

Instructions for Local Recipient Organizations (LROs)
(How to Request a Dun and Bradstreet (D&B) Data Universal Number System (DUNS Number))

Please Note: It is strongly recommended that LROs use the Internet Option A for obtaining their DUNS number for reporting to the National Board. Check with your parent organization to see if you already have a DUNS number.

➤ **What is a DUNS Number?**

- A DUNS (Data Universal Number System) Number is a unique identification number for each physical location of a business organization that is used to track how federal grant money is allocated.
- LROs are required to provide the 9-digit DUNS Number.

➤ **Who needs a DUNS Number?**

- All businesses or other organizations receiving money from the U.S. Federal government through contracts or grants are required to have a DUNS Number.
- For EFSP purposes, all LROs must have a DUNS number. This was first required for LROs funded under Phase AR (American Recovery and Reinvestment Act of 2009); the National Board made it a requirement beginning with Phase 28. DUNS Numbers and all other data elements, as specified on the DUNS Reporting Form, must be submitted to the National Board. **The DUNS number alone is not sufficient.**

➤ **How can I receive a DUNS Number?**

- You may receive your free DUNS Number by Internet or by phone.
 - a. **By Internet (Option A):** *This option is highly recommended.* Register at grants.gov which includes a step-by-step process for obtaining the DUNS Number. If one does not already exist, it will be created within one business day.
 - b. **By Internet (Option B):** Go to <http://fedgov.dnb.com/webform> and request a DUNS Number. If one does not already exist, it will be created within one business day.
 - c. **By Phone:**
 - Businesses in the United States or U.S. Virgin Islands may call 1-866-705-5711.
 - Businesses in Alaska and Puerto Rico may call 1-800-234-3867 (Select Option 2, then Option 1).
 - Call centers are open between the hours of 7:00 a.m. and 8:00 p.m. CST. Phone requests generally take five to ten minutes to complete.
 - d. **Please have the following information available when you call:**
 - Legal Name of Organization
 - Tradestyle, 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)
 - Telephone Number
 - Facsimile (fax) Number
 - Name of CEO/Organization Owner
 - Contact Name
 - SIC Code (Line of Business)/Primary Type of Business***
 - Legal structure of the Organization (corporation, partnership, proprietorship)
 - Year the Organization Started
 - Number of Employees (full and part-time) at your location
 - Headquarters Name and Address (if there is a reporting relationship to a parent corporate entity)
 - Whether a home-based business

➤ **Who should I contact with any questions?**

- General inquires on the overall requirement can be addressed to govt@dnb.com.
- EFSP specific inquiries can be addressed to efsp@uww.unitedway.org.

*****Note:** The SIC code may be obtained from http://www.osha.gov/pls/imis/sic_manual.html. This is a manual that can be referenced for the SIC code which is a coding system that identifies the type of business.

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM
INSTRUCTIONS FOR DATA UNIVERSAL NUMBERING SYSTEM (DUNS) REQUIREMENT

Beginning with Phase 28 of the Emergency Food and Shelter National Board Program (EFSP), the National Board began requiring DUNS numbers for all Local Recipient Organizations (LROs). This was first a requirement for LROs funded under the Phase AR (American Recovery and Reinvestment Act of 2009 or ARRA). The DUNS number and the associated information noted below and on the DUNS form must be provided to the National Board with the jurisdiction's Local Board Plan for any LRO that did not previously provide the information. *LROs that have not complied with this requirement cannot be paid.*

The data elements on the form are those that were required to be reported by sub-recipients of ARRA funding and are now required to be reported for all sub-recipients.

Report Form Instructions:

LRO ID Number: This is the 9-digit identification number assigned to your agency by the EFSP. It is the login number used for accessing the website and is on nearly all LRO information provided from the National Board.

DUNS Number: This is a unique 9-digit identification number used for tracking Federal grants. If your agency does not already have a DUNS number, instructions are provided on this site on how to obtain one. *Please be sure to check with your parent organization to see if your agency already has a DUNS number.* There is no charge for this number.

Sub-Recipient Congressional District: This is the two digit code for the Congressional District where your organization is physically located.

Sub-Recipient Primary Place of Performance (POP) Address: This is the address of the primary place that your agency provides EFSP services – use both Line 1 and Line 2 to provide the complete address, if necessary.

Sub-Recipient Primary POP Location: This is the name of the city or town where your agency provides EFSP services.

State Primary POP Postal Code: This is the state's two character postal abbreviation where your agency provides EFSP services.

Sub-Recipient POP Zip Code: This is the Zip Code + 4 of the city or town noted above where your agency provides EFSP services.

Sub-Recipient POP Congressional District: This is the two digit code for the Congressional District of the city or town noted above where your agency provides services.

Sub-Recipient Indication of Reporting Applicability: Enter "Yes" or "No". Please see the definition on the form to determine if your organization needs to provide this information. If "Yes", then provide information for the next two items.

Sub-Recipient Highly Compensated Officers Names: These are the individual names (first, middle initial, last) of your organization's 5 most highly compensated officers, if applicable. Please see the definition on the form to determine if your organization needs to provide this information. If you answered "No" to "Sub-Recipient Indication of Reporting Applicability" above, you do not need to provide this.

Sub-Recipient Highly Compensated Officers Compensation: This is the individual compensation for your organization's 5 most highly compensated officers noted above, if required. Please see the definition on the form to determine if your organization needs to provide this information. If you answered "No" to "Sub-Recipient Indication of Reporting Applicability" above, you do not need to provide this.

Please do not delay in providing this information so our records for your agency are complete.

**EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM
DUNS REPORTING FORM**

LRO NAME: _____

REQUIRED ITEM	DEFINITION	PROVIDE INFORMATION HERE <i>(Please type or print legibly)</i>
Local Recipient Organization (LRO) ID Number	Unique 9-digit number assigned to your agency by the Emergency Food and Shelter Program	
DUNS Number	Unique 9-digit number obtained from Grants.Gov or Dun & Bradstreet	
Sub-Recipient Congressional District	Congressional District where your agency is physically located. (2-digit number)	
Sub-Recipient Primary Place of Performance (POP) Address Line 1	Address of primary physical location where your agency's EFSP services are provided	
Sub-Recipient POP Address Line 2	Address of primary physical location where your agency's EFSP services are provided (line 2, if necessary)	
Sub-Recipient POP Location	Name of city/town where your agency's EFSP services are provided	
Sub-Recipient POP State Code	State where your agency's EFSP services are provided	
Sub-Recipient POP Zip Code + 4	Zip Code + 4 where your agency's EFSP services are provided	
Sub-Recipient POP Congressional District	Congressional district where your agency's EFSP services are provided (2 digit number)	
Sub-Recipient Indication of Reporting Applicability	This is a "Yes" or "No" response. "Yes" if your agency received in the preceding fiscal year: (a) 80% or more of its annual gross revenues from federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; AND (b) \$25 million or more in annual gross revenues from federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; AND if this information is not publicly available through some other means including, but not limited to, SEC filings and IRS 990 filings.	
Sub-Recipient Highly Compensated Officers Names	If you answered "Yes" to <i>Sub-Recipient Indication of Reporting Applicability</i> above, <u>this information is required</u> . List the individual names (first, middle initial, last) of your organization's 5 most highly compensated officers, if applicable.	1. 2. 3. 4. 5.
Sub-Recipient Highly Compensated Officers Compensation	If you answered "Yes" to <i>Sub-Recipient Indication of Reporting Applicability</i> above, <u>this information is required</u> . This is the individual compensation for your organization's 5 most highly compensated officers and should correspond to the officers' names you listed above, if applicable.	1. 2. 3. 4. 5.