



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

Special Attention of:

Public Housing Agencies,
Public Housing Hub Office Directors,
Public Housing Program Center Directors,
Regional Directors, Field Office Directors,
Resident Management Corporations

Notice: PIH 2011-60 (HA)

This notice remains in effect until
revoked, superseded or amended.

Date Issued: October 28, 2011

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

1. **Applicability:** This notice requires public housing agencies (PHAs), their affiliates, instrumentalities, contract management and owner entities receiving HUD funding to obtain Dun and Bradstreet Numbering System (DUNS) numbers and to register in the Central Contractor Registration (CCR). PHAs must comply with the provisions of this Notice if they are recipients of HUD funding for PHA-owned projects and/or are recipients of HUD funding pursuant to an annual contributions contract to administer any of the following programs: Public Housing, Housing Choice Vouchers (including the project-based certificate and voucher programs), the Section 8 Moderate Rehabilitation program, and the Moderate Rehabilitation Single Room Occupancy program PHAs receiving federal financial assistance under the American Recovery and Reinvestment Act of 2009 (ARRA) or seeking funds under a Notice of Funding Availability (NOFA) have already satisfied the requirement to obtain a DUNS number. Once a DUNS number is obtained, the CCR registering remains an annual requirement.

2. **Background:** Public Law 109-282, 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. Rental assistance payments under Project-Based Section 8, including Moderate Rehabilitation, project-based certificates (PBCs), project-based vouchers (PBVs) as well as the McKinney-Vento Act Moderate Rehabilitation Single Room Occupancy (SRO) program, are included in this reporting requirement. 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. Beneficiaries of rental assistance (i.e., households receiving rent subsidies or private property owners not affiliated with a PHA) are not covered by this reporting requirement.

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 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.

HUD established regulations at 24 CFR 5.1003 (75 FR 76260) requiring for each obligation of funds, the recipient must have DUNS number and have a valid registration in CCR.

Codifying the CCR registration requirement facilitates applicant and awardee use of a single public website which consolidates data on awards under various types of federal financial assistance, pursuant to the Transparency Act and ensures data quality for grantee information for the USASpending.gov website created in conformance with the Transparency Act. 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 ARRA.

3. Deadline for Obtaining DUNS Numbers and Registration in CCR: 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 Public Housing field 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 against the extract it receives from CCR to ensure compliance. An entity's failure to obtain a DUNS number and CCR registration within this timeframe may result in non-renewal of federal assistance or rental assistance payments.

This notice requires entities and owners to maintain their CCR registration in order to continue to receive federal assistance or rental assistance payments.

4. Process for Obtaining a DUNS Number and Registering in CCR: To obtain a DUNS number, recipients of federal financial assistance 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 generally takes 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 companies 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 payments to the Internal Revenue Service (IRS). Organizations should also provide the Zip Code using the Zip Code plus four code (Zip+4). After obtaining a DUNS number, wait 24 to 48 hours to register with 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, call the toll-free number, select option 4 and ask the operator if you already have a DUNS number at the specified address.

5. CCR Use of Dun and Bradstreet Information: CCR obtains the following data fields from Dun and Bradstreet: Legal Business name, Doing Business as Name, 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 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.

6. CCR EIN/TIN Validation: The Employer/Taxpayer Identification Number (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.

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

8. Use of Existing DUNS Numbers: Because DUNS numbers are widely used in commercial practice, many recipients of federal assistance already have these numbers and do not need to obtain new ones. Dun and Bradstreet will assist entities 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.

9. Further information: Direct questions regarding DUNS requirements to the appropriate PIH field office.

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

**Attachment A
DUNS Number and CCR Registration Certification**

This is to certify that:

(Entity Name and DUNS Number)

(Global Parent Entity Name and DUNS Number)

(Global Parent Legal Business Name)

(CCR Legal Business Name)

(Doing Business As)

In conjunction with the following source of federal financial assistance:

, having an effective date of: _____.

The entity identified above has received CCR registration for the noted DUNS number in accordance with Public and Indian Housing Notice 2011- XX:

I certify that the information contained herein was examined by me and to the best of my knowledge and belief is true, correct and complete. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

(Signature and Title of Executive Director or Entity Representative) (Date)