

## **Universal Identifier and Central Contractor Registration**

To: Corporation Grantees

From: Margaret Rosenberry, Director, Office of Grants Management

Sub: New OMB Requirement to Register with the Central Contractor Registration

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The Office of Management and Budget recently added new regulations to 2 CFR Part 25 requiring all applicants for federal funds as well as existing grantees to obtain a Data Universal Numbering System (DUNS) Number and maintain current registrations with the Central Contractor Registration (CCR). As of October 1, 2010, CNCS can not award grants to organizations that are not in the CCR or have an expired registration. Make sure you are registered before you apply for any grants or, if already registered, your registration is up to date.

### **Registering in the Central Contractor Registration (CCR)**

CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. You can register online at <http://www.ccr.gov>. Registration takes approximately one hour to complete, depending on the size of your organization. Before you begin, you must have a DUNS number.

To complete the registration process, you will need to submit detailed information on your organization in various categories relevant to federal procurement and financial transactions:

- General Information, such as organization name, EIN, DUNS, location, income, and number of employees.
- Corporate Information, such as organization type (i.e., state government, non-profit)
- Financial Information, such as financial institution, bank account numbers, and credit card information.
- Point of Contact Information, such as primary and alternate points of contact.

Specific requirements and detailed instructions on how to register are available in the CCR User's Guide (<https://www.bpn.gov/ccr/handbook.aspx>). You should review the guide before you begin the registration process as it identifies the required fields and will aid you in gathering the necessary information.

Once you complete the registration, it will take 3 to 5 business days to validate and process your information. You will receive an email notice from CCR when the registration becomes active. This is a one-time registration. However, you must update or renew your registration at least once per year to maintain an active status. CCR will send you a renewal reminder 30 days before your registration expires with instructions for completing the renewal process.

### **Maintaining or Requesting a Data Universal Numbering System (DUNS) Number**

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The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). CCR now automatically inputs information from your DUNS number registration directly from Dun & Bradstreet's database. If you have previously registered for a DUNS number, you should review your organization's information on file at Dun & Bradstreet to ensure that it is still accurate. You can review and update your registration information or request a new DUNS number on-line at <http://fedgov.dnb.com/webform> or by contacting the D&B Government Customer Response Center at 1-866-705-5711.