



STATE CONTROLLER'S BULLETIN

Edward Karass
State Controller

Rebecca M. Wyke, Commissioner
Administrative & Financial Services

Bulletin # FY04- 01

SUBJECT: Use of a Universal Identifier by Grant Applicants

DATE: July 7, 2003
TO: All State Departments and Agencies
FROM: Edward Karass, State Controller
CC: Rebecca M. Wyke, Commissioner

The U.S. Office of Management and Budget has issued a policy directive to all applicants for federal grants that requires each applicant to provide a Dun 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 use of the DUNS number will provide a means government-wide, by the federal government, to identify entities receiving those awards and their business relationships. The identifier will be used for tracking purposes as well as providing a vehicle to validate address and point of contact information. The Federal Government will require the applicant to use a DUNS number regardless of whether the application is submitted via the government-wide electronic portal (Grants.gov) or by paper application.

To ensure that your federal grants, awards, and cash are credited to your agency, the DUNS number must be included in every application for a new award or renewal of an award, including all applications, plans, or other documentation mandatory under grant programs, submitted on or after October 1, 2003. You may register for and obtain a DUNS number by visiting www.ccr.gov or by calling 1-888-227-2423. Once you have received your DUNS number, please send a copy of the registration package and the DUNS number to the Bureau of Accounts and Control.

For more information regarding the use of the DUNS number and requirements by the Federal Government, please refer to the [Federal Register](#) / Volume 68, No. 124 / Friday, June 27, 2003 / Notices.

14 State House Station
Burton M. Cross Building, 4th Floor
Augusta, ME 04333-0014

Phone: (207)626-8420
Fax: (207)626-8422

www.maine.gov