



# Illinois State Board of Education

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## MEMORANDUM

July, 2005

**TO:** Interested Parties

**FROM:** Tim Imler  
Funding and Disbursement Services

**SUBJECT:** Office of Management and Budget (OMB) A-133 Audit Requirement  
Federal Clearinghouse Submissions – DUNS Number

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Beginning with fiscal periods ending in 2005, the Office of Management and Budget (OMB) will require the reporting of Data Universal Numbering System (DUNS) numbers on all Form SF-FAC submissions reporting expenditures of direct federal awards.

The following questions and answers are provided for your information.

**What is a DUNS number? Why is the federal government requesting it?**

A DUNS number is a unique nine-digit identification number provided by the commercial company of Dun & Bradstreet (D&B). The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, as well as to provide consistent name and address data for electronic grant application systems.

**Is my organization required to have a DUNS number?**

Beginning with fiscal periods ending in 2005, the Office of Management and Budget (OMB) will require the reporting of Data Universal Numbering System (DUNS) numbers on all Form SF-FAC submissions reporting expenditures of direct federal awards. If your organization does not report expenditures from direct federal awards, then a DUNS number is requested but not required.

**Do I have to have a DUNS number for each program in my organization?**

The DUNS number is site-specific. Each distinct physical location of an entity (such as branches, divisions, or headquarters) may be assigned a DUNS number; however, organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient. You must have a different DUNS number for each physical location or different address in your organization, as well as each legal division that may be co-located.

**How do I get a DUNS number for my organization?**

You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, particularly if there is a possibility that you will be applying for future Federal grants or cooperative agreements. A DUNS number is required under OMB policy as part of the application process. You do not have to wait until you are submitting an application.

***If you know that you do not have a DUNS number:***

Call D&B, using the toll-free telephone number **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. The number is staffed from 8:00 AM to 6:00 PM (local time of the caller when calling from within the continental United States). Calls placed outside of those hours will receive a recorded message requesting the caller to call back during operating hours. D&B will ask you to provide the following information:

- Legal name of organization
- Headquarters name and address for your organization
- Doing Business As (DBA) or other names by which your organization is commonly known or recognized
- Physical address (Street, City, State, Zip Code)
- Mailing address (if separate from Headquarters and/or physical address)
- Telephone number
- Name and title of primary contact
- Number of employees at physical location

The process should take about 5 to 10 minutes, after which you will be assigned a DUNS number, free of charge.

You may also request a DUNS number through the D&B company website:  
<https://eupdate.dnb.com/requestoptions/government/ccrreg/>.

Also, 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 organization included on this list, request to be de-listed from D&B's marketing files when you are speaking with a D&B representative during your DUNS telephone application.

***If you are not sure if you have a DUNS number:***

Call D&B, using the toll-free telephone number **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will tell you if you already have a DUNS number. If you do not have one, then D&B will ask for the information outlined above and assign you a DUNS number, free of charge.

***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 DUNS number on all your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply you with a free family-tree report of the DUNS numbers associated with your organization. Be sure to work with D&B to ensure that the correct information is on the report. Organizations should not establish new numbers, but instead use existing numbers and update/validate all information associated with that particular number.

**How do I make changes to my organization's information?**

D&B periodically contacts organizations with DUNS numbers to verify that the information on record is correct. Organizations with multiple DUNS numbers may request a free family-tree listing from D&B to help determine which branches/divisions have numbers and if the current information is correct. Use the dedicated toll-free DUNS telephone number **1-866-705-5711** to request this information.

D&B further 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.

Also, 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 organization included on this list, request to be de-listed from D&B's marketing files when you are speaking with a D&B representative during your DUNS telephone application.

I hope that you find this information helpful. For further information, please see the following web sites:

<b>Federal Audit Clearinghouse FAQ</b>	<a href="http://harvester.census.gov/sac/FAQ.htm">http://harvester.census.gov/sac/FAQ.htm</a>
<b>Grants.gov Request a DUNS</b>	<a href="http://www.grants.gov/RequestaDUNS">http://www.grants.gov/RequestaDUNS</a>
<b>Dun &amp; Bradstreet</b>	<a href="https://eupdate.dnb.com/requestoptions/government/ccrreg/">https://eupdate.dnb.com/requestoptions/government/ccrreg/</a>
<b>OMB DUNS Guide</b>	<a href="http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf">http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf</a>