



City of La Puente Business Assistance Grant Program

The La Puente City Council has approved a Business Assistance Grant Program that will provide one-time grants of up to \$5,000 to eligible City of La Puente based businesses with 100 or less employees that have been impacted by the Corona Virus COVID-19 pandemic.

- The grant will assist businesses that are unable to pay commercial lease payments (if applicable), vendor payments, utility payments, insurance/worker compensation costs, and/or employee payroll costs.
- Qualified applicants will receive their grant funding in the form of a check issued to the business by the City of La Puente, upon completion of a grant agreement.

As part of the grant payment, the City will be providing Personal Protective Supplies for those businesses that need essential materials to continue to assist with infection prevention and physical distancing protocols as defined by the Governor's Executive Order(s), and/or the Los Angeles County Public Health Order(s).

Applications will be accepted on a first-come first-served basis until funds are expended. An initial allocation of \$400,000 has been made available to fund the grants. The **Business Assistance Grant Application** will be made available to print on the City's website.

- Applications will be accepted beginning at 8:00 a.m. on Thursday, August 12, 2021 and will continue to funds are expended. (Applicants that submit an application before 8:00 a.m. on August 12th, will not be accepted and will need to resubmit.)
- Applicants will receive an email confirmation when submitting an application via-email.
- Applications received by mail or drop off will receive a date and time stamp.
- The application requires that the applicant provide information about the business including impacts suffered from the COVID-19 pandemic, the planned used of the grant funds and current business income and expense information. The application also includes Certifications that need to be completed and signed by the Business Owner.

Applicants must submit the completed application and all supporting documentation requested on the application to businessgrant@lapuente.org. Applications may also be mailed or dropped off to the City at the address below:

City of La Puente
Business Assistance Grant Program
15900 E. Main Street
La Puente, CA 91744

Questions regarding the grant program can be directed to Ms. Gisel Rubio at (626) 855-1506 or via email at grubio@lapuente.org.



CITY OF LA PUENTE

AMERICAN RESCUE PLAN COVID-19 (ARP-CV)

BUSINESS ASSISTANCE GRANT PROGRAM

GUIDELINES

The City of La Puente has received additional funding through the Department of Treasury through the American Rescue Plan Act (ARP Act), to prevent, prepare for, and respond to the COVID-19 pandemic.

The City of La Puente's ARP-CV Business Assistance Grant Program will provide one-time grants of up to \$5,000 to eligible City of La Puente-based businesses that have been impacted by the Corona Virus COVID-19 pandemic. These local businesses that will be considered for the grant serve the 61% low-and moderate-income residents within the City of La Puente and the adjacent census tracts in the unincorporated area of Los Angeles County.

These funds will assist qualified local businesses with less than 100 employees to cover essential operating expenses and costs such as rent, utilities, insurance and accounts payable. In addition, the City will make available supplies and equipment for the safe reopening of the business such as masks, gloves and sanitizers to grant recipients, upon request. The items provided by the City to the business must be used in compliance with the protocols and requirements as defined and listed in the Governor's Executive Order(s), and/or the Los Angeles County Public Health Order(s).

Application Information:

The Business Assistance Grant Program (“Program”) will be provided under the Low/Moderate area benefit as defined by the Department of Housing and Urban Development (“HUD”): To be eligible, the business must have 100 or fewer employees including the owner and serve the low/moderate areas of the City of La Puente and the surrounding County area.

Certification form(s) will be completed by the business owner and will include the following:

- Owner contact information
- Certification of Business annual income
- Business Information
- List of employee positions, whether they are full or part time
- Business has an active City of La Puente business license
- Description of type of business service
- Description of use the funds
- DUNS Confirmation Number
- W-9 Form

Note: The City’s program office will collect current self-certification income information of the owner(s) following the March 4, 2020, proclamation of state of emergency declared by the Governor of the State of California.

Eligible Business Assistance: Assistance will be in the form of cash grants to City of La Puente businesses that have been closed or severely impacted by COVID-19, to be used for the following purposes:

- Monthly commercial rent or mortgage payment; and/or
- Utility Payments; and/or
- Vendor Payments; and/or
- Insurance, workers compensation, etc. and/or
- Employee Payroll

Program Funding:

Grants will be issued based on the demonstrated need of the business up to a maximum of \$5,000 per business. Grants are a one-time award to a specific business entity.

Eligible Businesses: Business applicants must serve populations in the low/moderate areas of the City of La Puente (City staff will review) and meet the following eligibility criteria:

- Small Businesses with under 100 full-time equivalent employees

- Must be located in the City of La Puente and possess a current City business license at the time the application is submitted to the City
- Business was impacted by COVID-19 (required to close as non-essential, reduced business operations due to Safer at Home order and social distancing, etc.)
 - *The following is not an exhaustive list of eligible business types:*
 - Restaurants, coffee shops, bakeries, etc.
 - Salons, barbers, and other grooming businesses
 - Gyms and fitness studios
 - Retail and Commercial stores (such as consumer goods, electronics and appliances, health and sporting goods, furniture, clothing and shoes, kitchen equipment, books and entertainment stores, music and audio/visual equipment, etc.)
- Obtaining a Data Universal Number System (DUNS) number by registering your organization in Grants.gov. The instructions will be included with each application. The instructions will walk through the process and describe how to obtain the DUNS number free of charge.

Evaluation Criteria:

The Program applications will be reviewed based on the following criteria, specified by the American Rescue Plan Act and Department of Treasury:

1. Planned Use of Funds: The business will identify planned use of program funds and ways to keep the business successfully running after the Grant has been expended. This will clearly identify how the business will spend the requested Grant funds.
2. Location: Preference will be given to businesses paying commercial rent and operating out of a storefront in a commercial area of the City.
3. Economic Stimulus: Preference will be given to businesses that have not been able to receive economic assistance from any other federal, state, or county programs, such as the Paycheck Protection Program.

All of the above criteria are important, and the absence of anyone may be sufficient to deny a Grant request.

Disqualifying Criteria: Any of the following events or actions will disqualify the owner of a business from consideration for grant funding:

- Business is not within the City of La Puente
- Business is less than a year old
- Has current open City of La Puente Code Enforcement violations
- Does not have current City Business License

Applicant Intake Process: Applications will be accepted on a rolling basis. Grants will be awarded to qualified applicants on a “first come, first served” basis until funds run out.

Applications will be made available on the City’s website or emailed or mailed upon request. Applicants will attach the completed application, and all supporting documentation requested on the application and sent to businessgrant@lapuente.org

The application will ask for proof of current commercial lease, a W-9 form, and information about the number of employees. This application also requests a short narrative describing how the Grant will be spent.

The applicant will also need to provide a statement self-certifying that they own a small business and have 100 or less full-time equivalent employees. These can be found in **Form A, Form A1, and Form A2.**

A checklist is included in the application packet to ensure the applicant submits all required information and documentation, and to assist staff in reviewing the submitted application.

Staff Review: The Program will be administered under the City’s Development Services Department. City staff will create an applicant tracking log, to centralize information such as follow-up calls and emails, tracking if they applicant qualifies for the program, where their application is in the process, status of signed agreements, invoices submitted, checks issued and follow-up documentation required or received.

Grant Distribution: A Grant Agreement will be used to commit the City and the applicant to certain conditions as a requirement in exchange for the Grant funding. The agreement will clearly identify eligible and ineligible uses. Ineligible uses would include acquisition of real property and construction, as both have other regulatory implications that complicate the process and follow-up.

Qualified applicants will receive their grant funding in the form of a check issued by the City of La Puente paid to the business owner, a vendor, the landlord, a utility company, insurance broker, etc. upon completion of a Grant Agreement.

As part of the Grant Agreement, businesses shall be required to provide documentation of how the Grant funds have been used. This could be provided in the form of canceled checks, receipts, or a bank statement highlighting the uses of the funds.



CITY OF LA PUENTE
AMERICAN RESCUE PLAN – COVID 19
BUSINESS ASSISTANCE GRANT PROGRAM
APPLICATION

Purpose

The City of La Puente’s American Rescue Plan (ARP-CV) funded program is to provide Business Assistance Grants (not loans) to City of La Puente businesses impacted by the Corona Virus COVID-19 pandemic. Grants will be issued based on demonstrated need up to a maximum of \$5,000 per business. Grants may be used to pay for rent/lease payments, vendor payments, utility payments, insurance/worker compensation costs, and/or employee payroll costs. The applicant can request a specific amount but cannot exceed \$5,000. This is a one-time grant to eligible La Puente based businesses.

Business Contact Information:

Business Name: _____

Business Applicant: _____ Telephone: _____

Business Address: _____

City: La Puente State: CA Zip Code: _____

FEIN/Tax ID Number: _____ DUNS #: _____

Date Founded/Incorporated: _____

Website/Email: _____

Please check your business organization type:

- a. Partnership b. Corporation c. Cooperative
d. Limited Liability Company e. Other:

For City Use Only: Census Tract: / BG

WARNING: The information provided on this form is subject to verification by the Department of Treasury at any time, under the American Rescue Plan, Section Pub L No. 117-2. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.

Eligible Businesses:

Business applicants must meet the following eligibility criteria, **please check all that apply:**

- Small Business with under 100 employees
- Service /Professional Business
- Store Front Commercial/Retail Business
- Located in the City of La Puente and possess a current City issued Business License
- Business was impacted by COVID-19 (required to close as non-essential, reduced business due to Safer at Home order and social distancing, etc.)

Eligible Business Types – The following is not an exhaustive list of eligible business types, please check the box next to your business type:

- Restaurants, coffee shops, bakeries, etc.
- Salons, barbers, and other grooming businesses
- Gyms and fitness studios
- Retail and Commercial stores (such as consumer goods, electronics and appliances, health and sporting goods, furniture, clothing and shoes, kitchen equipment, books and entertainment stores, music and audio/visual equipment, etc.)
- Office and Professional Services (i.e. dentist, optometry, medical, real estate, insurance, etc)
- Other: Explain _____

Disqualifying Criteria – Any of the following events or conditions will disqualify the business from consideration for grant funding.

- Business is not within the incorporated boundaries of La Puente
- Business is less than one year old
- Has current open City of La Puente Code Enforcement violations
- Does not have a current City of La Puente Business License



CITY OF LA PUENTE

ARP-CV Business Assistance Grant Program

BUSINESS CERTIFICATION – FORM A

INSTRUCTIONS: This is a written statement documenting the relevant characteristics for the purposes of determining qualification.

To complete this statement, fill in the blank fields below. The applicant/business owner must sign this statement to certify that the information is complete and accurate, and that source documentation will be provided upon request.

Business Name: _____

Business Applicant: _____ Telephone: _____

Business Address: _____

City: La Puente State: CA Zip Code: _____

1. Have you received any other financial resource(s) in 2021 in response to COVID-19 impacts? (i.e. SBA Disaster Fund, Payment Protection Program (“PPP”), other government sponsored loans)

If yes, please describe:

2. Please provide a brief description of your business type, including the product and/or services you offer to the La Puente community:



CITY OF LA PUENTE

ARP-CV Business Assistance Grant Program BUSINESS CERTIFICATION – FORM A (CONTINUED)

Employees:

1. How many full-time and part-time employees (including yourself) are employed at your business?

Full Time: _____

Part Time: _____

2. Employee Status. Have you recently laid off employees as a result of the pandemic?
If yes, how many Full-time: _____ Part-time: _____

Amount of Request (not to exceed \$5,000)

\$ _____

I have read, understand and certify under PENALTY OF PERJURY under the laws of the State of California that the aforementioned is true and correct and I accept the terms and conditions of this Certification.

Signature

Printed Name

Date

WARNING: The information provided on this form is subject to verification by the Department of Treasury at any time, under the American Rescue Plan, Section Pub L No. 117-2. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.



CITY OF LA PUENTE

ARP-CV Business Assistance Grant Program

PLANNED USE OF FUNDS CERTIFICATION - FORM A-2

Form A-2: Planned Use of Funds – Please describe and include an average amount of how you will spend the requested grant funds. The description should include a response to the following questions:

- How do you intend to use the funds? Will the funds be used to retain or generate revenue as a result of receiving the grant?

Please explain:

Monthly Mortgage Commercial Rent or Mortgage Payment: \$ _____

Utility Payments: \$ _____

Vendor / Supplier Payments: \$ _____

Insurance, Workers Compensation: \$ _____

Employee Payroll: \$ _____

Other (Please describe and include average amount) \$ _____

\$ _____

\$ _____

I have read, understand and certify under PENALTY OF PERJURY under the laws of the State of California that the aforementioned is true and correct and I accept the terms and conditions of this Certification.

Signature

Printed Name

Date

WARNING: The information provided on this form is subject to verification by the Department of Treasury at any time, under the American Rescue Plan, Section Pub L No. 117-2. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.



**ARP-CV Business Assistance Grant Program
AGREEMENT**

Date: _____

Business: _____

DUNS #: _____

Business Address: _____

EIN: _____

Business Owner

Phone No. _____

Name: _____

Title _____

Email: _____

The ARP-CV Business Assistance Grant Program provides one-time grants to City of La Puente-based businesses that have been impacted by the Corona Virus COVID-19 pandemic, the Governor’s Executive Order, and/or the Los Angeles County Public Health Order “Safer at Home”.

These general terms and conditions are imposed by the City of La Puente for the ARP-CV Business Assistance Grant Program as described herein:

1. Business shall not deviate from the “Planned Use of Funds” scope indicated in the Application. The City is not required to make payment for ineligible uses as described in the ARP-CV Business Assistance Grant Program Guidelines.
2. The place of business must be within the incorporated boundaries of the City of La Puente and must be in business for one year or more.
3. The place of business shall not have any current/open City of La Puente Code Enforcement violations and must have a current City Business License.
4. Funds must be used for the monthly commercial rent, utility payments, insurance, workers compensation, vendor payments and/or employee payroll, in an amount not to exceed \$5,000. Form A-1 will be attached and will describe exactly how the funds will be spent.
5. The applying Business shall provide all necessary and requested documents as stated on the application to the City's Development Services Department with each Self Certification as described in the ARP-CV Business Assistance Grant Program Guidelines. Failure to adhere to this process will delay issuance of payment.
6. The applying Business shall register under Grants.gov and obtain a Data Universal Number System (DUNS) number. The instructions will be included under Exhibit A. Failure to adhere to obtaining a DUNS number will delay issuance of payment.
7. Program records will be retained for five (5) years following the payment.
8. The Applicant shall indemnify, protect, defend (with legal counsel reasonably acceptable to the City), and hold harmless, the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees, and agents from and against any and all liabilities, claims, actions, causes or action, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including reasonable attorney’s fees and disbursements (collectively “Claims”), arising out of or in any way relating to this Grant. City shall promptly notify the Applicant of any Claims to which this provision is applicable and shall further cooperate fully in the defense of the action. The City reserves its right to take any and all action the City deems to be in the best interest of the City and its citizens in regard to such defense.



ARP-CV Business Assistance Grant Program AGREEMENT

FEDERAL, STATE AND COUNTY AGREEMENT PROVISIONS

- A. Conflicts of Interest-Disclosure and Compliance: Business agrees that any conflict or potential conflict of interest shall be full disclosed prior to execution of Agreement and Business shall comply with all applicable federal, state and county laws and regulations governing conflict of interest in accordance with 24 CFR Part 84 Sec. 84.42.
- B. Political Activity/Lobbying Certification: Business may not conduct any activity, including any payment to any person, officer, or employee of any agency or member of Congress in connection with the awarding of any federal Agreement, grant, or loan, intended to influence legislation, administrative rule-making or the election of candidates for public office during time compensated for under representation that such activity is being performed as a part of the Agreement responsibility.
- C. County Lobby Certification: It is understood that each person/entity/firm who applies for a Community Development Commission Agreement or Cal Home Agreement, and as part of that process, shall certify that they are familiar with the requirements of the Los Angeles County Code Chapter 2.160, (Los Angeles County Ordinance 93-0031) and; that all persons/entity/firms acting on behalf of the above named firm have and will comply with the County Code, and; that any person/entity/firm who seeks an Agreement with the Los Angeles Community Development Authority (LACDA) shall be disqualified there from and denied the Agreement and, shall be liable in civil action, if any lobbyist, lobbying firm, lobbyist employer or any other person or entity acting on behalf of the above named firm fails to comply with the provisions of the County Code.
- D. Equal Employment Opportunity: During the performance of this Agreement, the Business agrees as follows; The Business will not discriminate against any employee or applicant for employment because of age, race, creed, sex, color or national origin. The BUSINESS will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their age, race, creed, sex color or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; rates of pay of other forms of compensation; and selection for training, including apprenticeship. The BUSINESS agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the CITY setting forth the provisions of this non-discrimination clause.
- E. The BUSINESS will, in all solicitation of advertisements for employees placed by or on behalf of the BUSINESS, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, sex or national origin.
- F. The BUSINESS will cause the foregoing provisions to be inserted in all sub agreements for any work covered by this Agreement so that such provisions will be binding upon each sub-Business, provided that the foregoing provisions shall not apply to Agreements or sub-Agreements for standard commercial supplies or raw materials.
- G. The BUSINESS will comply with all provisions of Executive Order 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of Secretary of Labor.
- H. The BUSINESS will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the CITY and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- I. In the event of the BUSINESS non-compliance with the equal opportunity clauses of the Agreement or with any such rules, regulations or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the BUSINESS may be declared ineligible for further government Agreements in accordance with procedures authorized in Executive Order
- J. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.



- K. The BUSINESS will include the provisions of paragraphs (a) through (f) in every sub-Agreement or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-Agreement or vendor. The BUSINESS will take such action with respect to any sub-Agreement or purchase order as the CITY may direct as a means of enforcing such provisions including sanctions for non-compliance; provided, however, that in the event the BUSINESS becomes involved in, or is threatened with, litigation with a sub-Agreement or vendor as a result of such directions by the CITY, the BUSINESS may request the United States to enter into such litigation to protect the interests of the United States.
- L. Non-Discrimination Executive Order 11246: During the performance of this Agreement, Business agrees not to discriminate against any employee or applicant for employment because of race, religion, sex, color, or national origin. Business will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, or national origin. Such action shall include, but not limited to, the following: employment upgrading, demotion or transfer: recruitment or recruitment advertising: layoff or termination: rates of pay or other forms of compensation: and selection for training, including apprenticeship. Business agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by Business setting forth the provisions of this nondiscrimination clause.
- M. Civil Rights Act of 1964: Title VI of the Civil Rights Act of 1964 provides that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Both Parties agree to abide by this provision of the Civil Rights Act in carrying out this Agreement.
- N. Age Discrimination: The prohibition against discrimination on the basis of age under The Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973, shall also apply to this Agreement.
- O. Housing and Community Development: Section 109, Title I of the Housing and Community Development Act of 1974, provides that no person shall, on the ground race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Title.

I have read, understand and certify under PENALTY OF PERJURY under the laws of the State of California that the aforementioned is true and correct and I accept the terms and conditions of this "Agreement."

Business's Acceptance

Business's Acceptance

City Representative's Signature

TOTAL AGREEMENT AMOUNT: \$ 5,000

Obtaining a DUNS Number

A Guide for Federal Grant and Cooperative Agreement Applicants

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors, have a DUNS number. (See policy at: http://www.omb.gov/grants/grants_docs). The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

Data Universal Number System (DUNS) Number

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try and keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- In order to provide on-the-spot DUNS number assignment, the requestor should do this by telephone. (See telephone number below.)

Obtaining a DUNS Number

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future Federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- *If you already have a DUNS number.* If you, as the entity applying for a Federal grant or cooperative agreement, previously obtained a DUNS number in connection with the Federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- *If you are not sure if you have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.
- *If you know you do not have a DUNS number.* Call D&B using the toll-free number, **1-866-705-5711** and indicate that you are a Federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS Number request line at **1-866-705-5711** to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely **Free** for all entities doing business with the Federal government. This includes grant and cooperative agreement applicants/prospective applicants and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant.

To Obtain Your DUNS Number

- Please call the dedicated toll-free DUNS Number request line for Federal grant and cooperative agreement applicants or prospective grant applicants at:

1-866-705-5711

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States) Calls placed to the above number outside of those hours will receive a recorded messages requesting the caller to call back between the operating hours.

- The process to request number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information:
 - Legal Name
 - Headquarters name and address for your organization
 - Doing business as (DBA) or other name by which your organization is commonly known or recognized
 - Physical Address, City, State and Zip Code
 - Mailing Address(is separate from Headquarters and/or physical address)
 - Telephone Number
 - Contact Name and Title
 - Number of Employees at your physical location