

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.



3. Completing the Subrecipient Annual Report

- Navigate to the Finance and Management webpage:
finance.vermont.gov/suppliers-and-grantees.
- Click on the Subrecipient Annual Report link.
- Follow the instructions to complete the report.
- Submit one SAR for your entire organization for the fiscal year.
- If Section III does not provide enough space, you may submit a separate sheet to:
fin.subrecipient@vermont.gov.
- The report is not submitted until you click the certification box and the submit button. After submission, you will receive a confirmation email with all the information entered; this is the only report you will receive.
- If you need to correct any information, you may submit a revised report using the same steps.

At the end of this letter, you will find a list of grants currently identified in the Vermont Statewide Grants database. This list is for your information only. If you expended federal funds from subawards received from the State of Vermont that are not included on this list, or if you expended federal funds from other sources, please include those expenditures in your report. If a grant is listed that was fully expended in a prior fiscal year, it should not be reported again.

Submitting the Subrecipient Annual Report is a requirement of your agreement(s). Non-compliance will classify your organization as delinquent, rendering you ineligible for future awards from the State of Vermont and potentially impacting reimbursements for current awards until the delinquency is resolved.

If you believe you have no federally funded expenditures to report and have received this letter, you are still required to submit a SAR.

Please note that paper submissions will not be accepted.

For any inquiries, please email FIN.Subrecipient@vermont.gov. To receive a return call, kindly provide your name, phone number, and a brief description of your question or issue.

Thank you for your attention to this important matter.

Sincerely,

Jordan Black-Deegan
Kimberly Baker

Jordan Black-Deegan
Kimberly Baker
Statewide Grants Administrators



Grant Information: Sample Letter 1**Supplier Id: 0000123456**

<u>ALN</u>	<u>Granting Agency</u>	<u>Grant #</u>	<u>Amount</u>	<u>Description</u>
93.136	Vermont Department of Health	03420-01	35,000.00	Workforce Development Scholarships & Statew
93.243	Vermont Department of Health	03420-02	41,000.00	Workforce Development Scholarships & Statew
93.788	Vermont Department of Health	03420-03	45,000.00	Workforce Development Scholarships & Statew
93.959	Vermont Department of Health	03420-04	299,500.00	Workforce Development Scholarships & Statew
93.136	Vermont Department of Health	03420-05	35,000.00	Workforce Development & Statewide Substanc
93.243	Vermont Department of Health	03420-06	41,000.00	Workforce Development & Statewide Substanc
93.788	Vermont Department of Health	03420-07	45,000.00	Workforce Development & Statewide Substanc
93.959	Vermont Department of Health	03420-08	369,008.00	Workforce Development & Statewide Substanc

