



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

ASSISTANT SECRETARY FOR HOUSING-  
FEDERAL HOUSING COMMISSIONER

**Special Attention of:**

**Notice H 2012-6**

**Issued:** April 25, 2012

**Expires:** This notice remains  
in effect until  
amended, revoked,  
or superseded

All Multifamily Hub Directors  
All Program Center Directors  
All Project Owners and Management Agents of Projects with Project-Based Section 8 Rental Assistance Contracts  
All Project Owners and Management Agents of Section 202 or 811 Projects with Project Rental Assistance Contracts  
All Project Owners and Management Agents of Projects with Section 236 Projects with Rental Assistance Payments Contracts  
All Project Owners and Management Agents of Projects with Section 221(d)(3) Below Market Interest Rate, Section 231, Section 236(insured and non-insured), and Section 202 Projects with Rent Supplement Contracts  
All Contract Administrators

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**SUBJECT:** Notice Requiring Owners with Project-Based Section 8 Rental Assistance Contracts or Section 202 or 811 Project Rental Assistance Contracts or Rental Assistance Payments or Rent Supplement Contracts to Obtain Dun and Bradstreet Number System (DUNS) Numbers and to register in the Central Contractor Registration (CCR)

**Background**

Public Law 109-282, The Federal Funding Accountability and Transparency Act of 2006, requires the creation of a single, government-wide searchable website that is available to the general public. Rental assistance payments made under Project-Based Section 8 Housing Assistance Payments (HAP) Contracts or Section 202 or 811 Project Rental Assistance Contracts or Section 236 Projects with Rental Assistance Payments Contracts or Section 221(d)(3) Below Market Interest Rate, Section 231, Section 236 (insured and non-insured) Projects, and Section 202 Projects with Rent Supplement Contracts are covered by this reporting requirement. The law affects both the legal entity that receives the funds (typically the partnership, association or corporation listed as Project Owner in contract documents) as well as the parent company, if the recipient is owned or controlled by another entity. Beneficiaries of rental assistance (i.e., households receiving rent subsidies) are not covered by this reporting requirement.

Under the law, all Federal agencies are required to report on 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 has decided to use DUNS numbers for this purpose.

HUD has established a regulation at 24 CFR 5.1004 (75 Fed. Reg. 76260), which requires that for each obligation of funds, the recipient must have a DUNS number and a valid registration in the CCR. 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. HUD believes that codifying the CCR registration requirement will facilitate applicant and awardee use of a single public website that consolidates data on awards made under various types of Federal Financial Assistance, pursuant to the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) (Pub. L. 109-282), and helps ensure data quality for grantee information for the USASpending.gov website created in conformance with the requirements of the Transparency Act.

#### Deadline for Obtaining DUNS Numbers and Registration in CCR

Covered entities must obtain a DUNS number and have an active, valid registration in CCR within 60 days of the publication date of this Notice and must submit the attached certification to their local HUD office to demonstrate compliance with the requirements of this Notice. At the end of the 60 day period, HUD will run the listing of DUNS numbers received in response to this Notice, against the extract it receives from CCR to ensure compliance. An owner's failure to obtain a DUNS number and CCR registration within this timeframe may result in the Department's suspension of housing assistance payments or rental assistance payments. This Notice also requires owners to maintain their CCR registration in order to continue to receive housing assistance or rental assistance payments.

#### Process for Obtaining a DUNS Number and Registering in CCR

To obtain a DUNS number, Section 8 recipients can use 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. 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 required when applying for a DUNS number:

- Legal company name
- Headquarters' company name and address
- Trade-style or DBA company name
- Physical address: including city, state and zip code
- Mailing address
- Telephone number

- Contact name and title
- Number of employees at the company's physical location

When requesting a DUNS number be sure to 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). You should also provide the Zip Code using the Zip Code plus four (Zip+4). After obtaining a DUNS number, you should wait 24 to 48 hours to register with the CCR so that the records can be 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, select option 4 and ask the operator if you already have a DUNS number at the specified address.

#### 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 Bradstreet website at <http://fed.gov.dnb.com/webform> to modify the information contained in the Dun and Bradstreet records before proceeding with the CCR registration.

Once Dun and Bradstreet confirm the updated information, the registrant must revisit the CCR website and accept the Dun and Bradstreet's changes. It may take up to 2 business days for Dun and Bradstreet to send modified data to CCR.

#### CCR EIN/TIN Validation

Dun and Bradstreet will require you to execute an IRS Consent form. The Employer/Taxpayer Identification Number (EIN/TIN) and Employer/Taxpayer Name combination you provide 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.

#### CCR User's Guide an Help Desk

CCR provides 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 its step-by-step instructions. Additional assistance is available on line at [www.ccr.gov](http://www.ccr.gov).

## Future Reporting of DUNS Numbers to HUD

HUD currently expects to modify the reporting format for TRACS to capture the owner's DUNS number.

## Use of Existing DUNS Numbers

Because DUNS numbers are widely used in commercial practice, many current rental assistance recipients already have these numbers and do not need to obtain new ones – so long as the existing number is for the entity that actually owns the rent assisted project (“Owner DUNS Number”) or the parent company (“Parent DUNS Number”). Dun and Bradstreet will assist companies that require multiple DUNS numbers to accurately reflect their organizational structure, and recommends that these organizations have a single point of contact for controlling DUNS number requests.

Questions regarding this Notice should be directed to Theresa Fields, Housing Project Manager, Office of Housing Assistance Contract Administration Oversight for Multifamily Housing Programs. Ms. Fields' telephone number is (202) 402-2703.

Sincerely,

Carol J. Galante  
Acting Assistant Secretary for Housing-Federal Housing  
Commissioner

[Attachment A](#): DUNS Number and CCR Registration Certification