

DNRC SUBRECIPIENT INFORMATION

“Subrecipients” are entities that receive a “subaward” of federal grant funds through DNRC.

Subrecipients must complete the following steps before a subaward agreement can be executed:

DUNS #	Review DUNS # data for accuracy or obtain a DUNS at http://www.dnb.com .
TIN #	Obtain a Tax Identification # (TIN), also called an Employer Identification #: http://www.irs.gov .
SAM Registration	Register in the System for Award Management (SAM) at https://www.sam.gov .
State Registration	Subrecipients that are private entities (typically nonprofits or for-profits) must register with the MT Secretary of State at http://sos.mt.gov/Business/index.asp . Select the “Business Toolkit.”
ZIP-code	Obtain the 9-digit ZIP code for your principal place of performance: https://www.usps.com/zip4/ .
Proof of Liability Insurance	<p>Submit proof of liability insurance and endorsement documentation of additional insured status for the State of Montana, which entails the following:</p> <ul style="list-style-type: none"> ▪ a copy of the certificate of liability insurance that (1) indicates types and maximum coverages, (2) names the State of Montana as an additional insured and as the certificate holder, and (3) lists the DNRC subaward # on the face of the certificate; ▪ a copy of the actual additional-insured endorsement page(s). <p>The address to use on the certificate and endorsement is: State of Montana; DNRC Procurement; PO Box 201601; Helena, MT 59620-1601.</p> <p>Note: Members of MMIA, MACo, or MSPLIP have different documentation requirements. <i>Call (406) 542-4205 with questions or to request that DNRC work with an insurance agent.</i></p>
FFATA Reporting	Under the Federal Funding Accountability and Transparency Act (FFATA), some subrecipients may need to furnish data related to employee compensation to DNRC for federal reporting purposes. The requirement only applies to entities that received <u>\$25,000,000 or more</u> in federal financial assistance in the preceding fiscal year.

Regulations Governing Federal Grant Administration

Subrecipients of federal grant funds must comply with the “**Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**” issued by the Federal Office of Management and Budget (OMB). Regulations are contained in the Code of Federal Regulations (CFR), Title 2, Part 200, Subparts A through F (referred to as “2 CFR 200”) at <http://www.ecfr.gov/>.

Subaward Manual

The DNRC Forestry Division Subaward Manual is a tool to assist subrecipients with interpreting and complying with many of the federal requirements related to subaward administration in 2 CFR 200. View the manual at <http://dnrc.mt.gov/divisions/forestry/business-management> (under “Quick Links”).

Internal Controls

Any entity applying for a subaward of federal funds must have effective internal controls and financial management systems in place prior to accepting funds. Internal controls are defined here as policies and procedures intended to (1) provide reasonable assurance that an entity is managing subaward funds in compliance with applicable laws and rules and (2) minimize the possibility of fraud, waste, or abuse of subaward funds. For more about this topic, see 2 CFR 200 Subpart D.

Contact your Montana DNRC program manager or grant staff at (406) 542-4300 for more information.