



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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COMMISSIONER OF ADMINISTRATION

September 29, 2003

OSRAP MEMORANDUM 04-10

TO: Fiscal Officers
All State Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: Data Universal Numbering System (DUNS) Number

To improve statistical reporting of Federal grants and cooperative agreements, the United States Office of Management and Budget (OMB) has issued a policy directive implementing the requirement for grant applicants to provide a Dunn and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003.

The DUNS number will provide a means to identify entities receiving federal awards and will supplement other identifiers required by statute or regulation, such as tax identification numbers. The DUNS number will be used throughout the grant/cooperative agreement's life cycle.

Every application for a new award or renewal of an award, including applications or plans under mandatory grant programs, submitted on or after October 1, 2003 must include a DUNS number. For this reason, agencies should verify that they have a DUNS number or take the steps needed to obtain one at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711.

For details about this policy directive, see the Federal Register, Volume 68, No. 124 dated Friday, June 27, 2003 "OMB Use of a Universal Identifier by Grant Applicants." The Federal Register is available on the internet at <http://www.whitehouse.gov/omb/fedreg/2003.html>. Click on "Use of a Universal Identifier by Grant Applicants."

If you have any questions concerning this memo, please call the OSRAP Help Desk at (225) 342-1097.

FHK: DH

C: Grover Austin, First Assistant Legislative Auditor
Whitman J. Kling, Deputy Undersecretary.