Ohio | Development Services Agency

Policy Notice: OCD 04-01

Community Services Division
Office of Community Development
77 South High Street, Columbus Ohio 43215 U.S.A.
Phone: (614) 466-2285
Fax: (614) 752-4575

Previously known as Policy Notice OHCP 04-01

SUBJECT: Local Clearinghouse Review and Application for Federal Assistance (424) Form Clarification

ISSUED: April 5, 2004

DISTRIBUTED TO: Eligible Office of Community Development Award Recipients and their Affiliates

POLICY

The following Office of Community Development (OCD) policy modifies the local clearinghouse review requirements for applicants requesting OCD-administered federal program dollars.

Executive Order 97-1066 V

Executive Order 97-1066 V, issued by the State of Ohio's Office of the Governor in April 1997, eliminated the State Clearinghouse. As a result of this action, applicants for federal dollars, through state agencies, were no longer required to submit copies of applications to the State Clearinghouse.

Upon further review of this order, OCD determined that although grant applicants are *encouraged* to provide the impacted area clearinghouse with a copy of their application for funds, or otherwise inform the clearinghouse of such an application, OCD will no longer require grant applicants to provide proof of grant application transmittal to the local clearinghouse. In addition, OCD will eliminate the Application for Federal Assistance (424) Form from its applications.

Data Universal Number System (DUNS) Number

However, effective October 1, 2003, applicants applying **directly** to the federal government for funds must submit a 424 Form, which includes a DUNS Number, with the application.

The federal Office of Management and Budget (OMB) has determined that there is a need for improved statistical reporting of federal grants and cooperative agreements. Use of the DUNS number government-wide will provide means to identify entities receiving those awards and their business relationships. The identifier will be used for tracking purposes, and to validate address and point of contact information. The DUNS number already is in use by the federal government generally to identify entities receiving federal contracts and by some agencies for the grant and cooperative agreement process. Among existing numbering systems, the DUNS is the only one that provides the federal government the ability to determine hierarchical and family-tree data for related organizations.

The DUNS number will be required whether an applicant is submitting a paper application or using the government wide electronic portal (Grants.gov). By using the Grants.gov portal, entities will be able to store, in a central repository, organizational information that does not change from application to application. The DUNS number will be one of those stored elements. The DUNS number will supplement other identifiers required by statute or regulation, such as tax identification numbers.

Organizations should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible if there is a possibility that they will be applying for federal grants or cooperative agreements. To obtain a DUNS number, follow the instructions posted online at http://www.hud.gov/offices/adm/grants/dunsnumber.pdf.

COMMENTARY

OCD Notice 04-01 was issued in an effort to streamline the application submission process for OCD-administered federal program dollars. In order to ensure that citizens are aware of potential projects in their communities, OCD recommends that applicants forward a copy of each federal funding application to the appropriate local clearinghouse.