


# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Use of Agency-Level Dun & Bradstreet Data Universal Numbering System (DUNS) Numbers in Applications for Federal Grants and Cooperative Agreements	<b>Number:</b> 310.34 Amended
<b>Date:</b>  December 18, 2019	<b>By Direction of:</b>  Jen Swails, Secretary of the Budget
<b>Contact Agency:</b> Office of the Budget, Office of Comptroller Operations, Bureau of Financial Accounting and Management (BAFM), Telephone 717- 787-6496	

**This directive establishes policy, responsibilities, and procedures for the use of agency-level Data Universal Numbering System (DUNS) numbers in applications for federal grants and cooperative agreements. This amendment updates the policy to include the System for Award Management as the replacement for the Central Contractor Registration; updates several organizational names; updates Enclosure 1 and removes Enclosures 2 and 3.**

1. **PURPOSE.** To establish policy, responsibilities, and procedures for the use of Agency-Level DUNS Numbers in applications for federal grants and cooperative agreements.
2. **SCOPE.** This directive applies to all departments, boards, commissions, offices, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction should adopt similar policy, responsibilities, and procedures.
3. **OBJECTIVES.**
  - a. To ensure compliance with the United States Office of Management and Budget (OMB) policy statement, [Use of a Universal Identifier by Grants Applicants.](#)
  - b. To ensure agencies use Agency-Level DUNS Numbers when submitting applications for federal grants and cooperative agreements.
4. **DEFINITIONS.**
  - a. **Agency-Level DUNS Number.** The DUNS Number assigned to each agency, listed in Enclosure 1, Agency-Level DUNS Numbers.

- b. **DUNS Coordinator.** An individual designated to be responsible for all activity related to DUNS Numbers for an agency.
- c. **DUNS Number.** A unique nine-digit, location-specific identification number assigned by Dun & Bradstreet, Inc. (D&B).
- d. **[Grants.gov](https://www.grants.gov).** An online system managed by the U.S. Department of Health and Human Services, which serves as both a central repository for information on federal grant programs and a mechanism by which organizations can search and apply for federal grants.
- e. **System for Award Management (SAM),** formerly Central Contractor Registration (CCR). The primary registrant database for the U.S. Federal Government, which collects, stores, and disseminates data in support of federal agency contracts, grants, cooperative agreements, and other forms of federal assistance.
- f. **SAM Point of Contact.** An individual designated as the primary or alternate government business contact person for an agency that registers with SAM.
- g. **[SAM.gov](https://www.sam.gov).** An online system for registering with and updating SAM.
- h. **[Use of a Universal Identifier by Grants Applicants](#).** The OMB policy statement that requires applicants to include DUNS Numbers on new or renewal applications for federal grants or cooperative agreements, including applications or plans under mandatory grant programs, submitted on or after October 1, 2003.

## 5. POLICY.

- a. All applications for federal grants and cooperative agreements (including paper applications and applications submitted through [Grants.gov](https://www.grants.gov)) must include a DUNS Number, in accordance with the OMB policy statement [Use of a Universal Identifier by Grants Applicants](#). Applications that do not include a DUNS Number will be considered incomplete and will be rejected by the respective federal agency.
- b. Each agency must use the Agency-Level DUNS Number listed in Enclosure 1, Agency-Level DUNS Numbers, in applications for federal grants and cooperative agreements.
- c. New and existing Agency-Level DUNS Numbers must be registered with SAM. New Agency-Level DUNS Numbers must also be reported to the Office of the Budget, Office of Comptroller Operations, Bureau of Financial Accounting and Management (BAFM) Accounting Division.
- d. Each agency must designate a DUNS Coordinator and at least one primary and one alternate SAM Point of Contact in [SAM.gov](https://www.sam.gov) for Agency-Level DUNS Numbers. The DUNS Coordinator can be the primary or alternate SAM Point of Contact. SAM Point of Contact information must be reviewed and updated quarterly.

- e. DUNS Numbers do not replace existing numbers, such as the Employer Identification Number, Tax Identification Number, or State Application Identifier numbers that are required by statute, executive order, or regulation.

**6. RESPONSIBILITIES.**

**a. Agency heads.**

- (1) Develop policy and procedures for establishing, using, and managing Agency-Level DUNS Numbers.
- (2) Designate a DUNS Coordinator and at least one primary and one alternate SAM Point of Contact.

**b. DUNS Coordinators.**

- (1) Verify the accuracy of Agency-Level DUNS Numbers and provide clarification when a discrepancy exists between a DUNS Number in an application for a federal grant or cooperative agreement and Enclosure 1, Agency-Level DUNS Numbers.
- (2) Ensure new Agency-Level DUNS Numbers and existing Agency-Level DUNS Numbers are registered with SAM.
- (3) Review and update SAM Point of Contact information related to Agency-Level DUNS Numbers on a quarterly basis in [SAM.gov](https://sam.gov).
- (4) Request new Agency-Level DUNS Numbers, as necessary.

**c. Agencies.**

- (1) Include the Agency-Level DUNS Number in all applications for federal grants and cooperative agreements.
- (2) Review applications for federal grants and cooperative agreements to ensure consistent use of the Agency-Level DUNS Number.

**d. Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management (BAFM).**

- (1) Provide support to agencies and DUNS Coordinators to resolve disputes or questions regarding the use of DUNS Numbers.
- (2) Verify registration of new and existing Agency-Level DUNS Numbers in SAM.
- (3) Assist in revising the list of Agency-Level DUNS Numbers.

## 7. PROCEDURES.

### a. Action by: Agency.

- (1) Review the application for a federal grant or cooperative agreement and ensure the Agency-Level DUNS Number is included.
- (2) If the Agency-Level DUNS Number is included, submit the application for a federal grant or cooperative agreement in accordance with agency policy and procedures, federal regulations, and other federal agency requirements.
- (3) If the DUNS Number is missing, add the Agency-Level DUNS Number to the application.
- (4) If the DUNS Number on the application does not match the Agency-Level DUNS Number, contact the DUNS Coordinator for clarification.

### b. Action by: DUNS Coordinator.

- (1) Compare the DUNS Number listed on the application and the Agency-Level DUNS Number listed in Enclosure 1, Agency-Level DUNS Numbers, to agency DUNS records and SAM to determine which DUNS Number is correct.
- (2) If the Agency-Level DUNS Number is accurate, instruct agency staff to use the Agency-Level DUNS Number.
- (3) If the agency does not have an Agency-Level DUNS Number, work with agency staff to obtain an Agency-Level DUNS Number from D&B.
  - (a) Obtain an Agency-Level DUNS Number from D&B by visiting the D&B Web site at <http://fedgov.dnb.com/webform>.
  - (b) Register the new Agency-Level DUNS Number with SAM.
  - (c) Notify BAFM Accounting Division after obtaining a DUNS Number and registering it with SAM.
- (4) On a quarterly basis, review the SAM Point of Contact information in [SAM.gov](http://SAM.gov) related to the Agency-Level DUNS Number to ensure the information is current and correct.

### c. Action by: Office of the Budget, Office of Comptroller Operations, Bureau of Accounting and Financial Management, Accounting Division (BAFM). Verify new Agency-Level DUNS Numbers have been registered with SAM, upon notification from the DUNS Coordinator.

**This directive replaces, in its entirety, Management Directive 310.34, dated September 18, 2009.**

**Enclosure 1 – Agency-Level DUNS Numbers**

## AGENCY-LEVEL DUNS NUMBERS

Business Area	DUNS Number	Name
10	179693601	Aging, Department of
11	796567584	Corrections, Department of
12	556549160	Labor & Industry, Department of
13	796567683	Military and Veterans Affairs, Department of
14	948902796	Attorney General, Office of
15	782109268	General Services, Department of
16	795145705	Education, Department of
17	796091569	Public Utility Commission
18	796097806	Revenue, Department of
19	797281698	State, Department of
20	360700769	Pennsylvania State Police
21	796567790	Human Services, Department of
22	796573681	Fish & Boat Commission
23	796573715	Game Commission
24	088115720	Community and Economic Development, Department of
25	614489847	Board of Probation & Parole
25	122705788	Sexual Offenders Assessment Board
26	003029741	Pennsylvania Liquor Control Board
27	135647352	Milk Marketing Board
28	081770997	Lieutenant Governor, Office of
28	097967322	Pennsylvania Board of Pardons
30	796573954	Historical & Museum Commission
31	796573384	Pennsylvania Emergency Management Agency
31	026536842	State Fire Commissioner, Office of the
32	796570653	Civil Service Commission
33	796090009	Pennsylvania Infrastructure Investment Authority, PENNVEST
34	796091478	Public Television Network Commission
35	135668887	Environmental Protection, Department of
36	796202968	State Tax Equalization Board
37	801651084	Environmental Hearing Board
38	081782927	Conservation & Natural Resources, Department of
39	007368103	Pennsylvania Higher Education Assistance Agency
40	796573632	State Ethics Commission
41	796206472	Senate
42	618455265	House of Representatives
43	796573731	Health Care Cost Containment Council
51	949860050	Civil Procedural Rules Committee
51	360706188	Administrative Office of Pennsylvania Courts
51	949860258	Criminal Procedural Rules Committee
51	949860738	Pennsylvania Lawyers Fund for Client Security
51	949862361	Pennsylvania Continuing Legal Education Board
63	796089340	Independent Regulatory Review Commission
65	785835286	Pennsylvania Gaming Control Board
66	796091635	Securities Commission
67	614489839	Health, Department of
68	796567535	Agriculture, Department of
70	622432250	State Employees' Retirement System
71	796089860	Pennsylvania Municipal Retirement System

## AGENCY-LEVEL DUNS NUMBERS

Business Area	DUNS Number	Name
72	173203522	Public School Employees' Retirement System
73	081765393	State Treasurer
75	796567444	Banking, Department of
78	192300564	Transportation, Department of
79	609513544	Insurance, Department of
81	835199316	Administration, Governor's Office of
81	081902467	Budget, Office of the
81	797281607	Commission on Crime & Delinquency
81	002712789	Crime Victims Compensation Board
81	081898384	General Counsel, Office of
81	090118725	Governor's Advisory Commission on African American Affairs
81	826871423	Governor's Advisory Commission on Asian American Affairs
81	796573202	Governor's Advisory Commission on Latino Affairs
81	122704823	Governor's Advisory Council for Hunting, Fishing & Conservation
81	826871605	Governor's Advisory Council on Rural Affairs
81	796570547	Inspector General, Office of
81	796089282	Pennsylvania Human Relations Commission
81	091049861	Public Employee Retirement Commission
90	796573764	Pennsylvania State System of Higher Education
92	081898178	Auditor General, Department of the
92	796570786	Board of Claims
94	069773851	Pennsylvania Housing Finance Agency
95	966598757	Pennsylvania Intergovernmental Cooperation Authority
99	122705499	Public Liaison, Governor's Office of
XX	937636066	Pennsylvania Higher Educational Facilities Authority
XX	113778158	State Public School Building Authority

"XX" indicates that a business area has not been assigned in SAP.