



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](http://finance.vermont.gov)

[phone] 802-828-2376  
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\*\*\*PRINTDOC\*\*\*

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](http://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.



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

**3. Completing the SAR**

- Navigate to the Finance and Management Webpage:  
[finance.vermont.gov/suppliers-and-grantees](https://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](mailto:fin.subrecipient@vermont.gov).
- The report is not submitted until you click the certification box and then the submit button. After submission, you will receive a confirmation email with all entered information; this is the only report you will receive.
- If you need to correct any entered 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 (subawards/grants) from the State of Vermont that are not 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.

This is the **second request** for this information. Submission of the SAR is a condition of your agreement(s). Failure to submit the SAR has placed your organization in a **delinquent status**, making you **ineligible** for future awards from the State of Vermont and potentially affecting future reimbursements until this issue 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](mailto: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 2

**Supplier Id:** 0000123456

<u>ALN</u>	<u>Granting Agency</u>	<u>Grant #</u>	<u>Amount</u>	<u>Description</u>
66.458	Environmental Conservation	06140-01	88,200.00	This a system evaluation and will address I&I p
66.468	Environmental Conservation	06140-02	2,873,686.50	Water Storage Tank

SAMPLE

