

***e-snaps* Resource Document – DUNS Number and CCR**

This document provides instructions on how to obtain a Data Universal Numbering System (DUNS) Number and register with the Central Contractor Registry (CCR).

All Exhibit 2 applicants must have a Data Universal Numbering System (DUNS) Number and register with the Central Contractor Registry (CCR) in order to submit an Exhibit 2.

DUNS Number

A DUNS Number, assigned by the company Dun and Bradstreet, is required when submitting any application for Federal funds. If your organization does not already have a DUNS Number, please visit the Dun and Bradstreet website at www.dnb.com or call 1-866-705-5711. The process of obtaining a DUNS Number is free of charge and should take you less than 15 minutes. Note that your organization only needs to apply for a DUNS Number once; it is good for the lifetime of the organization.

Most organizations will have 9-digit DUNS Numbers. Larger organizations that have multiple departments might already use 4-digit extensions on the DUNS Numbers to distinguish between the various offices within the organization. For example, if a State DUNS Number is 123456789, the Housing, Health, and Transportation Departments should all have different 4-digit extensions, especially since these departments might have different addresses and contact personnel. The 13-digit numbers would look like 123456789-1234. In e-snaps, however, the hyphen is NOT entered.

CCR

All Exhibit 2 applicants must be registered with the Central Contractor Registry (CCR). To register, visit the CCR web site at www.ccr.gov. If your organization is not a legally recognized entity or is not the actual applicant for a homeless assistance grant, then your organization does not need to register. The CCR will ask you for the North American Industry Classification System or NAICS (pronounced “naykes”) code that best describes your industry. Please enter NAICS code 624229, “Other Community Housing Services.” This process takes a few weeks, so it is best to get started on it now. For more information on the CCR, refer to the Federal Register, Volume 73, No. 249, p. 79567, December 29, 2008.