Subrecipient Annual Report (SAR)

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Current as of: 11/15/2026

If you received a federal grant award through the State of Vermont, then you must complete the Subrecipient Annual Report (SAR) annually as a condition of this award. It helps track federal funds and determine whether your municipality meets the threshold that requires a Single Audit.

The Takeaways

- **Mark your calendar** and add the SAR to your list of tasks for fiscal year end.
- It must be completed **within 45 days** of the end of **your fiscal year (not the state's or the federal government's).**
- If you get a **second** notification letter, you are already **delinquent**.
- If you see a discrepancy in the list of grants, contact the Vermont Department of Finance & Management.
- FEMA PA funds are considered "expended" only when FEMA has approved a Project Worksheet and obligated the funds.
- Have questions or need help?
    - SAR FAQ Webpage
    - Email: FIN.Subrecipient@vermont.gov

The Basics

- A Subrecipient is an organization that receives a grant or loan of federal funds from a non-federal organization, such as the State of Vermont.
- The SAR only relates to federal Funds, not state Funds
- It is based on the dollar amount of **expenditures** (not the award amount or the revenue you received)
- It is due annually within **45 days** of the end date of your fiscal year
- It is a "condition" (**requirement**) of your grant agreement with the State of Vermont - see State Grant Agreement **Attachment C** – Standard Provisions for Contracts and Grants Item 31.A.

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The Musts

- Must be submitted **electronically** (no more paper submissions!)
- Must include all your **federal expenditures** – those passed through the State (subrecipient) AND those received directly from a federal agency (recipient)*
- Must be submitted regardless of the amount of your federal expenditures
- Must have a Single Audit if you meet/exceed the federal expenditure threshold of $1,000,000 or more during your most recently completed fiscal year

* FEMA Public Assistance (PA) funds are not considered "expended" until FEMA has approved the Project Worksheet (PW) and obligated funds.

Will I Be Notified?

- Yes. You will receive a notification letter within two (2) weeks after your fiscal year end date.
- This letter contains:
    - Steps to Complete:
    1. Determine if a Single Audit is required ($1M federal expenditure threshold)
    2. Submission Responsibility
    3. Completing the SAR
    - A list of grants currently identified in the Vermont Statewide Grants database at the end of the letter (includes ALN,s grant names, #s and total award amounts)
- A sample of this notification letter can be found **HERE**.

What Happens If You Don't Do It?

- You will receive a notification letter immediately after the 45-day window closes
- It looks almost exactly like your original notification letter but with a few additional critical details within it.

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- Your town is now in a “delinquent” status*
- Delinquent status means:
    - Ineligible to receive future grant awards
    - Delay reimbursements from grants until resolved
    - Request for repayment of the grant.
- A sample of the delinquent letter can be found **HERE**.

How Will I Know If My Grants Are Federal Funds?

Look at your grant agreement.

Part 1 – Grant Award Detail*:

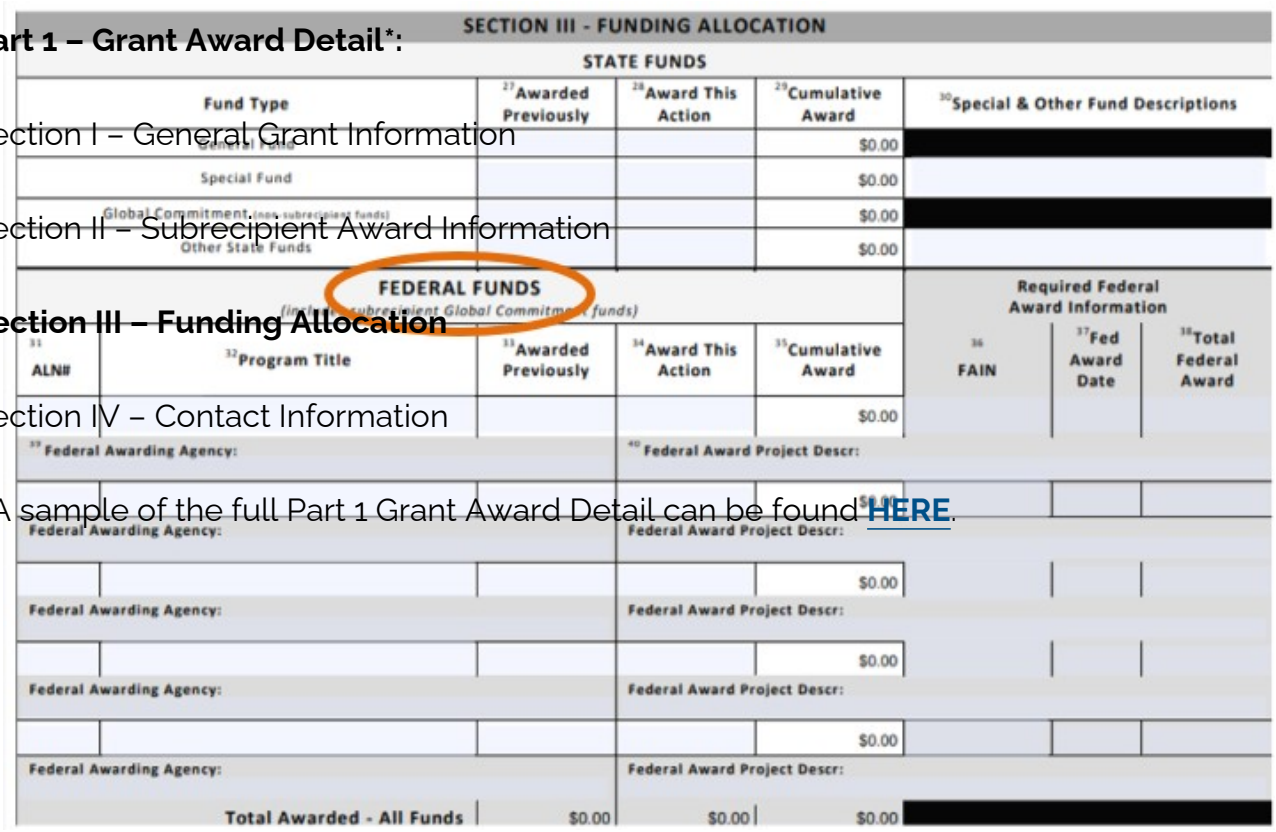
Section I – General Grant Information

Section II – Subrecipient Award Information

Section III – Funding Allocation

Section IV – Contact Information

* A sample of the full Part 1 Grant Award Detail can be found **HERE**.



SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	[27] Awarded Previously	[28] Award This Action	[29] Cumulative Award	[30] Special & Other Fund Descriptions
General Fund			$0.00	
Special Fund			$0.00	
Global Commitment (less subrecipient funds)			$0.00	
Other State Funds			$0.00	

FEDERAL FUNDS (including subrecipient Global Commitment funds)

[31] ALN#	[32] Program Title	[33] Awarded Previously	[34] Award This Action	[35] Cumulative Award	Required Federal Award Information: [36] FAIN	[37] Fed Award Date	[38] Total Federal Award
				$0.00			
[39] Federal Awarding Agency:			[40] Federal Award Project Descr:				
Federal Awarding Agency:			Federal Award Project Descr:				
				$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
				$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
				$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
Total Awarded - All Funds	$0.00	$0.00	$0.00				

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The State of Vermont has a SAR Frequently Asked Questions (FAQs) page on their website. Please note some of the information on their page might be outdated.

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