

As you know, PHAs must log into the CFRG program area in LOCCS and enter a Dun and Bradstreet Universal Numbering System (DUNS) number for their Recovery Act grant. PHAs are not able to draw down Recovery Funds until a DUNS number has been assigned, the DUNS number is registered with the Central Contractor Registration (CCR) and the registered DUNS number is successfully entered into LOCCS.

We have gotten numerous inquiries about this process. PHAs were advised at the end of February that they must obtain a DUNS number AND register it with the CCR. It is important to note that it could take **up to THREE WEEKS** from the time you first obtain a DUNS number to the time you are able to enter your registered DUNS number in LOCCS.

If you are having difficulty with any step of the process, the following information may be helpful to you:

### **Obtaining a DUNS Number**

PHAs are required to have a DUNS number in order to receive this Capital Fund grant. For PHAs that do not have a DUNS number, instructions for obtaining a DUNS number can be found at: [www.hud.gov/offices/adm/grants/nofa09/earlyregistration.pdf](http://www.hud.gov/offices/adm/grants/nofa09/earlyregistration.pdf) on p. 74181.

The approximate time to get a DUNS number is 10 to 15 minutes, and there is no charge for it. As stated above, PHAs may obtain a DUNS number by calling 866-705-5711 option 4 for grant applicants or accessing the Dun and Bradstreet website at: <http://fedgov.dnb.com/webform> to obtain a number. The approximate time to create the number online is 1 business day. After obtaining a DUNS number, PHAs should wait 24 to 48 hours to register with the CCR so that its DUNS number has time to become activated in the Dun and Bradstreet records database.

### **Registering with the CCR**

After obtaining a DUNS number, PHAs must register it with the CCR. Please remember that you need to wait 48 Hours after obtaining a DUNS number before you are able to register it with the CCR.

CCR registrants who are registering for the first time or who are updating their registration information will be required to create a USER ID and Password. Please review the User Account Guide and Frequently Asked Questions (FAQs) found at [www.ccr.gov](http://www.ccr.gov). To update or renew a registration go to <http://www.ccr.gov> and click on the link entitled "Update or Renew Registration." If you need assistance with the CCR registration process, you can *contact the CCR Assistance Center, Monday through Friday from 8:00am to 4:00pm EST at 1- 888-227-2423* or 269-961-5757. Applicants can also obtain assistance online at <http://www.ccr.gov>. Information regarding registering with the CCR can also be found at: [www.hud.gov/offices/adm/grants/nofa09/earlyregistration.pdf](http://www.hud.gov/offices/adm/grants/nofa09/earlyregistration.pdf)

During the registration process, PHAs will be prompted to enter NAICS and SIC codes and can use the following:

North American Industry Classification System (NAICS) Code: PHAs can use the NAICS code: 531110- Lessors of Residential Buildings and Dwellings

Standard Industrial Classification (SIC) Code: PHAs can use the SIC code: 9531 – Housing Programs

**Also, please note the following changes to the registration process from what is described in the December 5, 2008 Federal Register Notice referenced above:**

*CCR has changed its login procedures from the use of a Trading Partner Identification Number (TPIN) to the use of a USER ID and Password. Additionally, CCR has changed phone number and hours of operation of its Assistance Center. The updated information when registering with CCR is:*

***Trading Partner Identification Number (TPIN).*** A TPIN is a password that is used to access the applicant organization's Central Contractor Registration (CCR) data. Organizations that become active in CCR are issued a TPIN (password) to access their record in order to make, or request, any changes or updates to their CCR registration. Because of the sensitivity of this data, CCR recommends that CCR registrants not disclose their TPIN to anyone under any circumstances. CCR is changing from use of a TPIN to use of USER ID and Password. CCR is notifying registrants of this change one month prior to their current registration expiration date and providing guidance.

***If you need assistance with the CCR registration process, you can contact the CCR Assistance Center, Monday - Friday, from 8:00 AM to 4:00 PM eastern time, at 888-227-2423 or 269-961-5757.***

### **Timing**

PHAs need to consider the timing of each of the steps – it will take **between one and three weeks** from the time you first obtain a DUNS number to the time you are able to enter it into LOCCS. Currently, the CCR is experiencing extremely high volume which is slowing the registration process down. Additionally, providing inaccurate, incomplete or conflicting information will delay your registration with the CCR.

The timing of the steps is as follows:

- (1) Once you obtain a DUNS number, you must wait about 48 hours until you register the number with the CCR.
- (2) Once you have successfully entered the DUNS number into CCR to register, it can take up to two weeks for the CCR to verify your number with the IRS and either send you either a receipt confirming your registration with the CCR, or inform you of a problem with the information provided. Please note that the effective date of the registration is most likely two or more days after the date of the confirmation receipt.
- (3) PHAs must wait AT LEAST 48 hours after the effective date of the CCR registration before attempting to enter the registered DUNS number into LOCCS. If the number has successfully been registered in the CCR but LOCCS will not accept it, please wait a few

days (so that the systems can be updated). PHAs SHOULD NOT submit their DUNS numbers to HUD by email ; HUD must verify the DUNS number directly with the CCR.

**Still Having Trouble?**

If you believe that you have successfully followed all of the steps and are still unable to enter your registered DUNS number into LOCCS, please send an email to [PIHOCI@HUD.GOV](mailto:PIHOCI@HUD.GOV). Please attach a copy of your CCR Registration Confirmation and a copy of the LOCCS screenshot with the error message.

PHAs will not have access to their Recovery Act Capital Fund grant until their DUNS number has been registered with the CCR and HUD has confirmed the number with the CCR, so it is important that PHAs work through the process.