**DNRC SUBRECIPIENT INFORMATION**

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

<table>
<thead>
<tr>
<th>Subrecipients must complete the following steps before a subaward agreement can be executed:</th>
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<tbody>
<tr>
<td><strong>DUNS #</strong></td>
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<tr>
<td><strong>SAM Registration</strong></td>
</tr>
<tr>
<td><strong>State Registration</strong></td>
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<tr>
<td><strong>ZIP-code</strong></td>
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**Proof of Liability Insurance**

Submit proof of liability insurance and endorsement documentation of additional insured status for the State of Montana, which entails the following:

- 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).

The address to use on the certificate and endorsement is: State of Montana; DNRC Procurement; PO Box 201601; Helena, MT 59620-1601.

Note: Members of MMIA, MACo, or MSPLIP have different documentation requirements.

*Call (406) 542-4205 with questions or to request that DNRC work with an insurance agent.*

**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 $25,000,000 or more in federal financial assistance in the preceding fiscal year.

**Regulations Governing Federal Grant Administration**


**Subaward Manual**


**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.*