



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

ASSISTANT SECRETARY FOR HOUSING-  
FEDERAL HOUSING COMMISSIONER

**Date: May 16, 2024**

**Mortgagee Letter 2024-09**

**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-Certified Housing Counselors  
All HUD-Approved Nonprofit Organizations  
All Governmental Entity Participants  
All Real Estate Brokers  
All Closing Agents

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**Subject** Updating FHA's Unique Entity Identifier (UEI) Requirements for FHA Eligibility

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**Purpose** This Mortgagee Letter (ML) updates the UEI requirements for eligibility with FHA requirements.

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**Effective Date** The provisions of this ML are effective immediately.

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

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**Affected Programs** The provisions of this ML apply to all FHA-Approved Mortgagees and those institutions seeking FHA approval.

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**Background** The General Services Administration (GSA) requires all entities currently conducting or seeking to do business with the federal government to 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.

The federal government began transitioning to the UEI in July 2019, requiring all recipients of Federal funding to obtain a unique identifier. The

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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.

FHA implemented its UEI policy in August 2022 and began requiring a UEI as a part of the eligibility requirements for its approved Mortgagees and institutions seeking FHA approval as a Mortgagee effective December 31, 2022. The initial policy required all FHA-Approved Mortgagees and institutions seeking FHA approval as a Mortgagee to register for and obtain an active Unique Entity Identifier (UEI) at SAM.gov. The policy also stated that the following data must match in the Lender Electronic Assessment Portal (LEAP) and SAM.gov the tax identification number, institution name, and home office geographic address.

FHA has reevaluated these requirements after the implementation of the system-to-system validation between SAM.gov and LEAP. As a result, FHA is updating its UEI requirements.

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### Summary of Changes

This ML updates the requirements in section I.A.3.c.xiii in Handbook 4000.1. It makes explicit the requirements necessary to maintain an “Active Registration” status in SAM.gov. This ML also removes the home office geographic address from the data that must match in LEAP and SAM.gov.

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### FHA Single Family Housing Policy Handbook 4000.1

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

#### Eligibility Requirements (I.A.3.c)

#### xiii. Unique Entity Identifier

### Doing Business with FHA

All FHA-Approved Mortgagees must register for, obtain, and maintain a Unique Entity Identifier (UEI) number at [www.SAM.gov](http://www.SAM.gov) and the registration must result in a status of “Active Registration.”

To maintain an “Active Registration” in the SAM.gov database after the initial registration, the applicant is required to review and update its information in the SAM.gov database every 365 days to ensure it is current, accurate and complete.

The UEI must be entered in the Lender Electronic Assessment Portal (LEAP) Institution Profile to demonstrate compliance. The “Core Data” in [www.SAM.gov](http://www.SAM.gov) must match the Taxpayer Identification Number (TIN) and institution name in the LEAP Institution Profile for the approved Mortgagee.

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### Registering for a UEI

To register an entity for a UEI, you must create an individual user account at SAM.gov. Before you begin registration, you should visit SAM.gov to

review the lists of acceptable validation documentation requirements and registration data requirements. For additional information regarding the UEI registration, read [How do I register a new entity or obtain a new Unique Entity ID in SAM.gov?](#).

Your institution already may have been issued a UEI number but did not complete the registration process. If you are the Entity Administrator, you should be able to pick up where you left off at SAM.gov. If you require access to an existing entity registration, you must contact your institution's Entity Administrator or complete an Entity Administrator Appointment Letter to be appointed and complete the registration.

This information, as well as many other Frequently Asked Questions and Articles, can be found in the [Federal Service Desk Knowledge Base](#).

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**Updating the UEI in LEAP and SAM.gov Validation**

LEAP has been updated to perform an automated validation with SAM.gov when Mortgagees enter the UEI in the Institution Profile. Mortgagees entering or updating their UEI should click "Validate" next to the UEI Number field and then click "OK" to save. Once the validation is completed, the system will populate the UEI Registration Status and UEI Expiration Date fields in the Institution Profile.

The UEI Number field will be disabled after validation and no longer will be editable. Any changes required to the UEI after validation must be requested by submitting an Ad Hoc change request in LEAP.

LEAP performs system wide validation with SAM.gov weekly to update registration data. Consequently, any changes made to the UEI data in SAM.gov may not be reflected immediately in LEAP.

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**SAM.gov and UEI Renewal**

The UEI must be renewed every 365 days to remain active. The UEI Expiration Date field in the LEAP Institution Profile displays this date as a courtesy to Mortgagees.

To renew the UEI you must login to your Entity Workspace in SAM.gov. Mortgagees can download the [Quick Start Guide for Updating an Entity Registration](#) for a walk-through of the SAM.gov renewal process.

If at any time the UEI status becomes Inactive, it will reflect in LEAP and Mortgagees must address this failure to meet FHA's requirements in accordance with the requirements for reporting material events in Handbook 4000.1. Failure to maintain eligibility requirements will result in a referral to the Mortgagee Review Board.

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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

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Paperwork Reduction Act (PRA) of 1995 (44 U.S.C. 3501-3520) and assigned OMB control numbers 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; 2502-0524; 2502-0525; 2502-0527; 2502-0538; 2502-0540; 2502-0556; 2502-0561; 2502-0566; 2502-0570; 2502-0583; 2502-0584; 2502-0589; 2502-0600; 2502-0610; and 2502-0611. In accordance with the PRA, 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.

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**Feedback or Questions**

HUD welcomes feedback from interested parties and will consider feedback in determining the need for future updates. Any feedback or questions regarding this ML may be directed to the FHA Resource Center at 1-800-CALLFHA (1-800-225-5342), [answers@hud.gov](mailto:answers@hud.gov), or [www.hud.gov/answers](http://www.hud.gov/answers). The FHA Resource Center is prepared to accept calls from persons who are deaf or hard of hearing, as well as individuals with speech or communication disabilities. Information on how to make an accessible phone call is available at <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>.

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**Signature**

Julia R. Gordon  
Assistant Secretary for Housing -  
FHA Commissioner

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