

DUNS Number

All organizations applying for federal funds are required to have a DUNS number prior to receiving a grant or loan through the Department of Community & Culture. This is a requirement of HUD and the Federal Government for tracking how and where federal funds are spent. The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by Dun and Bradstreet (D&B)

- The DUNS number is site-specific and division specific. Therefore, each physical location of an entity will have its own unique DUNS number. Through the DUNS Number linkage, these unique DUNS Numbers will roll up to the Headquarters or Office level that oversees the branch or division.
- Business entities, sole proprietors, partnerships, non-profit and charitable organizations are eligible for a DUNS Number.
- The process is FREE for all entities required to register with the federal government.
- **Step 1 – Call 1 (866) 705-5711.** (You can also complete the process online at www.dnb.com)
- You will need the following:
 - Legal Name,
 - DBA (Doing Business As) or other name by which your organization is commonly known
 - Physical address, City, State and Zip Code
 - Mailing Address (if Separate)
 - Telephone Number
 - Contact Name
 - SIC Code - (Standard Industrial Classification Code)
Search in: www.census.gov - [NAICS - The North American Industry Classification System](http://www.census.gov/naics/)
 - Number of employees at your physical location
 - Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
 - The CFDA # for the Community Development Block Grant Program is: 14.228
- **Step 2 – Register the DUNS Number FOR FREE at the Central Contractor Registration Website**
 - <https://www.bpn.gov/ccr/default.aspx> (if you are asked to pay, you are at the wrong site!)
- You will need the following:
 - DUNS Number
 - Tax ID Number (TIN) and Taxpayer Name
 - Statistical Information about your business (CCR Website has instructions)
 - Electronic Funds Transfer (EFT) Information. (This is required, but providing this information will not change how your payments from State of Utah are processed unless you submit a Direct Deposit Authorization Form to State Finance.)

Data Universal Numbering System - (DUNS) Number:

Standard Industrial Classification - (SIC Codes) Examples (Updates coming in 2012)

2007 NAICS Codes	Corresponding Index Entries
921110	Advisory commissions, executive government
921110	City and town managers' offices
921110	County supervisors' and executives' offices
921110	Executive offices, federal, state, and local (e.g., governor, mayor, president)
921110	Governors' offices