



COPS

COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

IMPORTANT GRANT INFORMATION

Beginning October 1, 2003, the Office of Management and Budget is requiring all agencies applying for Federal funding to obtain a Data Universal Numbering System (DUNS) number from Dun and Bradstreet. This requirement is an effort to establish a standard means for tracking Federal grant recipients throughout the entire grant life cycle and to provide the public with a uniform business practice.

To assist you in obtaining this number, if you have not already done so, we have attached the instructions from Dun and Bradstreet. You can also access Dun and Bradstreet at <http://www.dnb.com/us/> and apply for your DUNS number online.

The COPS Office looks forward to working with you in Fiscal Year 2004. If you have any questions regarding this request, please contact the Department of Justice Response Center at 800.421.6770.

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 de-listed 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