

**Request for Applications (RFA)**  
**USAID Energy Secure Philippines (ESP) Activity**  
*Energy Evolution Challenge*

**RFA# USAID ESP Activity 2022-05**  
**“Women in Energy Leadership, Innovation, and Resilience”**

**I. Purpose for Funding Opportunity**

**USAID’s Gender Equality and Women Empowerment 2020 Policy**<sup>1</sup> aims to among many other objectives “*Improve the access of women and girls to education, including opportunities for higher education and workforce development*”. The policy further describes how “*women are transforming the energy sector in their roles as entrepreneurs, innovators, and decision-makers*”. The policy further states that numerous institutions now recognize the value of integrating women into the formal energy workforce, and despite this recognition, women still make up only a small percentage of the workers in energy—women represent only 32 percent of the renewable-energy sector’s workforce, and only 22 percent of job-holders in the energy sector overall.

Across energy and infrastructure, USAID is using targeted approaches that focus on increasing equality between women and men throughout the employee lifecycle, from recruiting and retaining female employees to addressing systematic barriers—such as sexual harassment—that prevent women and men from fully contributing to the sectors. These efforts are demonstrating concrete results toward increasing gender equality, women’s economic empowerment, energy access, and business benefits. In addition, the **USAID Philippines’ Country Development Cooperation Strategy (CDCS)** also embodies in its cross-cutting themes “enhanced gender and social inclusion”, further underscoring the vital emphasis of the US Government on gender awareness and transformation. The recently promulgated Executive Order on the Establishment of the White House Gender Policy in March 2021 explicitly affirms this with the provision to “*advance gender equality globally through diplomacy, development, trade and defense*”.

Finally, USAID’s **Climate Strategy (2022-2030)** renewed and strengthened commitments to build climate resilience and help limit warming to 1.5 degrees Celsius as called for under the Paris Agreement. The world faces disruption to food and water supplies and more frequent and severe disasters. USAID plays a leading international role by working on the ground with partner governments and local actors to strengthen mitigation and adaptation. In pursuit of these goals, USAID will support partner countries to reduce, avoid, or sequester six billion metric tons of carbon dioxide equivalent through activities supported by USAID by 2030. Activities will be geared to enable the improved climate resilience of 500 million people and to support structural changes that improve participation and leadership for Indigenous Peoples, local communities, women and youth in climate action in at least 40 partner countries by 2030.

The above-cited US Government frameworks are aligned with the Philippine development agenda of achieving balanced and inclusive growth that takes into serious account climate change challenges as well as priorities on increasing gender and social inclusion.

This grant will be awarded in combination with technical assistance, training, and/or other inputs from the ESP team geared towards the achievement of specific objectives that respond to expressed local

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<sup>1</sup> [2020 Gender Equality and Women’s Empowerment Policy | U.S. Agency for International Development \(usaid.gov\)](https://www.usaid.gov/sites/default/files/documents/2019-06/2020-gender-equality-and-women-s-empowerment-policy.pdf)

needs in and contributes to the achievement of stated expected results of USAID ESP. The grant will also involve integration with related activities stated in plans of USAID ESP and its partner subcontractors.

The issuance of this RFA does not constitute an award, a commitment on the part of RTI or USAID, nor does it commit to pay for costs incurred in the submission of an application. In addition, this RFA is not intended to replace any current or future funding agreements organizations may have with any government agency.

## II. Summary

1	Date of Announcement	October 25, 2022
2	Issuing Office	RTI International – USAID ESP Activity
3	RFA to be submitted by email to:	<a href="mailto:grants@energysecure.ph">grants@energysecure.ph</a>
4	Submission deadline	<b>December 16, 2022 NLT 5PM (Manila time)</b>
5	Notification of Selection	March 2023
6	Submission Method	Documents must be submitted electronically in English. Email subject: "Application for RFA 2022-05_Name of Applicant"
7	Anticipated awards  Funding amount for the award	Two (2) to three (3) awards  With PhP25,000,000 to PhP29,000,000 per award  <b>Total Award: \$1,500,000</b>
8	Duration of award	Twenty-four (24) months to be budgeted with 2 annual tranches and not exceeding the Activity life-of-project ending on October 2025
9	RFA Q & A Due	October 31, 2022

## III. Program Statement

The USAID Energy Secure Philippines (ESP) Activity is looking for a Partner that can develop, launch, and sustain ***innovative actions that strengthen and promote the role of women in energy resilience and security***. USAID ESP has on-going partnerships with USAID's Cities Development Initiatives or CDIs namely the cities of Batangas, Cagayan de Oro, Iloilo, Tagbilaran, General Santos, Legaspi, Puerto Princesa, and Zamboanga which can be proposed as sites (<https://www.usaid.gov/philippines/partnership-growth-pfg/cdi>). However, other LGUs that have viable prospects or have exemplary initiatives for energy innovation and climate action can also be considered for the grant. Preference will be given to locations with existing USAID projects, not necessarily implemented in the CDI sites.

#### IV. Background: The USAID ESP Activity

The \$34 million USAID-funded Energy Secure Philippines (ESP) Activity focuses on advancing inclusive economic growth and resilient development through increasing private investment in order to promote advanced technology deployment and boost the energy sector's resilience to shocks and stresses. To achieve this objective, ESP aims to mobilize \$750 million in private sector investment that will stimulate 500 megawatts in additional generation capacity. ESP's \$7.5 million grants program aims to catalyze and encourage private sector engagement and collaboration with local non-governmental entities in the implementation of complementary and reinforcing energy interventions.

Overall, the ESP Activity contributes to the achievement of the Philippines Energy Sector Strategic Directions 2017-2040 and to the goals of the U.S. Government's Asia Enhancing Development and Growth Through Energy (EDGE) Initiative, particularly in pursuing enhanced energy security through a transparent, market-driven, and resilient energy sector. Asia EDGE aims to expand access to affordable, reliable energy, including highly efficient conventional fuels, nuclear, and renewables, which reduces poverty, fosters inclusive economic growth, and promotes sustained prosperity.

#### IMPROVE ELECTRIC UTILITY PERFORMANCE

The ESP Activity introduces methodologies, tools, cutting-edge analytic systems, and other technology applications to upgrade performance standards, improve operational efficiencies, and strengthen the financial and operational position of power utilities. ESP's menu of technical assistance promotes integrated resource and resilience planning with comprehensive risk and vulnerability assessments, including a focus on countering cyber security threats.

#### INCREASE DEPLOYMENT OF ADVANCED ENERGY SOURCES AND SYSTEMS

The ESP Activity supports the operationalization of existing laws, regulations, and policies that support the extensive use of advanced energy systems, which will result in a more efficient and affordable electricity market with a variety of products and services. ESP will develop a customized capacity building assistance that will equip developers, distribution utilities, and local governments with the technical and financial facility to deploy and expand delivery of new and emerging technology innovations to improve business conditions for sustained private sector investment.

#### ENHANCE COMPETITION IN THE POWER SECTOR

The ESP Activity works to broaden the number of market participants to balance large firm dominance and lower the threshold for retail competition to reach the household level. ESP also supports the adoption of a minimum set of standards for quality equipment and services and to enforce transparent, competitive procurement processes to level the playing field for all vendors, suppliers, and service providers in the energy sector. Doing so enhances the benefits of competition and reduces electricity costs for consumers.

#### TARGETS BY THE NUMBERS

**500 MW** of new additional electricity generating capacity

 **\$750 MILLION** of private sector investments leveraged

 **3 UTILITY IMPROVEMENT/RELIABILITY PLANS** implemented

 **6 ADVANCED ENERGY SYSTEMS FRAMEWORKS** developed and implemented

**5 LOCAL ENERGY CODES** adopted by LGUs

**5 LGUS INTEGRATED** under the **EVOSS ACT**

#### V. USAID ESP Theory of Change

USAID has set forth a Theory of Change for the Energy Secure Philippines (ESP) project:

*If the Philippines improves the performance of its energy utilities, increases utilization of advanced energy sources and systems, and adopts competitive and transparent opportunities for new energy investments; then the energy sector will be more secure and resilient, thus inclusive economic growth and self-reliance in the Philippines will advance.*

An integrated implementation approach is being done to affect this Theory of Change. To help deliver the desired impact in its 5 years of activity life, USAID ESP is pursuing the following approaches:

- Scaling-Up Markets for Advanced Energy Systems,
- Fostering Inclusive Growth and Investment,
- Building Resilient Systems, and
- Empowering Consumer Choice.

These strategic approaches are anticipated to deliver at least 500 MW in new capacity, \$750 million in private investment, and increased demand for reliable, affordable electricity.

#### VI. Women in Energy Leadership, Innovation, and Resilience - Grant Objectives

Women significantly contribute to and benefit from innovations on energy security and resilience. As major consumers of energy, women have largely influenced the delivery of domestic energy as well as the design of energy consuming household technologies. As entrepreneurs, women not only scaled up the demand for energy but also ushered in business and financing models that both harness and support sustainable energy use. As leaders, networkers, and educators, women have influenced and continue to be positioned to influence energy policies and programs at the local, national, and international levels. This significant role is far-reaching as this impacts on sectors that need the most access to energy security including but not limited to children, low income families, schools in remote areas, and young adults. The higher vulnerability of these sectors to extreme weather events further underscores the need to support women-led initiatives that respond to the impacts of climate change.

To further leverage and harness the significant role of women in energy innovation, this call for applications aim to support grants that:

- a. **Strengthen institutions, organizations, networks, or enterprises that promote competition in the energy market.** Applicants are encouraged to work with women-based or women-led organizations with projects or initiatives in energy innovation that show potential of becoming viable in the near term. Start-ups and established small & medium enterprises are encouraged to apply. This objective puts focus on institutional strengthening geared towards demand aggregation, retail competition, and retail electricity supply;

- b. **Scale-up and/or replicate energy efficiency and conservation initiatives.** This objective would involve initiatives that relate to demand side management, energy efficient appliances or technology, green buildings/materials, and the like. Applications maybe in the form of actual projects, campaigns, or a combination of both. In any mode, measurements of efficiency gains will be expected. The role of women, both as energy consumer and efficiency advocate, need to be clearly presented.
- c. **Integrate the productive use of energy with innovative financing and business modeling.** Various experiences in renewable energy development have indicated that women, women formed groups, and women-led organizations are effective in starting up and sustaining enterprises that combine renewable energy and alternative financing. This objective will support renewable energy and financing initiatives in productive applications that include but are not limited to food production, education, water, services, and many others. Applicants are encouraged to start with existing projects or enterprises that show potential to scale up or integrate with a bigger value chain. Application geared to support women led initiatives in off-grid areas and marginalized sectors are highly encouraged.
- d. **Mobilize information technology, social medial, and creatives to promote energy security and resilience.** Social media, information technology, and creatives have proven to be effective means to deliver messages and influence behavior. This can be applied to promote RE and EE as well. Applicants are encouraged to propose activities, events, or campaigns that are innovative and that can create impact and high visibility. Applications may include elements of social / sectoral mobilization, online strategic influencing, performances, and publications. Systematic communication approaches are expected in this objective.
- **Increase and strengthen the participation of women in mentoring, training, and education programs focused on renewable energy and/or energy efficiency.** This objective will involve trainings, education fairs, production of online modules, and applied studies—all geared towards increasing the access of women to energy knowledge and skills. Applicants are expected to assess current opportunities for women and determine gaps or needs. From the assessment, feasible interventions that can address the gaps or needs will be identified, and will further guide the grant activities.

Applicants are required to support at least two (2) of these objectives. A combination of 3 or more objectives, with reasonable presentation of feasibility and integration, would be considered an advantage.

Applicants will also take into account the limitations as well as opportunities driven by external circumstances such as the on-going COVID-19 pandemic, the ensuing changes in school and work arrangements, shifts in government administration and polices, digitalization, and the effects of global disruptions. Innovative approaches to accomplishing the objectives in the context of these situational challenges are expected.

When necessary, Applicants will meet and collaborate with USAID ESP's partners including the DOE and activity subcontractors. USAID ESP will arrange these meetings in coordination with the grantee. USAID ESP will also work closely with the grantee and provide administrative and technical support when needed as part of capacity building.

## VII. Expected Results and Performance Indicators

Anticipated outputs for this grant will include the following:

1. A comprehensive assessment, plan, or design that will guide the whole grant.
2. Depending on the objective being addressed – delivery of grant “software” such as training modules, campaign collaterals, apps and digital platforms, financing models, company registration, and other intangible but essential assets.
3. Depending on the objective being addressed – delivery of grant “hardware” such as installation of RE or EE equipment or technology, conduct of actual events and trainings, people trained, investments, cost share, and other tangible assets.
4. A policy paper that combines the results of the various activities, focused on a predetermined policy area concerning energy resilience and security.
5. Initiation or establishment of a field school or online learning site focused on climate action and energy resilience.
6. A communications plan that promote the findings or results of the grant, and the actual conduct of 1-2 learning events.
7. A sustainability plan that goes beyond project and funding life cycle.
8. Monthly quick updates, full quarterly reports, and a comprehensive final Terminal Report.

Applicants will be expected to comply with USAID ESP reporting requirements, including the reporting of grant activities, numbers of individuals reached, documentation of lessons learned, and evidence of organizational networking. A grantee will submit monthly and annual narrative and financial reports. RTI will provide feedback to grantees on reports submitted.

## VIII. Minimum Eligibility Criteria

**Applicants must meet the following minimum eligibility requirements to qualify for funding under this RFA:**

This grant prioritizes applications from women-led or women-based groups, organizations, or enterprises, and they can be start-ups or established entities. Partnerships and collaboration with more mature institutions and companies is highly encouraged. Applicants and their partners must have:

- Demonstrated experience working in women led initiatives, and experience in the energy sector will be advantageous.
- Sound technical approach, understanding of local context, and qualified proposed personnel.
- Demonstrated financial capacity or a functional financial system that can manage or accommodate a large USG grants.
- Cost realistic budget

All Energy Secure Philippines grant support may **not** be extended to the following:

- Organizations that are not legally registered
- Any entity that has been found to have misused USAID funds in the past (unless specifically approved by USAID contracting officer)
- Any entity that will have conflict of interest by participating in the call for grants
- Political parties, groupings, or institutions or their subsidiaries and affiliates

- Any entity whose name appears on the List of Parties Excluded from Federal Procurement and Non-procurement Programs (<http://www.sam.gov/>)
- Any entity with a member that appears on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) and Blocked Persons list
- Any entity with members directly or indirectly involved in money laundering, acts of terrorism, gambling, prostitution and child trafficking, drugs.

All Energy Secure Philippines grant funds cannot be utilized for the following activities;

- Purchases of restricted goods, such as agricultural commodities, motor vehicles, pharmaceuticals, contraceptive products, pesticides, used equipment and fertilizers without the previous approval by the USAID Contracting Officer through RTI.
- Prohibited goods under USAID regulations, including but not limited to police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment.
- Purchases of goods or services restricted or prohibited under the prevailing USAID source/origin/nationality and other regulations; or from countries or suppliers as may be identified by USAID's consolidated list of debarred, suspended, or ineligible subcontractors at <http://www.sam.gov>.
- Construction, infrastructure, renovation, and rehabilitation projects. Definition of "**Construction**" for purposes of this manual means: construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

**Application content must include:**

- a. Completed Application Cover Sheet with project title; organization name and contact information including contact person, address, telephone, fax, and email address.
- b. Executive Summary (not to exceed 1 page)
- c. Completed and signed Grant Application Form
- d. Program description. See instructions in the Grant Application Form (10 pages maximum)
- e. Implementation Plan. See Application Form. (2 pages)
- f. Monitoring and evaluation plan. See application Form (2 pages)
- g. Sustainability Plan. Describe how project activities will be sustained beyond USAID ESP funding. (1 Page)
- h. Budget and Budget Narrative. See instructions on Grant Application Form.
- i. Completed Organizational Control Environment Questionnaire (Attachment B)
- j. Past Performance. See instructions in the Grant Application Form.
- k. Anti-Terrorism Certification. See instructions on Grant Application Form.
- l. Proof of registration in the Philippines.

**IX. Selection Process**

- a. Screening: This is the initial assessment of applications that remove the applications that do not meet the minimum eligibility criteria.
- b. Technical Evaluation: This is the in-depth review of applications by the technical evaluation committee.
- c. RTI will make the recommendation and final approval will be done by USAID.

## X. Budget, Program Income, and Audit

In accordance with ADS 302 and ADS 303, the total value of any individual grant to a U.S. organization, if any, must not exceed \$100,000. This limitation does not apply to grant awards to non-U.S. organizations.

Grant Program Income generated or earned by the Grantee because of the Grant Award e.g., Fees for services performed and for the sales of services, use or rental of real or personal property acquired with grant funds, sale of commodities or items fabricated under the grant, payments of principal and interest on loans made with grant funds; and any donations that are solicited by the Grantee during a grant activity shall be reported to USAID ESP. Program Income earned under Grant Awards shall be applied and used in the following descending order:

1. Added to funds committed by USAID and the Grantee to the project or program, and used to further eligible project or program objectives;
2. Used to finance the non-Federal share of the project or program; and
3. Deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

If the terms and conditions of the Grant Award do not specify how Program Income is to be used, then number 2 above shall apply automatically. Grantees shall have no obligation to the US Government regarding Program Income earned after the end of the grant period. Costs incurred when generating Program Income may be deducted from gross income to determine program income if the costs have been charged to the Grant Award and comply with applicable rules for allowable costs under grants.

Upon completion of the project, the recipient will provide all required final progress, performance, and financial reports.

## XI. Evaluation Criteria

All applications meeting the minimum eligibility requirements and conformance to the requirements of this RFA will be evaluated by a technical evaluation committee. The following evaluation criteria and scoring will be used for review and weighted in favor of results-oriented programs. The evaluation criteria and the points to be awarded include:

Merit Review and Category	Points
Feasibility of technical approach	35
Extent of contribution to USAID ESP Activity objectives	20
Management and operational capacity	15
Commercial Sustainability/Financial self-reliance (replication, scale-up)	15
Cost efficiency/effectiveness	15
Overall Rating (out of 100 points)	100

These merit review criteria elements are described more fully below.

- A. Feasibility of technical approach. The quality and feasibility of the proposal in terms of the viability of the proposed technical approach, (i.e., the ability to produce intended outcomes), appropriateness of the proposed methodology, innovativeness, and the work plan for achieving project objectives to offer significant impact in renewable energy and energy efficiency. Evaluation may either include approaches proven to be effective or new untried approaches with promise. (35 points)
- B. Extent of contribution to USAID objectives. The extent to which the proposed activity contributes to the stated USAID ESP Activity objectives and desired outcomes including energy security, resilience, and cross-cutting themes on gender, environmental management, climate risk management, and current pandemic considerations. (20 points)
- C. Management and operational capacity. Evidence of the capability to undertake and accomplish the proposed activities. The application should demonstrate the organizations' effectiveness in terms of internal structure, technical capacity, and personnel. In addition, the organization must demonstrate adequate financial management capability. The evaluation will be based principally on the background, qualifications, reputation, performance timeliness, appropriateness, and skills of its personnel; and its track record in terms of service quality, client satisfaction and achievements related/similar to the grant opportunity. (15 points)
- D. Commercial Sustainability/Financial Self-Reliance. The extent to which the funded activity will result in building and strengthening energy transition in the context of initiatives in climate action, RE and EE technology application, knowledge sharing, and innovation which can become sustainable, replicable, and scalable. (15 points).
- E. Cost efficiency. The degree to which budgeting is clear and reasonable and reflects best use of organization and grant resources and demonstrates a clear commitment by the Applicant to invest in the initiative or project. Takes into consideration cost share, counterparts, or leveraged funds. (15 points)

## Grant Application Form

### Instructions:

1. All Applicants are required to complete and submit this application form.
2. All the attachments (A to C) referenced in this application are required parts of the application and must be attached to the completed application form. Therefore, a complete application should consist of this form and all the attachments.
3. By signing and submitting this application, the Applicant attests to the Anti-Terrorism Certification in item 12.
4. Applicants must complete only Part I (items 1-12) and submit all the required attachments

*Part I – Application – All Applicants must complete ALL of Part I.*

1. Date of application:	
2. Name of Applicant:	
3. Address of Applicant:	
4. Unique Entity Identifier (UEI): (instruction attached)	
5. Names and titles of officer(s) authorized to represent the Applicant and his/her alternate: <ol style="list-style-type: none"> <li>a. Authorized Officer:</li> <li>b. Alternate:</li> </ol>	
6. Proposed period of performance:	
7. Proposed budget:	
Signature/Name/Title	

5. Executive Summary (No more than 1 Page) and a Program Description (No more than 10 pages, excluding required attachments detailed below) (Required). Applicants are required to submit the **Program Description** that includes **Implementation Plan, Sustainability Plan, and Monitoring and Evaluation Plans** as **Attachments** to this application.

The Applicant must describe in detail the program of activities proposed to be supported by the grant. The program description must be results-oriented and demonstrate likely success in achievement of the stated indicators. Result is a significant, intended, and measurable change in the condition of the beneficiary, or a change in the host country, institutions, or other entities that will affect the beneficiary directly or indirectly. Clear identification of the beneficiaries, their number, location, and anticipated benefits that they will receive. *What are the intended results (i.e., changes in conditions)?*

6. **Implementation Plan (Required).** An excellent implementation plan should show how the anticipated results would be achieved. What activities, processes, or strategies are essential to achieve the results? Why will the planned work lead to the intended results? What is the anticipated timetable for the achievement of the results?
7. **Sustainability Plan (Required).** Describe how project activities will be sustained beyond funding. (No more than 2 Pages)
8. **Monitoring and Evaluation Plan (Required).** An excellent Monitoring and Evaluation Plan should contain a set of indicators that would permit continuous measurement of progress toward targeted results. *For each result, what is the performance indicator? What is the baseline data? What is the performance target? What is the timetable for achieving results? For each performance indicator, what is the definition and what is the unit of measurement? What are the plans for reporting and using the performance information?*
9. **Budget and Budget Narrative (Required).** Each application must contain a **detailed line-item budget** presented in MS Excel accompanied by a **budget narrative** explaining all costs. Lump sum budgets will be considered non-responsive and will be rejected. An acceptable budget will have all costs broken out by unit costs and should clearly show the number of units used for each line item. Each line item should identify the type of cost, e.g., labor units, units of materials and/or equipment, travel, transportation, communications, etc. The narrative will describe how the Applicant arrived at each unit cost and the number of units for each line item.
  - **Direct Labor.** The Applicant must propose direct labor costs for each person providing direct support to the work requirements set forth in the Program Description. The budget must include the name of the person, position, direct salary rate and the number of direct labor hours that each person will perform in support of the solicitation requirements.
  - **Direct Costs** All travel estimates, material/equipment purchases, consultants and any other direct costs shall be separately identified, detailed, and reasonably supported by market rates and/or historical costs.
  - The budget must be in Philippine Peso.
  - Applicants are required to submit the [Budget and Budget Narrative](#) as **Attachment A** to this application.
10. **Organizational Control Environment Questionnaire (Required).** All Applicants are required to complete the questionnaire attached to this application. U.S. Agency for International Development (USAID) regulations require RTI International (RTI) to obtain information from all Applicants in order to determine an Applicant's ability to comply with prescribed standards for
  - (a) financial management, (b) property management, (c) procurement, and (d) reports and records. Please answer all questions to the best of your ability; do not leave blanks. Failure to provide the necessary information may cause your application to be rejected.

Applicants are required to submit the completed [Organizational Control Environment Questionnaire](#) as **Attachment B** to this application.

11. **Past Performance References (Required).** All Applicants are subject to a past performance reference check. Applicant should provide the contact information for partners (international donor, government department, private donor, other organization) with whom the Applicant has worked in the last three (3) years, in the implementation of a similar program. The reference information shall include the procuring/financing organization, location, current telephone or e-mail information, points of contact, award number if available, dollar value of activity, and brief description of work and dates performed.

Contact Name/Organization	Award (Number, value, brief description).	Address	E-mail	Telephone
(1)				
(2)				
(3)				

12. **Anti-Terrorism Certification (Required).** It is **a mandatory requirement** by USAID and a condition of award that the Applicant must certify that it does not support terrorism. Applicants unable to submit this signed certification will not be eligible for an award.

Applicants are required to submit the signed [Required Anti-Terrorism Certification](#) as **Attachment C** to this application.

**In Agreement to the terms and conditions above:**

Name of Applicant Organization:	
Name and title of officer or his/her alternate authorized to represent the Applicant (either name that appears in Box 5 of this Application.)	
Signature:	Date:

## ORGANIZATION INSTRUCTIONS

### **DUNS Number changes to Unique Entity Identifier (UEI) – Frequently Asked Questions**

#### **1. Why is the US government transitioning away from the DUNS number?**

- This change is intended to make it easier and more efficient for entities to work with the federal government.
- Today, entities go to Dun & Bradstreet (D&B) to request their DUNS number. Only after a DUNS number is assigned can an entity go to SAM.gov and register to do business.
- Today, entities must record any changes to their legal business name and physical address with D&B.
- Only after your DUNS record is updated, and the data is available to SAM.gov, can you update an entity registration.
- Today, entities may have to contact two different help desks if there are questions about their DUNS number or their SAM.gov entity registration.

#### **2. With the transition, the US government is making it easier to get a UEI by streamlining the request and ongoing management process. Organizations will go to a single place ([www.SAM.gov](http://www.SAM.gov)) to:**

- Request a UEI and register their entity to do business with the U.S. Government
- Make any updates to their legal business name and physical address associated with the UEI
- Find customer support at a single helpdesk for all UEI and entity registration issues.

#### **3. How will I know if an organization has a UEI?**

- If an organization is already registered in SAM.gov they have already been assigned a UEI (SAM). It's viewable on their entity registration record in SAM.gov.
- If an organization is not a registered entity in SAM.gov, they will have to request a UEI (SAM).
- RTI has already captured UEIs for current grantees, suppliers, and subcontractors/subrecipients registered in SAM.gov. If you have questions about a specific organization and whether they have a UEI, please contact your assigned iGAPS representative.

#### **4. What are the ways for organizations to request a UEI?**

Organizations have 2 options to request a UEI if they do not already have one:

1. By completing a full registration in SAM.gov
2. If an organization does not want to complete a full entity registration in SAM.gov, they can choose one of the following options. The Quick Start Guide for Getting a UEI has additional guidance and instructions.
  - A. Your entity has a DUNS number and is registered in SAM.gov
  - B. Your entity has a DUNS number and is not registered in SAM.gov
  - C. Your entity does not have a DUNS number and today's date is before April 4, 2022
  - D. Your entity does not have a DUNS number and today's date is after April 4, 2022