



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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Department of the Interior Guidance Release 2012-08

Subject: Dun and Bradstreet Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) Requirements for Grants and Cooperative Agreements

References: Federal Funding Accountability and Transparency Act of 2006 (FFATA), as amended;
Office of Management and Budget (OMB) Final Guidance, *Financial Assistance Use of Universal Identifier and Central Contractor Registration* (2 CFR Subtitle A Part 25) (Federal Register Volume 75, No. 177); and
505 DM 2, *Procurement Contracts, Grant Agreements, and Cooperative Agreements*

1. Purpose:

On August 15, 2003, the Department issued guidance requiring the use of DUNS number when applying for financial assistance. Effective October 1, 2010, this policy was expanded by OMB to require recipients to obtain a DUNS number and maintain an active registration in the CCR database. Additionally, all recipients must notify potential first-tier sub-recipients that no entity may receive a first-tier sub-award unless the entity has provided its DUNS number to the prime recipient. This guidance provides standard wording for an award term to be included in grant and cooperative agreement awards. This implementation of the requirement for CCR and DUNS parallels the policy for Federal procurement contracts, which is in the Federal Acquisition Regulation. This guidance also establishes a streamlined CCR waiver process. Each waiver approved at the Bureau Procurement Chief or Senior Grants Management Office level will serve as validation that an award meets one of the DUNS and CCR exceptions as defined by 2 CFR Subtitle A Part 25.

2. Effective Date:

Upon signature.

3. Expiration Date:

No expiration unless cancelled or superseded.

4. Background and Explanation:

On September 14, 2010, OMB issued Final Guidance in the Federal Register (Volume 75, No. 177), *Financial Assistance Use of Universal Identifier and Central Contractor Registration* (2

CFR Subtitle A Part 25). As referenced in 2 CFR Part 25, grant and cooperative agreement award recipients must have a valid DUNS number and an active CCR registration before they can receive an award unless:

- The recipient is an individual applying for or receiving an award as a natural person, e.g., unrelated to any business or nonprofit organization owned or operated in his or her own name; or
- The recipient is a foreign entity not already registered in DUNS and CCR applying for or receiving an award for less than \$25,000 for activities to be performed outside the United States.

Both staff and recipients must be informed and reminded that the award term provided below must be incorporated into all agreements when applicable. The full text of the award term is provided below.

CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER REQUIREMENTS

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition of this award term in paragraph C) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).

2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR Part 25, Subpart C:

- a. A Governmental organization, which is a State, local government, or Indian Tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. Subaward:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. 11.210 of the attachment to OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*).
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. Subrecipient means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

5. **Action Required**:

1. Staff must use the standard term in all grant and cooperative agreements.
2. Verification and technical assistance may be provided by staff to ensure that recipients possess a DUNS number and are registered in CCR. Grants management specialists and program staff must check that an active CCR registration exists for the recipient. To check if the recipient is in CCR, go to the CCR Search page (<https://www.bpn.gov/CCRSearch/Search.aspx>) and enter the recipient's DUNS number in the first search field. If the CCR registration is inactive, the applicant must renew and revalidate the registration before funds can be obligated.

Technical assistance staff should provide the following information:

- Organizations that do not have DUNS number may receive a DUNS number at no cost by calling the dedicated toll-free number request line at 1-866-705-5711 or by using the

web-based form available at <http://fedgov.dnb.com/webform>. Registration can be completed immediately when requested by phone, or within 1-2 business days when requested online.

- Organizations that have not registered with CCR will need to obtain a DUNS number first then access the CCR online registration through the CCR homepage at <https://www.bpn.gov/ccr/default.aspx> (U.S. organizations will also need to provide an Employer Identification Number from the Internal Revenue Service that may take an additional 2-5 weeks to become active). Completing and submitting the registration takes approximately one hour; and the CCR registration will take up to 5 business days to process.
3. All DOI financial assistance (grants and cooperative agreements) awarded to an organization that is not registered in CCR require approval of the CCR waiver by the Bureau Procurement Chief (BPC) or Senior Grants Management Officer. The delegated financial assistance official approval authority may not be delegated. The delegated official must review each waiver request and only grant approval if the exception cited by the requestor is appropriate to the acquisition. Waiver approval may be granted electronically, such as via email, but the grants management specialist or contract specialist must document the award file with the approved CCR waiver, showing delegated financial assistance official approval and the exception cited.

Approved CCR waivers for Financial and Business Management System (FBMS)-issued awards for which a waiver from the Electronic Funds Transfer method of payment and the Internet Payment Platform (IPP) electronic invoicing requirement is also needed (e.g., awards supporting emergency operations or those issued to foreign vendors that do not use the EFT method of payment) should be attached to the FBMS Help Desk Ticket submitted for processing of the EFT/IPP waiver, along with a completed DOI EFT/IPP Waiver Request Form.

Please disseminate this guidance within your bureau or office. Questions about this DIG may be directed to Anita Hairston, Financial Assistance Program Manager, Office of Acquisition and Property Management, at (202) 254-5558 or Anita_Hairston@ios.doi.gov. You may contact Dawn Higgins of the FBMS Program Management Office, at (303) 202-4408 or Dawn_B_Higgins@fbms.doi.gov, if you have any FBMS-related questions.



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