CDBG WATER/SEWER FUND APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

Read these instructions carefully before completing the application. Refer to the CDBG Administrative Rules as necessary to ensure compliance with program requirements.

Use clear and concise language in the application narratives.

The application must be typed.

Attach only those items included on the submission and attachments checklist (page 1 of the application).

A facility plan for wastewater projects or a preliminary engineering report for water projects in compliance with the requirements of the Iowa Department of Natural Resources must be submitted with the application.

The facility plan or preliminary engineering report must be submitted to the Department of Natural Resources <u>on or before</u> the CDBG application due date.

Inaccurate information may disqualify the application from consideration.

Costs incurred in preparing the application are not reimbursable. Costs incurred by funded projects prior to IDED authorization are not reimbursable.

Applicants whose projects require funding sources in addition to CDBG funds must provide evidence from the appropriate funding sources that funds have been applied for and will be available to the project upon award of CDBG funds or provide evidence from the appropriate funding sources that funds have been committed.

The applicant community must conduct at least one public hearing before submitting the full application (refer to the Citizen Participation discussion under Program Requirements on page 2 of these instructions). Submit copies of the public hearing notice and minutes with the application.

Applicants under this fund will be required to submit a copy of the current rate ordinance that establishes the existing water and sewer user fees as an attachment.

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If you have questions about the application, please contact one of the following from the Public Facilities Team:

Dan Narber – 515.725.3072
Benton Quade – 515.725.3073

Applications are due by 4:30 p.m. November 3, 2010. Submit the **original and one copy** of the application form with all attachments, including the facility plan or preliminary engineering report to:

Community Development Division
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309

****Be sure to keep a copy of the application for your records****

PROGRAM REQUIREMENTS

<u>Citizen Participation</u>

To comply with the citizen participation requirements of Section 507 of the Housing and Community Development Act of 1987, CDBG applicants/recipients must do the following:

1. Conduct at least one public hearing on the proposed activities. ***Submit a copy of the public notice and minutes with the application. The minutes of the hearing must reflect that the hearing included a review of the following:***
   a. how the need for the activities was identified;
   b. how the proposed activities will be funded and the sources of funds;
   c. date the CDBG application will be submitted;
   d. requested amount of federal funds;
   e. estimated portion of federal funds that will benefit low- and moderate-income persons;
   f. where the proposed activities will be conducted;
   g. plans to minimize displacement of persons and businesses resulting of funded activities
   h. plans to assist persons actually displaced; and
   i. the nature of the proposed activities.

2. Conduct at least one hearing on the status of funded activities. ***The minutes of the hearing must reflect that the hearing included a review of the following:***
   a. general description of accomplishments to date;
   b. summary of expenditures to date;
   c. general description of the remaining work; and
   d. general description of changes made to the project budget, performance targets, activity schedules, scope, location, objectives or beneficiaries.

3. Publish hearing notices in a manner consistent with requirements of the Iowa Code, Section 362.3.

4. Ensure the public reasonable access to all local meetings, project records and information relating to the proposed and actual use of federal funds.

5. Conduct all related public meetings or hearing in public buildings or facilities that are accessible to persons with disabilities, and provide reasonable accommodations for all types of disabilities as necessary.

6. Provide citizens with names and addresses of the following:
   a. the person(s) authorized to receive and respond to citizen proposals, questions and complaints concerning proposed and funded activities; and
   b. the person(s) available and able to provide technical assistance to groups representative of low- and moderate-income persons in preparing and presenting their proposals for the request and use of federal funds.

7. Provide translators during or written translations after public hearings attended by non-English speaking residents upon their request whenever they represent a significant proportion of the persons benefited by proposed or actual activities.

8. ***A public hearing must be held for each entity included in a joint application.***

Single Audit Act

CDBG contracts are subject to audit. The Single Audit Act, as amended in 1996, mandates that recipients of federal funds of $500,000 or more within a year have these funds audited. When budgeting for CDBG funds, applicants should be aware of these audit requirements:

> For recipients of $500,000 or more in federal funds received from more than one source of federal funding, an organization-wide audit must be performed, consistent with the requirements set form in OMB Circular A-133.
> For recipients of $500,000 or more in federal funds received from a single source of funding, a project audit, targeting only transactions dealing specifically with the project, may be performed in lieu of an organization-wide audit.

Audit costs are a CDBG-eligible expense. Organization-wide audits can be paid with CDBG funds proportional to the amount of all other funds included in the audit. The total cost of a project audit can be paid with CDBG funds. Cities required by state law to be audited every four years (i.e., those with populations between 700 and 2,000) may wish to determine when their next audit is due and attempt to coordinate the 4-year audit with the audit required by the Single Audit Act. Contact the State Auditor's Office (515/281-5834) if an alteration to the 4-year schedule is required.

David Bacon and Related Acts

Projects that include construction may be subject to the requirements of the Davis-Bacon Act and related laws and regulations. The Davis-Bacon Act applies to all contracts for construction, alteration and/or repairs in excess of $2,000 that involve CDBG funds. Cost estimates for the proposed project should reflect compliance with these requirements. For information, call IDED (515.725.3072).

Uniform Relocation Assistance and Real Property Acquisition Policies Act

For projects that include acquisition and relocation, all recipients given the authority to acquire property are required to follow the guidelines in *HUD Handbook 1378 – Tenant Assistance, Relocation and Real Property Acquisition.* Cost estimates for the proposed project should reflect compliance with these requirements. For information, call IDED (515.725.3028).

Historic Preservation Review Requirements

Federally funded activities are subject to the review requirements of Section 106 of the National Historic Preservation Act. The goal of the review process is to identify historic properties, both above and below the ground potentially affected by the undertaking, assess the effects of the undertaking and seek ways to avoid, minimize or mitigate any adverse effects on historic properties.

The review process involves consultation with various agencies, groups and individuals. One of those agencies is the State Historical Preservation Office (SHPO), located in the Department of Cultural Affairs. Although consultation is not required prior to a CDBG award, if the project involves destruction of a building it is a good idea to contact SHPO as soon as possible in the decision making process so that they may assist you. For more information, call IDED (515.725.3073).

APPLICATION FORM INSTRUCTIONS

Project Information *(pages 2-3)*

1. Self-explanatory

2. Self-explanatory

3. Self-explanatory

4. The Department of Natural Resources requires project initiation meetings for all wastewater projects before they will review the project plans and specifications. Completion of this meeting prior to submitting the CDBG application will be an indication of readiness to proceed.

5. Projects included in an Iowa Great Places agreement within three years of submission of this application entitles the applicant to additional consideration.

6. Brief Project Description

   Please provide a ***very brief*** description of the project. More detailed descriptions can be provided in the narratives.

7. Project Purpose

   Enter the appropriate description into the application ***exactly*** as it is written below. If necessary, combine descriptions to fully explain the project.

   Sewer Activity Descriptions:
   - sanitary sewer system installation
   - sanitary sewer collection improvements
   - wastewater treatment plant construction
   - wastewater treatment plant improvements
   - sanitary sewer collection and wastewater treatment improvements

   Water Activity Descriptions:
   - water system installation
   - water distribution system improvements
   - water treatment plant improvements
   - water treatment plant construction
   - water distribution and water treatment improvements
   - water tower construction
   - water tower rehabilitation
   - new well construction
   - well rehabilitation
   - construction of a service main from the community to regional water
   - regional water system construction

8. Project Activity Chart

   Complete the Project Activity Chart, including costs for all major activities. A major activity is a single, self-contained project, not a step or portion of a larger project (e.g., constructing a building is a major activity; purchasing a site and laying a foundation are steps in the activity, but are not activities in themselves). When preparing cost estimates, remember that for most construction projects, contractors must pay prevailing wage rates as determined by the U.S. Department of Labor.

   List all sources of "local" funds. ***Submit documentation of funding commitments or documentation that funds have been applied for, as appropriate, with the completed application.***

9. Delay of Local Effort

   If the local funds for your project are from another outside agency (i.e. USDA-RD or IDNR) and you anticipate a delay in the receipt of those funds, you may consider requesting a delay of local effort. This will allow you to draw CDBG funds for project costs until the local funds are secured. ***A delay of local funds can be granted until a specified date (not to exceed two months following the project bid letting) or until two-thirds of the grant amount has been drawn down, whichever comes first.*** Please indicate if a delay in the contribution of local effort will be necessary and, if so, the anticipated date.

10. Proposed End Date

    All CDBG contracts will be 18 months in length. If funded, for all projects requiring approval of final plans and specifications from the Iowa Department of Natural Resources, this approval must be completed within 18 months of the contract Effective Date.

11. LMI Benefit Chart

    Determine the total number of persons and the number of low- and moderate-income (LMI) persons who will benefit from each proposed activity and record the numbers in the LMI Benefit Chart. Indicate the source used to determine population.

    A list of the HUD Census LMI figures can be found at
    http://www.iowalifechanging.com/community/downloads/2007_census_lmi.xls

    If you must conduct an income survey, instructions for completing the income survey process are available at http://www.iowalifechanging.com/community/cdbg/cfs.aspx

    If an income survey was conducted, adequate records must be maintained such that the survey can be reconstructed, if necessary. If the entire population to be served is not surveyed, figures should be extrapolated to reflect total beneficiary data.

    The numbers in columns (b) and (c) of the LMI Benefit Chart should be equal to the numbers in lines (J) and (K) respectively of the Survey Tabulations Results sheet (page 10 in the application).

12. Beneficiary Race/Ethnicity Chart

For all activities benefiting an entire community or target area, indicate the total number of beneficiaries by race/ethnicity. ***You must also provide information regarding the number of persons of Hispanic Origin for each category***. This information can be taken from census data or survey information. The total number of persons in this chart should equal the total number of people to be served, as indicated on the LMI Benefit Chart (#11 above).

Cost Estimates *(page 4)*

Provide estimates for construction and related costs. Complete a separate estimate for each activity proposed in the application.

1. Construction Cost Detail

   Provide a detailed breakdown of construction costs. Include a line item description of the materials (e.g., type and size), estimated quantity of materials and cost of each item exceeding $500. Do not include contingency amounts. Subtotal.

2. Professional Fees and Permits

   Record the estimated cost of each item indicated. Subtotal.

3. Related Construction Costs

   Record the estimated cost of each item indicated. Subtotal.

4. Total Project Cost Estimates

   Total the three subtotals (indicated as A, B, and C) and record.

Provide the information requested regarding completion of the estimate and have it signed.

Applicant Financial Information *(page 5)*

1. User Fees and Revenues

   Provide the information requested in the chart. ***You must include user fees for both utilities regardless of project type. Be sure to include the projected average bills with and without CDBG funds for both utilities. If the service is not currently provided, please enter $0 where appropriate.***

2. Bonds and Debt Information

   Provide the information requested in the chart.

Project Feasibility Narrative *(pages 6-7)*

Prepare a brief narrative describing the proposed project. The narrative **<u>must</u>** address the following issues:

What community needs will this project address?
What specific outcomes will result from completion of the project?
How has the number of beneficiaries been documented?
How has the LMI benefit been documented?
How soon will the project proceed if an award is made?
What is the timeline for project completion? Please identify your project using only the following major milestones:

Environmental Assessment/Request for Release of Funds
Land acquisition, if applicable
Completion of final plans and specifications
Construction permit issued
Bidletting date
Bid/contract award date
Construction start date
Construction completion date

If applicable, has a specific site been determined for the project?
Will there be acquisition of property related to the project?
Is there documented local planning/citizen support for the project? Attach documentation.
Are there formal studies by outside agencies that support the project? Attach relevant portions of those studies.
Describe the project owner's capacity to operate/maintain the project and continue its viability after CDBG assistance.

Project Impact Narrative *(pages 8-9)*

Prepare a brief narrative describing the potential impact of the project. The narrative **<u>must</u>** address the following issues:

What is the potential economic/community development impact of the project on the area?
Who will be the project beneficiaries?
Have cooperative approaches/sharing with other area communities been considered?
Why are CDBG funds essential to the project?
How would the project affect current and future land use patterns?
Is the site within the city limits?
Is the project appropriate for the community's size, including expected population trends?
Will the project have significant excess capacity?
How well is the project targeted for maximum impact on a geographic area/specific group?
Were other options explored? Describe options considered and why they were rejected.
How does the project promote orderly, compact development?

Survey Tabulation Results *(page 10)*

Applicants must complete and submit the survey tabulation results sheet (page 10 of the application form) and submit a copy of the survey instrument used. The survey instrument should indicate the income figures used. If the income levels are not included on the survey instrument (i.e., if respondents were asked to write in their actual income rather than indicate if they were in an income range), submit a copy of the LMI figures used to tabulate the surveys.

IDED may request verification of actual LMI benefit of projects selected for funding. Therefore, maintain a separate list of all persons completing a survey. Keep all individual survey responses completely confidential.

Applicants can use income surveys conducted in 2008, 2009 or 2010 to document LMI benefit. The applicant must keep all surveys on file for verification of LMI benefit for funded projects.

Complete the survey tabulation results sheet as indicated. ***All calculations for LMI percentages should be shown to two decimal places.***

*****Surveys must also achieve an 80% response rate to be considered valid.***

Federal Assurances Signature Page *(page 11)*

This page must be completed and signed by the applicant's Chief Elected Official (CEO). Another individual must attest to the CEO's signature. ***For joint applications, a sheet must be signed by each entity included in the application.***

Community Development and Housing Needs Assessment *(page 12)*

Federal law requires each local government applicant to identify community development and housing needs, including the needs of low- and moderate-income (LMI) persons and activities that will be undertaken to meet the needs. The following procedure satisfies the requirement.

> At a city council meeting, public hearing or similar public meeting, or during a community planning process, the following items should be discussed and recorded:
>
> 1. Major housing and community development needs of LMI residents of the community.
> 2. Other major housing and community development needs (for non-LMI residents).
> 3. Planned or potential activities to address the needs identified in 1 and 2 above.

A form that can be used for the assessment and submitted is found on page 12 of the application. Other similar assessment formats may be completed and submitted instead of this form. A Community Development and Housing Needs Assessment adopted in 2008, 2009 or 2010 will be considered current. A sample assessment is shown on the next page.

Sample format for a Community Development and Housing Needs Assessment:

City of Yourtown
Community Development and Housing Needs Assessment

I. Community Development and Housing Needs of LMI Persons
   A. Improve unpaved streets in Southeast neighborhood (an LMI area)
   B. Decrease number of substandard housing units, especially in Southeast neighborhood.
   C. Connect unsewered low-income neighborhood to city sewer (presently have inadequate systems).

II. Other Community Development and Housing Needs
   A. Increase city's water storage capacity (present tower is inadequate).
   B. Provide housing for the community's elderly.
   C. Expand the amount of community meeting space in Yourtown.

III. Planned or Potential Activities to Address Housing and Community Needs
   A. Apply for CDBG funds for street paving in Southeast and sewer mains in Low neighborhoods.
   B. Complete community housing needs assessment.
   C. Contract with engineer to prepare plans for increased water storage; issue revenue bonds in amount necessary to complete water storage project.
   D. Seek funds for elderly housing from USDA.
   E. Work with Yourtown Betterment Committee to raise funds for Yourtown Community Center.

This assessment was prepared at a Yourtown City Council meeting on 09/17/10; 10 local residents participated.

Applicant/Recipient Disclosure/Update Report (page 13)

Overview.

A. Coverage. You must complete this report if:

(1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of $200,000 during the during the fiscal year;

(2) You are updating a prior report as discussed below; or

(3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by “Recipients” of HUD Assistance): General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to ***either*** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD ***and any other source*** - that have been or are to be, made available for the project or activity. Non-government sources of funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

   Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Procurement of Engineer *(Page 14)*

Complete the form as indicated for the procurement of engineering services for your project.

Minority Impact Statement *(Page 15)*

Definitions

"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1):

b. As used in this subsection:

> (1) *"Disability"* means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.
>
> *"Disability"* does not include any of the following:
> (a) Homosexuality or bisexuality.
> (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
> (c) Compulsive gambling, kleptomania, or pyromania.
> (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

Dun & Bradstreet
DUNS Number Guide

D&B
Decide with Confidence

Most potential and existing **US Government Contractors, Grantees and Loan Recipients** are required to obtain a DUNS Number for US Government registration purposes. The DUNS Number verifies the legal name, physical address and tradestyle (DBA) of each location and is the key to starting the CCR registration process.

Data Universal Numbering System (DUNS) Number: The DUNS Number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). The DUNS Number is randomly issued, never used twice and is site specific. Each distinct physical location of an entity is assigned its own DUNS Number worldwide.

Obtaining a DUNS Number is a quick and easy process. It is the responsibility of the US Government contractor, grantee or loan recipient to obtain their existing DUNS Number or to take the steps required to request a new DUNS Number. To confirm your current status with D&B, all US locations should contact the D&B Government Customer Response Center (GCRC) using the toll-free number or the online webform process. International locations (non-US) are asked to use the online internet link only. Obtaining a DUNS Number is absolutely **FREE** for all entities doing business with the Federal Government. The process to request a DUNS Number takes about 15 minutes when calling and responses to webform submittals online are returned within 1-2 business days. The following information is requested to obtain a DUNS Number:

Legal Company Name Headquarters Company Name and Address Tradestyle or DBA Company Name Physical Address, City, State and Zip Code	Mailing Address Telephone Number Contact Name and Title Number of Employees at your physical location

All DUNS requests should contact D&B by following the below instructions. Within 24 hours of issuance, the DUNS Number is generally available for starting CCR registration.

All US locations (including US Virgin Islands and Puerto Rico) can call toll free at **866-705-5711** Federal contractors - Press Option 3 Grantees - Press Option 4 Loan recipients - Press Option 5 or use the online webform process at **http://fedgov.dnb.com/webform**	**All International (non-US) locations** (including Guam, Marianas Islands and American Samoa) should use the online webform process at **http://fedgov.dnb.com/webform**

Managing your DUNS Number: D&B will periodically contact DUNS Numbered locations to verify a company's information for accuracy. Organizations with multiple DUNS Numbers may request a FREE family tree listing from D&B to help determine which branch/division/subsidiary location has an existing DUNS Number and if the information on file at D&B is current. D&B recommends organizations with multiple DUNS Numbers have a single point of contact for controlling DUNS Number requests to ensure the appropriate branches/divisions/subsidiaries have the accurate DUNS Numbers for Federal purposes.