Necessary Identifying Provisions
for new Charter Schools

Federal and State authorities and the Utah State Office of Education ("USOE") require that schools are appropriately identified, locationally and otherwise. This facilitates funds transfer and documentation, safeguards assets managed by schools. Prior to beginning operation as a public charter school in the State of Utah, board member attend to the following duties which allow appropriate supervision of all entities within the system of K-12 public education:.

1. **Vendor Number Identification/Update**

   It is necessary for schools to register for a **vendor number** prior to receipt of funding. This will include Revolving Loan funds and grants. You must submit a "**Substitute W-9 Certification**." This may be forwarded to USOE Charter staff at:

   Jo.Schmitt@schools.utah.gov

2. **Select a "Qualified Depository Institution and seek to comply with the Money Management Act.**

   Charter Schools established under U.C.A. 53a-4-205 (Utah Non-Profit Corporation Act) are subject to the **Utah Money Management Act**. This limits the depository institutions that an entity receiving public funds may utilize for depositing funds. It also limits type of investment and other financial instruments that the entity may utilize for investing its funds. The Office of the State Treasure publishes a list of **Qualified Depository Institutions attached here**. This is available on a continuous basis at:

   http://www.treasurer.utah.gov/moneymanagement.html

   Business managers, board presidents and treasurers may be jointly considered to be responsible for making sure that the Depository Institution you utilize complies with the conditions of the Money Management Act.

3. **Designation of Bank Account**

   Upon award of a charter, or with any change in banking information, USOE must be notified of banking information through the submission of an "**Electronic Funds Transfer Authorization Form.**"

4. **DUNS AND CCR Registration**

   Office of Management and Budget (OMB) requires all LEAs receiving federal grant money to register with **Dunn & Bradstreet** to receive a "**DUNS Number**." Lack of compliance may result in the loss of federal funds to the state and consequently to LEAs. You must thus obtain a DUNS Number, which is a "Dunn (& Bradstreet) Universal Numbering System" locational identifier for your place of business. It uniquely identifies the location you

occupy. For questions about D&B D-U-N-S Numbers, call 866-705-5711.

DUNS Number registration is available at:

http://www.grants.gov/applicants/request_duns_number.jsp

You must wait 24-48 Hours before you can begin using your DUNS Number, especially if you are going to utilize it to register for a **CCR**, or "**Contractors Central Registration**" Number. The CCR allows you to receive federal grant money, which may also be a part of state funding (in which case you are required to apply for both a DUNS and a CCR).

CCR is the federally run Central Contractor Registration database that collects, validates, and disseminates information about organizations that do business with the federal government via contracts and grants. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA. **CCR registrations must be renewed at least every 12 months to remain valid. CCR registration is available at:**

www.ccr.gov

Registrants will have to provide the following information:

- DUNS Number
- Tax Identification Number (TIN) and Taxpayer Name
- Statistical information about the business
- Electronic Funds Transfer (EFT) information

Failure to register your DUNS Number in the CCR system within 30 days may cause D&B to deactivate your DUNS number. For questions about the CCR registration process, please contact the CCR help desk at 1-866-606-8220.

5. ACH Form for State Charter Revolving Loan Fund Recipients

Beginning in 2010, all recipients of new State Charter School Revolving Loan Fund loan will be required to submit an **ACH Authorization**. A **"Direct Payment (ACH Debit) Authorization Form"** is available from USOE Charter Schools Section staff. This will enable Revolving loan repayment to occur automatically, through the automatic clearinghouse facility. This is done in conjunction with the Office of the State Treasurer beyond the point that you receive per pupil funding. The ACH facility is hoped to alleviate any risk of financial penalty being the result of late payments.

Questions may be directed to: **Cory.Kanth@schools.utah.gov**