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TO: School District Administrators

FROM: Becky Odneal, Chief Accountability Officer

SUBJECT: ARRA Requirements

DATE: May 19, 2009

We recently received information from the United States Department of Education (USDE) regarding requirements for all primary grant awardees and their first-tier grant awardees under the American Recovery and Reinvestment Act of 2009 (ARRA). All school districts are required to create and/or validate existing Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) registration in order to be eligible for any ARRA funds.

In order for us to generate any ARRA payments, including the foundation formula payment which is now partially funded with ARRA funds, each school district must comply with this requirement. To collect this information, two fields have been added to Screen 2 of the Core Data Collection System for the 2008-2009 school year. In order to receive payment for any ARRA funds in the July School Payment, you must report this information by **June 15, 2009**.

The following document includes detailed instructions on how to complete the registration process for DUNS and CCR. When applying for these numbers, please consistently use the official school district name utilized for federal tax matters (Tax Identification Number).

We are certain that we will receive information regarding additional reporting requirements under ARRA which we will provide to you as it becomes available. We appreciate your patience and cooperation as we work through the implementation phase of ARRA.

If you have any questions, please contact the Federal Financial Management section at webreplyfinancialmgmt@dese.mo.gov or 573-751-4420.

Registering for a DUNS Number/Central Contractor Registration

The **American Recovery and Reinvestment Act of 2009 (ARRA)** requires that all primary grant awardees and their first tier grant awardees create and/or validate existing **Central Contractor Registration (CCR)** and **Data Universal Numbering System (DUNS)** registration data to be eligible for ARRA funds. All primary grant awardees must be registered, and ensure that their first tier awardees register *immediately*, following the guidance outlined below.

A. Registering for a DUNS Number

1. To verify or register for a DUNS number, go to the Dun & Bradstreet website at:
<http://fedgov.dnb.com/webform/displayHomePage.do>.
2. The following information will be needed to obtain a DUNS number:
 - a. Name of organization
 - b. Organization address
 - c. Name of CEO/organization owner
 - d. Legal structure of the organization (corporation, partnership, proprietorship)
 - e. Year the organization started
 - f. Primary type of business
 - g. Total number of employees (full and part time)

B. Registering in CCR

1. To register with CCR, you can apply by phone (1-888-227-2423) or register online at
<http://www.ccr.gov>.
2. If your organization is already registered, take note of who is listed as you E-Business Point of Contact (E-Biz POC). For applications being submitted through Grants.gov, this person will be responsible for authorizing who within your organization has the responsibility to submit applications.
3. The following information will be needed to register in CCR:
 - a. DUNS number
 - b. Tax Identification Number (TIN) and Taxpayer name used in federal tax matters
 - c. Statistical information about your organization
 - d. Electronic Funds Transfer (EFT) information for payment of invoices

C. Frequently Asked Questions

1. **What is a DUNS number and why is obtaining a DUNS number necessary to receive ARRA funds?**

The DUNS number is a unique nine-character number that identifies your organization. The Federal government has adopted the use of DUNS numbers to track how Federal grant money

is allocated. An organization's DUNS number will be used to identify how ARRA funds are being spent. Most large organizations, libraries, colleges and research universities already have DUNS numbers.

2. How long will it take to receive a DUNS number?

You usually receive a DUNS number within the same day.

3. What is the CCR and why is registration in CCR necessary to receive ARRA funds?

The CCR is a web-enabled government wide application that collects, validates, stores, and disseminates business information about the Federal government's trading partners in support of the contract award, grants, and the electronic payment processes. Registering with the CCR is required for primary and first tier awardees receiving ARRA funds and for organizations submitting applications through Grants.gov.

When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). The E-Biz POC uses the MPIN (Marketing Personal Identification Number) given by the CCR to login to Grants.gov and to designate which staff members from your organization are allowed to submit applications electronically through Grants.gov. Please refer to the CCR handbook at <http://www.ccr.gov/Handbook.aspx> for assistance. CCR requires that organizations renew their CCR registration annually. Your CCR E-Biz POC should check your renewal status annually at <https://www.bpn.gov/CCRSearch/Search.aspx>.

If you have further questions about creating, updating or renewing your CCR registration, please visit the CCR Frequently Asked page at <http://www.ccr.gov/FAQ.aspx> or contact the CCR Help Desk at 888-227-2423.

4. How long will it take for my information to activate in CCR?

CCR takes one to three days to gather the internal organization information and prepare the application. If your organization already has an Employer Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow a minimum of 48 hours to complete the entire CCR registration.

If your organization does not have an EIN or TIN, then you should allow two weeks for obtaining the information from IRS when requesting the EIN or TIN via phone or Internet. The reason for the one-to three-day delay is due to security information that needs to be mailed to the organization.

For More Information on the DUNS and CCR registration process, visit www.Grants.gov