

# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-34

Effective Date: 08/15/2004

Revision Date: 9/23/2011

*C. Durberry*  
County Administrator

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**SUBJECT: DUNS Number – Usage and Management by Pima County Departments**

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**DEPARTMENT RESPONSIBLE: Department of Finance and Risk Management**

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## 1. **Background**

Effective October 1, 2003, the Office of Management and Budget (OMB) made significant changes to the application process for Federal grant funds and Federal contracts. This has been accomplished by eliminating the multiple and different identifiers for the entities which apply for and receive Federal grant funds, developing an electronic standard grant application capability (known as E-APPLY), and establishing a requirement for applicants to register for a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number.

### 1.1. What is a DUNS Number:

The DUNS Number is for use as the OMB identifier needed to respond to Federal agency grant or cooperative agreement announcements. A DUNS number is a unique nine-digit sequence used for identifying and keeping track of businesses and government offices. The OMB uses the DUNS numbers to identify government offices that have applied for Federal grants and contracts.

### 1.2. Who needs a DUNS Number:

Each department and each physical location within the department that applies for Federal grants/contracts must have a unique DUNS number. For example, if a grant is designated for the entire Sheriff's Department, then the department's number would be used. If, however, a grant is designated for the Sheriff's Department Rincon Substation, then that location would use its own DUNS Number. While the OMB has not provided specific guidance on this issue, the distinction between locations is important since both D&B and the OMB track information such as address and telephone number.

**2. Management of County DUNS numbers**

Because DUNS numbers are now required for Federal grant applications, and because duplication and redundancy exists among County departments with respect to these identifiers, it has become necessary for Pima County to formalize the process of obtaining a DUNS number in order to eliminate this duplication. The Department of Finance and Risk Management will now be responsible for obtaining DUNS numbers and managing them. For a listing of authorized signers for each DUNS number, departments should contact the Department of Finance and Risk Management – Grants Management Division at 243-7766.

**2.1. To obtain a DUNS number**

If a department would like to obtain a new DUNS number, the department should complete the DUNS Number Request Form (Attachment 1) and send it to the Department of Finance and Risk Management, Manager, Grants Management, 3950 S Country Club.

**2.2. To revise a DUNS number profile**

If a department would like to make changes to an existing DUNS number profile (address, phone number, authorized representative, etc.), the department should complete the DUNS Number Request Form (Attachment 1) and send it to the Department of Finance and Risk Management, Manager, Grants Management, 3950 S Country Club.

Attachment 1



## DUNS Number Request Form

***Please complete the following:***

Department Name	Department Director or Authorized Person

( <b>520</b> ) -		
Department Phone Number	Line of Business	SIC Code

	<b>Pima County</b>
Requesting Division Name	Company Name

		<b>AZ</b>	
Street	City	State	Zip Code

New DUNS number request

Change to existing DUNS number

Authorized Person

Telephone Number

Address