



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

IN REPLY REFER TO:

FWS/CFM

AUG 29 2003

Memorandum

To: Service Directorate
From: **Deputy** Director *Marshall P. Jones Jr.*
Subject: Financial Assistance Policy: Dun and Bradstreet Data Universal Numbering System Requirements for Federal Assistance

The Deputy Assistant Secretary, Budget and Finance, has issued new policy (attached) requiring the Dun and Bradstreet Data Universal Numbering System (DUNS) to be included in all applications for Federal assistance. The new policy states that a DUNS number must accompany the following financial assistance actions submitted on or after October 1, 2003:

- Applications for new grant or cooperative agreement awards.
- Renewals of existing awards.
- Plans or applications under mandatory grant programs.

The purpose of this policy is to provide a Governmentwide means to identify entities applying for and receiving financial assistance awards and their business relationships. The DUNS number will be employed for tracking purposes, and to validate address and point of contact information. Organizations interested in applying for Federal assistance on or after October 1, 2003, must include a DUNS number in their application. DUNS numbers are free and can be easily acquired by phone or on the Internet (see attached).

Exemptions to the DUNS requirement apply to individuals who would personally receive a grant or cooperative agreement award from the Federal Government apart from any business or non-profit organization they may operate. Agencies do not have the authority to grant further exemptions to this requirement. All requests for exemptions must be approved by the Office of Management and Budget (OMB).

The Service's Division of Contracting and Facilities Management (CFM) and Regional Contracting and General Services (CGS) Offices have been successfully utilizing the DUNS number for both contracts and financial assistance recipients in the Interior Department Electronic Acquisition System - Procurement Desktop (IDEAS-PD). Many of the Service's grants recipients already have DUNS numbers assigned to them and are well positioned for this new requirement.

Service offices are responsible for taking the following immediate actions:

- Distributing and communicating this policy to all Service grant-making programs.
- Providing appropriate outreach and notification regarding the DUNS requirements to prospective assistance applicants, especially on web-sites and grant program announcements.
- Amending announcements that will be or have been issued with grant application submission dates on or after October 1, 2003.
- Modifying assistance-related processing systems, as appropriate, to accept the DUNS number.

Future grant obligation entries to the Service's Federal Financial System must include the DUNS number which will be used as the "vendor code."

Information pertaining to this policy and DUNS numbers is available to Service employees on CFM's website at http://sii.fws.gov/r9cgs/financial_assistance.htm or to the public at http://contracts.fws.gov/acqlink.html#FA_DUNS. Questions regarding this issue may be directed to Rebecca Ferguson, CFM, at Rebecca_Ferguson@fws.gov or (703) 358-2062.

Attachments