

## Administrative Memo

**Date:** August 13, 2015  
**To:** School Administrators, Federal Program Coordinators, and  
Finance Administrators  
**From:** Ron Lankford, Deputy Commissioner  
**Subject:** FAS-15-007, Data Universal Numbering System (DUNS) Number

Per requirements stated in the FY16 federal grant awards, all LEAs that receive a federal sub-award must maintain and report a DUNS number to the Department of Elementary and Secondary Education (DESE). The DUNS number is a unique 9-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Most LEAs received a DUNS number when ARRA funds were distributed, but have since let the registration expire. Since this has been made a requirement again, LEAs will need to maintain their DUNS number. To register the DUNS number, LEAs must go to <http://www.sam.gov> and either update the Central Contractor Registration (CCR) information (if already in the system) or start a new CCR registration. The registration needs to be marked to provide public view at the SAM.gov portal so DESE can verify the active status. The registration must be completed on an annual basis.

Once the registration is complete, LEAs will need to report the DUNS number and expiration date in the August Cycle of Core Data on Screen 2.

Questions regarding this information should be directed to the applicable federal office.

Afterschool Programs (21st CCLC/SAC), (573) 522-2627, [eelex1@dese.mo.gov](mailto:eelex1@dese.mo.gov)  
Adult Education and Literacy, (573) 751-1249, [ael@dese.mo.gov](mailto:ael@dese.mo.gov)  
Federal Programs/NCLB, (573) 751-2641, [federalfinancial@dese.mo.gov](mailto:federalfinancial@dese.mo.gov)  
Perkins, (573) 751-0449, [andy.martin@dese.mo.gov](mailto:andy.martin@dese.mo.gov)  
Food and Nutrition Services, (573) 751-3526, [schoolfoods@dese.mo.gov](mailto:schoolfoods@dese.mo.gov)  
Special Education, (573) 751-0622, [spedfunding@dese.mo.gov](mailto:spedfunding@dese.mo.gov)  
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