

LOCAL GOVERNMENT NEWS

From the Local Government Projects Office



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Collecting sub-recipient DUNS numbers

It is a federal requirement that TxDOT verifies all sub-recipients have a registered DUNS number (Data Universal Numbering System) with ZIP+4 prior to sub-award. When TxDOT executes a funding agreement with a LG that includes TxDOT reimbursing the LG with federal funds, the LG becomes a sub-recipient. A DUNS number identifies an entity by assigning it a unique nine-digit identification number. The ZIP+4 is the zip code plus an additional four digits based on the entity's physical address. The federal government requires TXDOT to verify each sub-recipient's DUNS information prior to the sub-award.

To accomplish this, district personnel need to obtain and verify the DUNS number prior to requesting a Federal Project Authorization Agreement (FPAA). Since Nov. 1, 2013, all FPAA requests for projects or phases of projects (such as local let project, non-let project, preliminary engineering phase, right-of-way phase) that involve a local entity are required to include the LG's DUNS and ZIP+4 data. Internal TxDOT forms have been updated to prompt the districts to obtain this information.
