



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-  
FEDERAL HOUSING COMMISSIONER

**Date: August 23, 2022**

**Mortgagee Letter 2022-14**

**To:** All FHA-Approved Mortgagees  
All Direct Endorsement Underwriters  
All Eligible Submission Sources for Condominium Project Approvals  
All FHA Roster Appraisers  
All FHA-Approved 203(k) Consultants  
All HUD-Approved Housing Counselors  
All HUD-Approved Nonprofit Organizations  
All Governmental Entity Participants  
All Real Estate Brokers  
All Closing Agents

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**Subject** Unique Entity Identifier for FHA Approved Lenders, Mortgagees and Institutions Seeking FHA Approval

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**Purpose** This Mortgagee Letter (ML) requires all FHA approved lenders and Mortgagees, and institutions seeking FHA approval, to provide an active Unique Entity Identifier (UEI) as part of their institution data in the Lender Electronic Assessment Portal (LEAP) or application for FHA approval.

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**Effective Date** The provisions of this ML may be implemented immediately but must be implemented no later than December 31, 2022.

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**Public Feedback** HUD welcomes feedback from interested parties for a period of 30 calendar days from the date of issuance. To provide feedback on this policy document, please send feedback to the FHA Resource Center at [answers@hud.gov](mailto:answers@hud.gov). HUD will consider the feedback in determining the need for future updates.

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**Affected Programs** The provisions of this ML apply to all Mortgagees approved for FHA Title I and/or Title II programs and institutions seeking FHA approval.

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## Mortgagee Letter 2022-14, Continued

### Background

The General Services Administration (GSA) has announced that all entities currently conducting or seeking to do business with the federal government must have a UEI registered in GSA's System of Award Management (SAM.gov). The UEI is an alpha-numeric identifier used by federal government agencies to maintain consistent name and address data about non-federal entities doing business with the government.

An active SAM.gov registration and UEI is vital to HUD's compliance with the Federal Funding Accountability and Transparency Act of 2006, as amended by the Digital Accountability and Transparency Act of 2014 which require federal agencies to report data about federal awards and which are tracked using the UEI.

The federal government began transitioning to the UEI in July 2019, requiring all recipients of Federal funding to obtain a unique identifier. The definition of award types was expanded to include loans, insurance and loan guarantees with the release of 2 CFR part 25, extending the requirement to obtain a UEI and register in SAM.gov to Mortgagees and institutions seeking FHA approval as a Mortgagee.

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### Summary of Changes

This ML:

- requires all FHA approved Mortgagees and institutions seeking FHA approval to obtain an active UEI;
- informs Mortgagees how to register for a UEI; and
- provides instructions on updating the Institution Profile in LEAP.

All updates will be incorporated into a forthcoming update of the HUD Handbook 4000.1, *FHA Single Family Housing Policy Handbook* (Handbook 4000.1) Section I.A.3.

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### Registering for a UEI

To register for a UEI and for additional information, go to <https://sam.gov/content/duns-uei>.

While the deadline to input the UEI is December 31, 2022, Mortgagees may enter the identifier in LEAP as soon as it is received from SAM.gov.

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### Inputting the UEI in LEAP for FHA Approved Mortgagees

For detailed instructions on inputting the UEI in LEAP, please review Section 5.1 of the LEAP User Manual.

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**Mortgagee Letter 2022-14, Continued**

**FHA Single  
Family Housing  
Policy  
Handbook  
4000.1**

The policy changes will be incorporated into Handbook 4000.1 as follows:

**Section I.A.3.c.xiii**

**Unique Entity Identifier**

All FHA approved Mortgagees must register for and obtain an active Unique Entity Identifier (UEI) at SAM.gov. The registration data must include the tax identification number, institution name, and home office geographic address found in the Institution Profile in LEAP.

For entities seeking FHA approval, the UEI must be provided as a part of the FHA approval application. The UEI registration data must match the tax identification number, institution name, and home office geographic address provided in the application.

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**Paperwork  
Reduction Act**

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control numbers 3090-0290; 2502-0005; 2502-0059; 2502-0117; 2502-0189; 2502-0302; 2502-0306; 2502-0322; 2502-0358; 2502-0404; 2502-0414; 2502-0429; 2502-0494; 2502-0496; 2502-0525; 2502-0527; 2502-0538; 2502-0540; 2502-0556; 2502-0561; 2502-0566; 2502-0570; 2502-0583; 2502-0584; 2502-0589; 2502-0595; 2502-0600; and 2502-0610. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

**Questions**

Any questions regarding this Mortgagee Letter may be directed to the FHA Resource Center at 1-800-CALL-FHA. Persons with hearing or speech impairments may reach this number by calling the Federal Relay Service at 1-800-877-8339. For additional information on this Mortgagee Letter, please visit [www.hud.gov/answers](http://www.hud.gov/answers).

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**Signature**

Julia R. Gordon  
Assistant Secretary for Housing –  
FHA Commissioner