

Central Contractor Registry (CCR) Requirement American Recovery and Reinvestment Act

The American Recovery and Reinvestment Act (ARRA) requires all primary grant awardees (e.g. State Agencies) and their first tier grant awardees (e.g. school districts) to register in the Central Contractor Registry (CCR) in order to be eligible for any ARRA funds.

What is the CCR?

The CCR is the primary registrant database for the U.S. Federal Government and all recipients of federal ARRA funds must create and annually maintain their account in the registry. In order to register in the CCR, the school district will need their respective Data Universal Numbering System (DUNS) number. Registrants are required to complete a one-time registration to provide basic information relevant to their school district's procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status. Entities (private non-profits, educational organizations, state and regional agencies, etc.) that apply for assistance awards directly from the Federal Government must register with CCR as well.

How do I register in CCR?

Enter your registration online:

Step 1: Access the CCR online registration through the CCR home page at <http://www.ccr.gov>. Under the "Create New Registration" section, click on "Start New Registration." You must have a Data Universal Numbering System (DUNS) Number in order to begin the registration process.

Step 2: Create a User Account.

Step 3: Complete and submit the online registration. If you already have the necessary information on hand (see below), the online registration takes less than one hour to complete. Once your registration is complete, processing then takes between three and five days.

The information required to complete registration include:

1. DUNS Number – the DUNS number is a unique nine-character identification number provided by the commercial company Duns & Bradstreet. Call D & B at 1-866-705-5711 or access their website at <http://fedgov.dnb.com/webform> for assistance.
2. Legal Business Name and Doing Business As (DBA) – Enter the legal name that matches the legal name listed with the DUNS number.
3. U.S.Federal TIN – The Tax Identification Number (TIN) is the nine digit number which is assigned by the Internal Revenue Service (IRS).
4. Physical Street Address – PO Box may not be used, the physical street address needs to be used to complete registration including City, State, Zip Code and Country.
5. Business Start Date – Enter the date the business was formed or established, enter as mm/dd/yyyy.
6. Fiscal Year End Date – Enter the day on which you close your fiscal year.

7. Average Number of Employees for this location – Provide the average number of persons employed for each pay period over the last 12 months.
8. Average Annual Receipts – Receipts means ‘total income’ and must be averaged over the last three fiscal years.
9. Type of Relationship with U.S. Federal Government – *Select Grants*
10. Type of Organization – *Select U.S Local Government for school districts.*
11. Financial Section – This section collects the banking information for the school district in the event a direct award would be made from the federal government directly to the school district.
12. Points of Contact – All fields in this section are mandatory to complete registration. This section establishes an authorized person that acknowledges that the information provided is true and correct.

The CCR User’s Guide defines and details specific informational requirements and can be located at: <https://www.bpn.gov/ccr/doc/CCRUsersGuide.pdf>

If you have further questions about creating, updating or renewing your CCR registration, please visit the CCR Frequently Asked Questions page at <https://www.fsd.gov/app/answers/list> or **contact the CCR Help Desk at 866-606-8220.**