



Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30333

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Sandra Manning, CGFM
Director
Procurement and Grants Office

Subject: DUNS Number Required for Applications for Federal Grants and Cooperative Agreements

Dear Grantees:

The Federal Financial Assistance Management Improvement Act of 1999, Public Law 106-107, requires Executive Branch departments and agencies to streamline and simplify Federal financial assistance procedures for non-Federal entities. It also requires executive agencies to allow applicants to electronically apply for, and report on the use of, funds from the Federal financial assistance program administered by the agency.

In order to implement Public Law 106-107, Federal agencies are in the process of developing an electronic grant application system using the Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS). As a result, every application for a new Federal grant or cooperative agreement or renewal of an award submitted on or after October 1, 2003, must include a DUNS number. The DUNS number will be used to link to fixed applicant data, such as name and address fields, maintained in a central Federal registration repository. This will allow the data to automatically populate corresponding fields in the electronic application.

This requirement applies to all types of entities applying for Federal grants or cooperative agreements under discretionary and mandatory grant programs or activities except:

1. Individuals who would personally receive a grant or cooperative agreement award from the Federal government apart from any business or non-profit organization they may operate.
2. Foreign entities that do not conduct business within the United States, its territories, or possessions. Foreign branches or divisions of U.S.-based entities are not excluded from this requirement.
3. Any applicant that receives an exemption, or an applicant under a program that receives an exemption.

Agencies cannot grant exemptions from this requirement. Requests for exemptions must be directed to OMB. Unless an exemption is granted, an award cannot be made until the applicant provides a DUNS number. For purposes of this requirement, the applicant is the entity that meets the agency or program's eligibility criteria and has the legal authority to apply. For

example, a consortium formed to apply for a grant or cooperative agreement must obtain a DUNS number for that consortium.

The DUNS number will not replace existing numbers, such as the Employer Identification Number (EIN) and State Application Identifier (SAI) numbers, which are required by statute, Executive Order, or regulation. For Federal purposes, applicants will not be required to submit DUNS numbers for entities with which it may enter into sub awards.

To obtain a DUNS number, please follow the enclosed instructions from D&B or contact D&B at www.dnb.com or 1-800-234-3867. You may also visit the grantee information section, "Notices to Grantees", on the CDC Internet www.cdc.gov/funding.

Sincerely,



Sandra R. Manning, CGFM
Director
Procurement and Grants Office

cc
CDC Grants Specialists

Obtaining a DUNS Number

A Guide for Federal Grant and Cooperative Agreement Applicants



The Federal Government requires that all applicants for Federal grants and cooperative agreements, with the exception of individuals other than sole proprietors and foreign entities, have a DUNS number. The Federal Government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

Data Universal Numbering System (DUNS) Number:

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. In order to provide on-the-spot DUNS Number assignment, D&B does not control or limit who may request or receive a DUNS number. It is the organization's responsibility to manage their DUNS numbers (see below).

Obtaining a DUNS Number

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible if there is a possibility you will be applying for future Federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- *If you already have a DUNS number:* If you, as the entity applying for a Federal grant or cooperative agreement, previously obtained a DUNS number in connection with the Federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B.
- *If you are not sure if you have a DUNS number:* Call D&B using the toll-free number below, and indicate that you are a Federal grant (or cooperative agreement) applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.
- *If you know you do not have a DUNS number:* Call D&B using the toll-free number below, and indicate that you are a Federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

Managing your DUNS numbers

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS Number request line at 1-866-705-5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. **If you do not want your name/organization included on this marketing list, request to be delisted from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.**

Obtaining a DUNS number is absolutely **FREE** for all entities doing business with the Federal Government. This includes grant and cooperative agreement applicants/prospective applicants and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant when you contact D&B.

To obtain your DUNS Number:

- Please call the dedicated toll-free DUNS Number request line for Federal grant and cooperative agreement applicants/prospective applicants at:

1-866-705-5711

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the 48 States.) Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between 8 a.m. and 6 p.m.

- The process to request a DUNS number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information to obtain a DUNS Number:
 - Legal Name
 - Headquarters name and address for your organization
 - Doing business as (dba), or other name by which your organization is commonly recognized
 - Physical Address, City, State and Zip Code
 - Mailing Address (if separate from Headquarters and/or physical address)
 - Telephone Number
 - Contact Name and Title
 - Number of Employees at your physical location