



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 14 – Federal Funds 6.0	EFFECTIVE DATE: 09/22/2004
TITLE: Data Universal Numbering System (DUNS) Number	REVISION DATE: 02/27/2014
AUTHORIZED BY: Director, Bureau of Fiscal Services	

BACKGROUND

Federal regulations beginning October 1, 2003, mandated all applicants for federal grants are required to have a Data Universal Numbering System (DUNS) number. The DUNS number is a way for the federal government to track and match information across all agencies.

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet. Dun and Bradstreet has retention of the proprietary rights and regulate the issuance of these numbers. The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, division, and headquarters) is assigned a DUNS number.

PROCEDURES

1. The Department of Health Services (DHS) DUNS number is: **036448835**. This should be used for Departmental grant applications submitted to the federal government.
2. In addition, the Federal Sub award Reporting System requires that all Departmental sub-grantees or sub-recipients (agencies that receive grants from the Department, including CARS grant recipients) receiving federal funds must obtain a DUNS number in order for DHS to report data to the Federal Government. For these purposes, the federal government defines a sub recipient as a next tier provider receiving an award or grant from the Department to carry out any portion of the project or program. Most entities already have a DUNS number; however, if your sub grantee is new or does not have one, the following website can assist: www.dnb.com.

CONTACTS

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