



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 24, 2010

MEMORANDUM

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

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: ARRA Section 1512 Reporting – Central Contractor Registration (CCR) Renewal

This memorandum is a reminder to renew your Central Contractor Registration (CCR) in preparation for the upcoming Section 1512 reporting cycle. **All ARRA grant recipients are required to maintain an active registration in the CCR.**

You must renew and revalidate your registration at least every 12 months from the date you previously registered. Also, you are strongly urged to revalidate your registration frequently to ensure that your CCR is up-to-date and in-sync with changes that may have been made to your DUNS and IRS information. **If you do not renew your registration within 12 months, it will expire.**

An expired registration will affect your ability to comply with the quarterly Section 1512 reporting requirements. In order to renew your CCR registration, go to <https://www.bpn.gov/ccr/>, login, and follow the instructions.

Please contact the Central Contractor Registration help desk directly at (866) 606-8220 for technical assistance with the CCR registration or renewal process. Other questions regarding this memorandum may be directed to the Grants Administration and Coordination Unit at (517) 373-1806.

cc: William Mayes, MASA
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