCUMENTING



Year of Incorporation
2015

State of Incorporation
Virginia

2

Attach documents.

You must attach one or more [official documents](#) that prove each of the items listed.

Step 8 – Request Unique Entity ID

- At this stage, the organization will reach the page called “Request Unique Entity ID.”
 - The organization should check off:
 - “Include in public search.”
 - “I certify that I am authorized to conduct transactions on behalf of the entity.”
- The organization should then click “receive my Unique Entity ID.”



Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY
XXXXXXXXXX XXXXXXXXXX

☒ Include in public search

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

☒ I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

Next Steps

- At this point, one of two things will happen.
 - Option 1: the organization will automatically receive their UEI number.
 - Option 2: the organization will be notified that the system is searching for them and that they will receive an email with next steps in the coming days.
- If option 1 occurs, the process is done and you should note the organization's UEI number.
- If option 2 occurs, the organization should wait to receive a follow up email from SAM.gov and complete the steps outlined in the follow up email.

Additional Resources:

Video: How to Register for a UEI

<https://www.youtube.com/watch?v=oGiLtt2vYW4>

Entity Registration Checklist: <https://cz.usembassy.gov/wp-content/uploads/sites/22/Entity-Registration-Checklist.pdf>

Quick Start Guide for Getting a UEI Number:

<https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/Quick%20Start%20Guide%20for%20Getting%20a%20Unique%20Entity%20ID.pdf>