

Subrecipient Annual Report (SAR)

Sep 2025



SAR 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)
- Due annually within **45 days** of the end date of your fiscal year
- It is a “condition” (**requirement**) of your grant agreements with the State of Vermont

State Grant Agreement **Attachment C** - Standard Provisions for Contracts and Grants Item 31.A.

31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements: If this Agreement is a grant that is funded in whole or in part by Federal funds:

A. Requirement to Have a Single Audit: The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the Federal Audit Clearinghouse within nine months. If a single audit is not required, only the Subrecipient Annual Report is required. A Single Audit is required if the subrecipient expends \$1,000,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

SAR Basics

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 thresholds:
 - \$750,000 or more fiscal years beginning prior to October 1, 2024
 - \$1,000,000 or more for fiscal years beginning on or after October 1, 2024

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



SAR Basics

What Happens If You Don't Do It?

- Failure to submit your SAR within 45 days = delinquent status
- Until delinquent status is resolved:
 - **Ineligible to receive future grant awards**
 - **Delay reimbursements from grants until resolved**
 - **Request for repayment of the grant.**

SAR Frequently Asked Questions (FAQs) - [HERE](#).



SAR Letter #1

Reminder

Key Points:

- Arrives within 2 weeks after your fiscal year end date
- Contains:
 - Steps to Complete:
 1. Determine if a Single Audit is required (\$750K/\$1M federal expenditure thresholds)
 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 letter with a list of grants can be found [HERE](#).

State of Vermont
Agency of Administration
Department of Finance & Management
Pavilion Office Building
109 State Street, 4th floor
Montpelier, VT 05609-5901
finance.vermont.gov

[phone] 802-828-2376
[fax] 802-828-0374

PRINTDOC

Treasurer or Business Manager
Sample Letter 1
123 Park Avenue, Suite 600
Montpelier, VT 05602

July 2, 2025

Dear Treasurer or Business Manager:

According to the State of Vermont's Statewide Grants database, your organization has received one or more federal subawards from the State of Vermont in the past fiscal year. This letter serves as a reminder that, as a condition of your subaward, you are required to submit a Subrecipient Annual Report (SAR) within 45 days of your fiscal year-end date.


The SAR must be submitted electronically via the portal at finance.vermont.gov/suppliers-and-grantees.

Steps to Complete the SAR:

- 1. Determine if Your Organization Requires a Single Audit**
 - **Total Federal Subaward Expenditures:** Calculate your total federal subaward expenditures for the fiscal year, including all expenses from federal agencies, the State of Vermont, or other non-federal sources. Be sure to account for both cash and non-cash awards.
 - **Audit Thresholds:**
 - For fiscal years ending on or before September 30, 2024, a single audit is required if total federal subaward expenditures are \$750,000 or more.
 - Effective October 1, 2024, for fiscal years ending after September 30, 2025, the threshold increases to \$1,000,000.
 - **FEMA Grant Considerations:** If your organization has received FEMA funds related to the Stafford Act, ensure expenditures are recorded based on the approved Award Worksheet, and include these in your total federal subaward expenditures.

The Single Audit must be submitted to the Federal Audit Clearinghouse within nine (9) months after your fiscal year-end. If your total federal expenditures are below the threshold, a single audit is not required. Please retain documentation supporting your calculations and funding sources for any potential audit or review.

- 2. Submission Responsibility** The SAR must be submitted by your Chief Financial Officer, Controller, Business Manager, Treasurer, or another authorized individual responsible for financial records. Typically, the program manager should not complete this report.



SAR Letter #2

Delinquent

Key Points:

- Arrives just after the 45-day window closes
- It looks almost exactly like Letter #1 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 this letter can be found [HERE](#).



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Treasurer or Business Manager
Sample Letter 2
123 Park Avenue, Suite 600
Montpelier, VT 05602

August 18, 2025

Dear Treasurer or Business Manager:

According to the State of Vermont's Stateside Grants database, your organization has received one or more federal subawards from the State of Vermont in the past fiscal year. As a condition of your award, you must submit a Subrecipient Annual Report (SAR) to the Department of Finance and Management within 45 days of your fiscal year-end date. **Our records indicate that your fiscal year ended over 45 days ago, but we have not yet received your report.**

The SAR must be submitted electronically via the portal at finance.vermont.gov/suppliers-and-grantees.

Steps to Complete the SAR:

1. Determine if Your Organization Requires a Single Audit

- **Total Federal Subaward Expenditures:** Calculate your total federal subaward expenditures for the fiscal year, including all expenses from federal agencies, the State of Vermont, or other non-federal sources. Be sure to account for both cash and non-cash awards.
- **Audit Thresholds:**
 - § For fiscal years ending on or before September 30, 2024, a single audit is required if the total federal subaward expenditures are \$750,000 or more.
 - § Effective October 1, 2024, for fiscal years ending after September 30, 2025, the threshold increases to \$1,000,000.
- **FEMA Grant Considerations:** If you received FEMA funds related to the Stafford Act, ensure expenditures are recorded based on the approved Award Worksheet and include these in your total federal subaward expenditures.

If a Single Audit is required, it must be submitted to the Federal Audit Clearinghouse within nine (9) months after your fiscal year-end. If your total federal expenditures are below the applicable threshold, a single audit is not required. Please retain documentation supporting your calculations and funding sources for any potential audit or review.



State Or Federal Funds

How will I know this?

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 Part 1 Grant Award Detail can be found [HERE](#).

STATE OF VERMONT GRANT AGREEMENT

Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

1 Grant #:

2 Original ☐

Amendment # ☐

3 Grant Title:

4 Amount Previously Awarded: \$0.00

5 Amount Awarded This Action: \$0.00

6 Total Award Amount: \$0.00

7 Award Start Date:

8 Award End Date:

9 Subrecipient Award: YES ☐ NO ☐

10 Supplier #:

11 Grantee Name:

12 Grantee Address:

13 City:

14 State:

15 Zip Code:

16 State Granting Agency:

17 Business Unit:

18 Performance Measures: YES ☐ NO ☐

19 Match/In-Kind: Description:

20 If this action is an amendment, the following is amended:
Amount: ☐ Funding Allocation: ☐ Performance Period: ☐ Scope of Work: ☐ Other: ☐

SECTION II - SUBRECIPIENT AWARD INFORMATION

21 Grantee Identifier [UEI] #:

22 Indirect Rate: %

23 FFATA: YES ☐ NO ☐

24 Grantee Fiscal Year End Month (MM format):

(Approved rate or current Federal de minimis)

25 R&D: YES ☐ NO ☐

26 UEI Registered Name (if different than VISION Supplier Name in Box 11):

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 (non-subrecipient funds)			\$0.00	
Other State Funds			\$0.00	

FEDERAL FUNDS
(includes subrecipient Global Commitment funds)

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			
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:					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
		Total Awarded - All Funds		\$0.00	\$0.00	\$0.00	

SECTION IV - CONTACT INFORMATION

41 STATE GRANTING AGENCY

42 GRANTEE

NAME:

NAME:

TITLE:

TITLE:

PHONE:

PHONE:

EMAIL:

EMAIL:

Form Effective 12/26/2014
Revised: 6/24/2024

State Grant Agreement

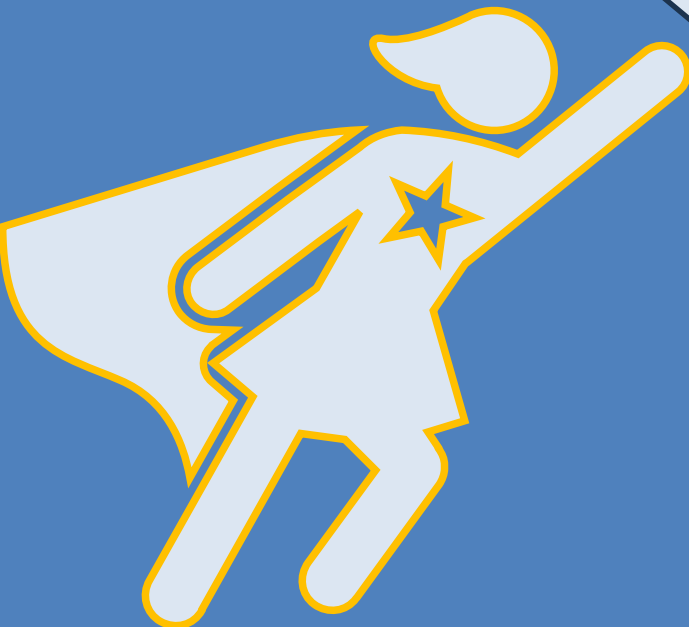
Part 1 Grant Award Details, Section III - Funding Allocation



PRO TIP!

Keep a master record
for all your grant
agreements.

If your records don't match the
list in your SAR letter, then
contact Dept. of Finance &
Management



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 (non-subrecipient funds)				\$0.00			
Other State Funds				\$0.00			
FEDERAL FUNDS <small>(includes subrecipient Global Commitment funds)</small>					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			
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			

SAR Takeaways:

- Mark your calendar and add the SAR to your list of tasks for fiscal year end
- Must be completed within 45 days of the end of your FY
- If you get a 2nd letter, you are already delinquent
- If you see a discrepancy in the list of grants, contact the VT Department of Finance & Management
- FEMA PA funds are considered “expended” only when FEMA has approved a Project Worksheet and obligated the funds
- Questions or need help:
 - [SAR FAQ Page](#)
 - Email: FIN.Subrecipient@vermont.gov
 - Contact VLCT: either through the Municipal Access Portal (MAP) or email: kbuckley@vlct.org

