

DUNS NUMBER REQUIRED FOR ALL APPLICATIONS

Dun & Bradstreet (D&B) keeps track of more than 70 million businesses world-wide through its Data Universal Numbering System (DUNS). In recent years, the DUNS number has become increasingly important to both federal and local governments.

First, the federal government, adopted a new policy that requires all organizations to provide a DUNS number as part of their grant applications. Even Sub-grantees are now required to obtain the DUNS number on their applications.

There is no fee for registering for a DUNS number. Organizations may register by phone or online. However, online registrations may take up to 30 days, so it is important that you begin the process now.

What's the easiest way to get a DUNS number?

It only takes a day to get a DUNS number from D&B by phone (you may be on hold for a little while), but Internet applications can take up to 30 days! Note that an authorizing official, not a project director, of the organization should request a DUNS number.

Call D&B's special toll-free number for federal grant applicants: **1-866-705-5711**. When you call, tell the operator that you are applying to a federal grant program and need to register for a DUNS number. The process will take about ten minutes. You will be asked to provide the following information (subject to minor changes):

- Legal name of organization
- Physical address (and PO box if you have one)
- Telephone number
- Web address
- Name of the authorizing official (e.g., president, director, etc.)
- The purpose of your organization (e.g., non-profit dance company to perform and create work)
- Total number of employees

Your organization can also register for a DUNS number via **D&B's Web site** at <http://www.dnb.com/us>. Choose the "DUNS number only" option.

PLEASE NOTE THAT REGISTRATION VIA THE WEBSITE MAY TAKE UP TO 30 BUSINESS DAYS TO COMPLETE.

PLEASE NOTE: FEMA FUNDS WILL NOT BE DISBURSED UNLESS THE APPLICANT HAS FILED A DUNS NUMBER!

UNITED STATES DEPARTMENT OF JUSTICE

INVESTIGATION OF THE ACTS OF VIOLENCE COMMITTED BY THE ORGANIZATION OF BLACK PANTHER PARTY

MEMORANDUM FOR THE DIRECTOR, FBI

FROM: SAC, NEW YORK

SUBJECT: [Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

[Illegible]

DUNS
Form

Direct Administrative Costs (DAC)

DIRECT ADMINISTRATIVE COSTS

“Direct” administrative costs are costs incurred by the sub-grantee which can be identified separately and assigned to a specific sub-grant application (SGA), also known as a Project Worksheet (PW).

For all large projects and small projects where the work is 100% complete, direct administrative costs are actual costs incurred and documented. For small projects where the work is NOT 100% complete the direct admin costs can be estimated. For large projects where the work is NOT 100% complete the direct admin costs will be based on actual costs incurred and documented at closeout. **Direct administrative costs eligible activities include:** labor, equipment, travel expenses, and other costs related to the administration of the specific project, the preparation of the specific PW, the providing of documentation of the work completed, and the inspections of the project worksite.

Eligible activities include:

- Identifying and Assessing Damage (for a specific SGA/PW)
 - Phone calls made and received to gain information
 - On-site trips/inspections
 - Discussions with response personnel
 - Collecting cost data
 - Developing cost estimates
- Preparation of an SGA/PW, or assistance to the FEMA Project Specialist in the preparation of a specific SGA/PW
 - All time involved in preparing forms
 - Any time needed to copy forms
 - Cost to copy forms-if any
 - Time spent to review information
 - Preparing files
 - Providing other documentation (invoices, contract documents, bid advertisements, etc)
- Working with the State and FEMA During Project Monitoring and Final Inspection
 - Site inspections
 - Providing other documentation (invoices, proof of payment, contract documents, bid advertisements, etc)

DAC

SAMPLE Direct Administrative Cost Summary Form

Direct Administrative Cost Summary						Costs Incurred
Name/Title OR Equipment Used & by Whom	PW# or site name	Work Performed	Date	Hours Worked/ Equipment used	Rate\$/hr incl. fringe	Total Cost
				0	0.00	0.00
				0	0.00	0.00
				0	0.00	0.00
				0	0.00	0.00
				0	0.00	0.00
				0	0.00	0.00
				0	0.00	0.00
				0	0.00	0.00
				0	0.00	0.00
				0	0.00	0.00
Authorized Representative Signature			Date Signed	Total		

DAC