DECD

State of Connecticut
Department of Economic and
Community Development

Office of Housing and Community Development

All Section 8 Owners — OHCD Notice 11-02

Distribution Date: January 24, 2011 **Effective: January 5, 2011**

SUBJECT: NOTICE REQUIRING OWNERS WITH PROJECT-BASED SECTION 8 RENTAL ASSISTANCE CONTRACTS TO OBTAIN DUN AND BRADSTREET NUMBERING SYSTEM (DUNS) NUMBERS AND TO REGISTER IN THE CENTRAL CONTRACTOR REGISTRATION (CCR)

In accordance with the attached HUD Notice H 2011-01, HUD has established through a regulation at 24 CFR 5.1004 (FR 75 41087) that requires for each obligation of funds, the recipient must have DUNS number and have a valid registration in the Central Contractor Registration (CCR).

Owners must obtain (if they do not already have one) a DUNS number and have an active, valid registration in CCR within 60 days of the HUD publication date, which was January 5th, 2011.

Therefore, on or before Sunday March 6th, 2011, your organization must obtain (if you do not already have one) a DUNS number and have an active, valid registration in CCR.

The attached notice includes instructions on both how to obtain a DUNS number and how to register your organization in CCR once you have one. Please make every effort to initiate this process as soon as possible, as this is a national requirement, and there will be a great many organization's that will be attempting to both obtain DUNS numbers and register before the March deadline.

Once you have registered in CCR, please take a moment to notify this department by email that you have indeed done so.

Failure to register before the deadline may result in the suspension of section 8 rental payments from HUD through DECD.

Please submit your email reply to the attention of:

Ms. Dorothy Malerba
Office of Housing and Community Development
Dorothy.malerba@ct.gov

Thank you for your anticipated cooperation in this matter.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-
FEDERAL HOUSING COMMISSIONER

Special Attention of:

Notice H 2011-01

Issued: January 5, 2011
Expires: January 31, 2012

All Multifamily Hub Directors
All Program Center Directors
All Project Owners and Management Agents of Projects with Project-Based Section 8 Rental Assistance Contracts
All Project Owners and Management Agents of Section 202 or 811 Projects with Project Rental Assistance Contracts
All Contract Administrators

SUBJECT: Notice Requiring Owners with Project-Based Section 8 Rental Assistance Contracts or Section 202 or 811 Project Rental Assistance Contracts to Obtain Dun and Bradstreet Numbering System (DUNS) Numbers and to register in the Central Contractor Registration (CCR)

Background

Public Law 109-282, The Federal Funding Accountability and Transparency Act of 2006, requires the creation of a single, government-wide searchable website that is available to the general public and that lists information on recipients of all forms of Federal financial assistance. Rental assistance payments made under Project-Based Section 8 or Section 202 or 811 Project Rental Assistance Contracts are covered by this reporting requirement. The law affects both the legal entity that receives the funds (typically the partnership, association or corporation listed as Project Owner in contract documents) as well as the parent company, if the recipient is owned or controlled by another entity. Beneficiaries of rental assistance (i.e., households receiving rent subsidies) are not covered by this reporting requirement.

Under the law, all Federal agencies are required to report on the amount of Federal assistance provided, as well as the purpose of such assistance and the location of each recipient. The Transparency Act also requires each reporting entity to provide a unique identifying number, and the Office of Management and Budget has decided to use DUNS numbers for this purpose.

HUD has established a regulation at 24 CFR 5.1004 (FR 75 41087) that requires for each obligation of funds, the recipient must have DUNS number and have a valid registration in the

Central Contractor Registration. CCR was established to facilitate the federal government's compliance with the Prompt Payment Act (Pub. L. 97-177) (31 U.S.C. 3901 *et seq.*), as amended, and is the primary registrant database for the federal government. CCR collects, validates, stores and disseminates data in support of agency missions, including federal agency contract and assistance awards, and the electronic payment process. HUD believes that codifying the CCR registration requirement will facilitate applicant and awardee use of a single public website which consolidates data on awards made under various types of Federal Financial Assistance, pursuant to the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) (Pub. L. 109-282) (Transparency Act) and help ensure data quality for grantee information for the USASpending.gov website created in conformance with the requirements of the Transparency Act.

Deadline for Obtaining DUNS Numbers and Registration in CCR

Owners must obtain a DUNS number and have an active, valid registration in CCR within 60 days of the publication date of this Notice and must submit the attached certification to their local HUD office to demonstrate compliance with the requirements of this Notice. At the end of the 60 day period, HUD will run the listing of DUNS numbers received in response to this Notice, against the extract it receives from CCR to ensure compliance. An owner's failure to obtain a DUNS number and CCR registration within this timeframe may result in the Department's suspension of housing assistance payments or rental assistance payments. This Notice also requires owners to maintain their CCR registration in order to continue to receive housing assistance or rental assistance payments.

Process for Obtaining a DUNS Number and Registering in CCR

To obtain a DUNS number, Section 8 recipients can use the online web-form process at http://fedgov.dnb.com/webform. For assistance, registrants should call toll free: 866-705-5711 – Press Option 4, Grantee. Grantees in Alaska and Puerto Rico can call toll-free, 800-234-3867. The process of obtaining a DUNS number is free for all entities doing business with the Federal government is free. Responses to web-form submittals online are generally returned within 1-2 business days, the process for obtaining a DUNS number using the telephone should take 10 to 15 minutes. The following information is requested when applying for a DUNS number:

- Legal company name
- Headquarters company name and address
- Trade-style or DBA company name
- Physical address: including city, state and zip code
- Mailing address
- Telephone number
- Contact name and title
- Number of employees at the companies physical location

When requesting a DUNS number be sure to use the Employer/Taxpayer Identification Number (EIN/TIN and the Employer/Taxpayer Name) used when filing a return or making a payment to the Internal Revenue Service (IRS). Organizations should also provide the Zip Code using the Zip Code plus four code (Zip+4). After obtaining a DUNS number, you should wait 24 to 48 hours to register with the Central Contractor Registration (CCR) so that the records can become activated in the Dun and Bradstreet database. If you are not sure of you already have a DUNS number, you can call the toll-free number, select option 4 and ask the operator if you already have a DUNS number at the specified address.

CCR Use of Dun and Bradstreet Information

CCR obtains the following data fields from Dun and Bradstreet: Legal Business name, Doing Business as Name (DBA), Physical Address, and Postal Code (Zip+4). Registrants will not be able to enter or modify these fields in CCR because they are pre-populated from Dun and Bradstreet records. During a new registration, or when updating/renewing a registration in CCR, the registrant has a choice to accept or reject the information provided from the Dun and Bradstreet records. If the registrant agrees with the supplied information, the Dun and Bradstreet data will be accepted into the CCR registrant record. If the registrant disagrees with the Dun and Bradstreet supplied data, the registrant must go the Dun and Bradstreet website at http://fedgov.dnb.com/webform to modify the information contained in the Dun and Bradstreet records before proceeding with the CCR registration. Once the Dun and Bradstreet confirms the updated information, the registrant must revisit the CCR website and ~~–a~~ccept" the Dun and Bradstreet changes. It may take up to 2 business days for Dun and Bradstreet to send modified data to CCR.

CCR EIN/TIN Validation. The Employer/Taxpayer Identification Number (EIN/TIN) and Employer/Taxpayer Name combination you provide in the IRS Consent form is sent to IRS for validation and checked for any debt owed to the federal government. If there are discrepancies in the information provided, the registration will fail validation.

CCR User's Guide and Help Desk

CCR provides a detailed step-by-step User's Guide on its help page at https://www.bpn.gov/ccr/help.aspx to assist in completing the registration process. New Users should print the guide and follow its clear and precise, step-by-step instructions. Additional assistance is available on line at www.ccr.gov.

Future Reporting of DUNS Numbers to HUD

HUD currently expects to modify the reporting format for TRACS to capture the owner's DUNS number.

Use of Existing DUNS Numbers

Because DUNS numbers are widely used in commercial practice, many current Section 8 and PRAC recipients already have these numbers and do not need to obtain new ones—so long as the existing number is for the entity that actually owns the Section 8 project (~~"O~~wner DUNS Number") or the parent company (~~"P~~arent DUNS Number"). Dun and Bradstreet will assist companies that require multiple DUNS numbers to accurately reflect their organizational structure, and recommends that these organizations have a single point of contact for controlling DUNS number requests.

Questions regarding this Notice should be directed to Theresa Fields, Office of Housing Assistance Contract Administration Oversight for Multifamily Housing Programs. Ms. Fields' telephone number is 202-708-2677.

Sincerely,

/s/

David H. Stevens
Assistant Secretary for Housing – Federal Housing Commissioner

Attachment: DUNS Number and CCR Registration Certification

Attachment A

DUNS Number and CCR Registration Certification

This is to certify that:

_____
(Owner Name and DUNS Number)

_____
(Global Parent Owner Name and DUNS Number)

_____
(Global Parent Legal Business Name)

_____
(CCR Legal Business Name)

_____
(Doing Business As)

In conjunction with the following Section 8 or Project Rental Assistance Contract, as of (date: _____) has received CCR registration and the following DUNS number in accordance with Notice H xx-10:

Section 8 Project Based Contract Number:_____

Project Rental Assistance Contract Number:_____

DUNS Number:_____

I certify that the information contained herein was examined by me and to the best of my knowledge and belief is true, correct and complete. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

_____
(Signature and Title of Project Owner) (Date)