

Subrecipient Annual Report (SAR)



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.



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.



- 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 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, (not a subrecipient fund)			\$0.00				
Other State Funds			\$0.00				
FEDERAL FUNDS (not a subrecipient Global Commitment fund)				Required Federal Award Information			
³¹ ALN#	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Fed Award Date	³⁸ Total Federal Award
				\$0.00			
³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					
				\$0.00			
³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					
				\$0.00			
³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					
				\$0.00			
³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					
				\$0.00			
³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					
Total Awarded - All Funds		\$0.00	\$0.00	\$0.00			

* A sample of the full Part 1 Grant Award Detail can be found [HERE](#).



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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