



Guide for State and Local Governments Applying for Federal Financial Assistance

If you are a state or local government entity registering in SAM.gov to apply for grants or loans, or you have subrecipients who are getting Unique Entity IDs in SAM.gov, here are some resources for you.

Entity Validation

Whether you are getting a Unique Entity ID or registering, you must first validate your entity.

- [Entity Validation Help Resources](#): a list of the most common entity validation questions and answers
- [Video](#) on entity validation
- What validation [documentation](#) do I need?
- [Seven Common Reasons Entity Validation Documents Get Rejected](#)
- [What happens after I submit my entity validation documentation?](#)
- [My entity information has been updated. What do I do now?](#)

Registering in SAM.gov

- If I am applying for a federal grant, [do I need to register in SAM.gov?](#)
- [Quick Start Guide for Financial Assistance Registrations](#)

Getting a Unique Entity ID

- [What's the difference between only getting a Unique Entity ID and entity registration?](#)
- [As a sub-recipient, do I need a Unique Entity ID?](#)
- [Video](#) on how to get your Unique Entity ID without registering
- [Quick Start Guide](#) for Getting a Unique Entity ID

Tips for a successful validation

- Ensure the information you enter in SAM.gov for [legal business name](#), [physical address](#), [start year](#), and [state of incorporation](#) matches the documentation you attach.
- Always respond to emails received from fsdsupport@gsa.gov. If we receive no response, your ticket will be closed after five business days.

Documenting your Public Sector Entity

State and local governments are considered public sector entities. Validating the name, physical address, and when a public sector entity was established often requires additional documentation and a manual review. Find documentation options [here](#).

Common **name and address** documents submitted by public sector entities include:

- Bank statements (redacting information that isn't necessary for entity validation)
- Utility bills (e.g. water, gas, or electric, internet, waste management)

Official documents which specifically address the **establishment (start year and state) of public sector entities** include:

- Municipal charter established/codified by state legislature or local governing body
- Municipal codes establishing an entity
- State government declarations published in official government records
- Governor's declarations published in official government records
- Formal resolution from a town council
- State law related to the entity formation
- Screenshot of your verifiable, official government website with information on entity formation

If you cannot provide the requested documentation (e.g. your town was founded in 1761 and no original documents exist, or your utility bills are paid elsewhere and do not include your name and address), note in the comment section that as a public sector entity you are submitting alternate documentation and select Other Documents in the dropdown.

We will review your documentation and comments and provide further instructions for validation.

