

Instructions for Completing Sub-Recipient Informational Form

Agency/Institution Name and Address

- Please give the name and address for the agency or institution receiving the federal funding.
- Do not give a name and address of an individual's name working at the agency or institution.

Sub-Recipient DUNS Number

- The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.
- If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge: <http://fedgov.dnb.com/webform>.
- For more information on DUNS numbers, please visit the federal government's grant administration website: http://www.grants.gov/applicants/org_step1.jsp.

Sub-Recipient MPIN/CCR Number

- The Central Contractor Registration (CCR) is a Web-enabled government wide application that collects, validates, stores and disseminates business information about the federal government's trading partners in support of the contract award, grants and the electronic payment processes.
- If your agency or institution does not have a CCR number, please register at the following website: <https://www.bpn.gov/ccr>.

Sub-Recipients Annual Gross Revenues Exceed 80% or more in Federal Awards

- Please check yes if, in the preceding fiscal year, your agency or institution received 80 percent or more of its annual gross revenues in federal awards.
- Please check no if, in the preceding fiscal year, your agency or institution did not receive 80 percent or more of its annual gross revenues in federal awards.

Sub-Recipients Annual Gross Revenues Equal or Exceed \$25,000,000 in Federal Awards

- Please check yes if, in the preceding fiscal year, your agency's or institution's annual gross revenues equaled or exceeded \$25,000,000 in federal awards.
- Please check no if, in the preceding fiscal year, your agency's or institution's annual gross revenues equaled or exceeded \$25,000,000 in federal awards.

Sub-Recipient Highly Compensated Officer

- If you checked no in the two boxes above, then this information is not required.
- If you checked yes in the two boxes above and if the public does not have access to this information through periodic reports filed under section 13 (a) or 15 (d) of the Securities Exchange Act of 1934 (15 U.S.C. Section 78m (a), 78 o (d)) or section 6104 of the Internal Revenue Code of 1986, then please list the names and compensation amounts of the five most highly compensated employees within your agency or institution.

Comment

- This is not a required field.
- Feel free to add any comments that you feel are necessary to fully explain your answers in the above fields.

**PLEASE RETURN THE SUB-RECIPIENT INFORMATIONAL FORM BY
OCTOBER 15TH, 2010**