



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 9, 2009

MEMORANDUM

TO: Intermediate and Local School District Superintendents, Public School Academy Administrators, Non-Public School Administrators, and Other Non-School Recipients

FROM: Carol L. Wolenberg *CW*
Deputy Superintendent

SUBJECT: DUNS Number and Central Contractor Registration Requirement for American Recovery and Reinvestment Act (ARRA) Reporting

A Data Universal Numbering System (DUNS) number is required for all recipients of American Recovery and Reinvestment Act (ARRA) funds. This number must be included on all required ARRA reports. In addition to obtaining a DUNS number, your organization must register with the federal Central Contractor Registration (CCR) after receiving a DUNS number. The organization name and location on ARRA reports must match the organization name and location entered in the CCR.

The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. The CCR is a government-wide registry for organizations that seek grants from or otherwise do business with the federal government. Most intermediate school districts (ISDs), local education agencies (LEAs), and public school academies (PSAs) already have DUNS numbers and are already registered with the CCR.

If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number, follow the steps in this guide - http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf. If your organization needs to register with the CCR or you need to verify whether or not you are registered, you can do so online at www.ccr.gov. CCR has developed a handbook at <http://www.ccr.gov/Handbook.aspx> to help you with the process.

It is recommended that you register now, well in advance of any report due date, as the registration process may take several days to be finalized.

You must enter your Data Universal Numbering System (DUNS) Number into the Educational Entity Master (EEM). The checkbox for the Central Contractor Registration (CCR) must also be checked in the EEM. Each entity in the EEM should

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have an assigned EEM entity authorized user. This person is designated by the superintendent or administrator to make changes in the EEM record(s).

If you do not know the name of your EEM entity authorized user, please send an e-mail message to cepi@michigan.gov or call 517-335-0505 and choose option 3. Please provide your name, entity name, district code, district name (if applicable), CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Questions regarding this memo may be directed to the Grants Administration and Coordination Unit, at 373-1806 or mdestabilization@michigan.gov.

cc: William Mayes, MASA
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Dan Quisenberry, MAPSA
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