U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Subject: Dun and Bradstreet Universal Numbering System (DUNS) Requirement

1. <u>Purpose</u>: This Notice reminds tribes and tribally designated housing entities (TDHE) applying for Indian Housing Block Grant (IHBG) or Indian Community Development Block Grant (ICDBG) funds that they must obtain a Dun and Bradstreet Numbering System (DUNS) number and register with the Central Contractor Registration (CCR) prior to receiving IHBG or ICDBG funds. In addition, once a DUNS number is obtained, the CCR registration must be updated annually.

2. <u>Applicability</u>: This notice applies to tribes and TDHEs requesting or receiving funding under the IHBG and ICDBG programs.

3. <u>Background</u>: The Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) (Transparency Act) requires the creation of a single, government-wide searchable website, available to the general public, to list information on recipients of all forms of federal financial assistance. The law affects both the legal entity receiving funds (typically the partnership, association or corporation listed as Owner in contract documents) as well as the parent entity, if the recipient is owned or controlled by another entity.

   Under the law, all federal agencies are required to report the amount of federal assistance provided, as well as the purpose of such assistance and the location of each recipient. The Transparency Act also requires each reporting entity to provide a unique identifying number. The Office of Management and Budget (OMB) requires the use of DUNS numbers for this purpose.

   CCR was established to facilitate the federal government's compliance with the Prompt Payment Act (Pub. L. 97-177) (31 U.S.C. 3901 *et seq*.), as amended, and is the primary registrant database for the federal government. CCR collects, validates, stores and disseminates data in support of agency missions, including federal agency contract and assistance awards, and the electronic payment process. The CCR is also used for identification and verification purposes by OMB in their Federalreporting.gov website to conform to the reporting requirements of Section 1512 of the American Recovery and Reinvestment Act of 2009 (ARRA).

   HUD established regulations at 24 CFR 5.1004 (75 FR 41087, July 15, 2010) requiring for each

obligation of funds, the recipient must have a DUNS number and have a valid registration in the Central Contractor Registration (CCR).

4. <u>Deadline for Obtaining DUNS Numbers and Registration in CCR</u>: Entities must obtain a DUNS number and have an active, valid registration in CCR prior to requesting funds under the IHBG or ICDBG programs. For the IHBG program, the DUNS Number and CCR Expiration Date are required to be provided in Section 1 of the Indian Housing Plan (IHP)/Annual Performance Report (APR), form HUD-52737. For ICDBG, tribes must have a DUNS number and current CCR Registration when submitting an application under the ICDBG NOFA using grants.gov. Tribes who submitted an IHP or application for ICDBG funds in the past several years have already complied with the requirements outlined in this Notice. Tribes and TDHEs must maintain their CCR registration in order to continue to receive federal assistance.

5. <u>Process for Obtaining a DUNS Number and Registering in CCR</u>: If a tribe or TDHE has not obtained a DUNS number, it can be obtained by using the online web-form process at http://fedgov.dnb.com/webform.

   For assistance, registrants should call toll free: 866-705-5711 – Press Option 4, Grantee. Grantees in Alaska and Puerto Rico can call toll-free, 800-234-3867. Hearing- or speech-challenged individuals may access these numbers through TTY by calling the toll-free Federal Relay Service at 800-877-8339. The process of obtaining a DUNS number is free for all entities doing business with the federal government. Responses to web-form submittals online are generally returned within 1-2 business days; the process for obtaining a DUNS number using the telephone should take 10 to 15 minutes.

   The following information is requested when applying for a DUNS number:

   1. Legal company name
   2. Headquarters company name and address
   3. Trade-style or DBA company name
   4. Physical address: including city, state and zip code
   5. Mailing address
   6. Telephone number
   7. Contact name and title
   8. Number of employees at the company's physical location

   When requesting a DUNS number, use the Employer/Taxpayer Identification Number (EIN/TIN) and the Employer/Taxpayer Name used when filing a return or making a payment to the Internal Revenue Service (IRS). Organizations should also provide the Zip Code using the Zip plus four code (Zip+4). After obtaining a DUNS number, wait 24 to 48 hours to register with the CCR so that the records can become activated in the Dun and Bradstreet database.

   If you are not sure if you already have a DUNS number, you can call the toll-free number above, select option 4 and ask the operator if you already have a DUNS number at the specified address.

   CCR provides a detailed step-by-step User's Guide on its help page at https://www.bpn.gov/ccr/help.aspx to assist in completing the registration process. New users should print the guide and follow the step-by-step instructions. Additional assistance is available on line at www.ccr.gov.

6. CCR Use of Dun and Bradstreet Information: CCR obtains the following data fields from Dun and Bradstreet: Legal Business name, Doing Business as Name (DBA), Physical Address, and Postal Code (Zip+4). Registrants will not be able to enter or modify these fields in CCR because they are pre-populated from Dun and Bradstreet records.

   During a new registration, or when updating/renewing a registration in CCR, the registrant has a choice to accept or reject the information provided from the Dun and Bradstreet records. If the registrant agrees with the supplied information, the Dun and Bradstreet data will be accepted into the CCR registrant record.

   If the registrant disagrees with the Dun and Bradstreet supplied data, the registrant must go to the Dun and Bradstreet website at http://fedgov.dnb.com/webform to modify the information contained in the Dun and Bradstreet records before proceeding with the CCR registration. Once Dun and Bradstreet confirms the updated information, the registrant must revisit the CCR website and accept the Dun and Bradstreet changes. It may take up to 2 business days for Dun and Bradstreet to send modified data to CCR.

7. CCR EIN/TIN Validation: The EIN/TIN and Employer/Taxpayer Name combination provided in the IRS Consent form is sent to IRS for validation and checked for any debt owed to the federal government. If there are discrepancies in the information provided, the registration will fail validation.

8. Further information: Direct questions regarding DUNS requirements to your local Area Office of Native American Programs.

                                          /s/
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                                   Sandra B. Henriquez
                                   Assistant Secretary for
                                   Public and Indian Housing