

Vermont Community Development Program

Subrecipient Annual Report Walk Through

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December 8, 2022



AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT
DEPT. OF HOUSING & COMMUNITY DEVELOPMENT

Learning Objective

- **Participants will be able to identify the 15 or 16 parts needed to successfully complete & submit the online Subrecipient Annual Report timely to the State.**



Subrecipient Annual Report - Requirement

As a condition of a State grant agreement and as a subrecipient of federal funds, Municipal Subrecipients are required to:

- submit a Subrecipient Annual Report to the VT Department of Finance & Management
- within 45 days after the end of their fiscal year.

Subrecipient Annual Report - Requirement

- The Report notifies the State of Vermont whether the Municipal Subrecipient requires a Single Audit for that fiscal year.
- The Federal Government issued the **Uniform Guidance - Subpart F, 2 CFR 200**, stating all recipients of federal funds must have a Single Audit conducted when their total federal grant expenditures are \$750,000 or more during a fiscal year.

Subrecipient Annual Report - Requirement

When calculating the total funds expended on the Report, be sure to include all sources of federal grant funds whether:

- Directly from a federal agency,
- Passed through the State of Vermont, or
- Passed through another non-federal organization.

Subrecipient Annual Report: What to Expect

- Remember, however, the Grant Award amount is not necessarily going to equal the expended amounts that would be reported
- If you have any open grants, you must submit a Report, even if you have zero or low dollar expenditures.

Subrecipient Annual Report - Requirement

The Report must be completed and digitally signed by one of the following:

- Chief Financial Officer, Controller, Business Manager, Treasurer, or other person responsible for the financial records of the Municipality.

Subrecipient Annual Report - Requirement

As of July 1, 2022, all submissions of both original and revised Subrecipient Annual Reports must now be submitted through the online form.

The State is no longer accepting the paper versions via mail or email.

Subrecipient Annual Report - Requirement

If a Single Audit is required, it must be completed and submitted within nine (9) months after the fiscal year ends to:

- the Federal Audit Clearinghouse and
- to each State Pass Through Granting Agency

Subrecipient Annual Report - Requirement

- Per the State of Vermont Bulletin 5, if the Municipal Subrecipient does not submit the Report when due, the Report is put into a delinquent status.
- VT Department of Finance & Management assigns a State Agency/Department as the primary pass-through entity who becomes responsible for resolving the delinquency.

Subrecipient Annual Report - Requirement

Since submission of the Report is a requirement of the State grant agreement, failure to submit the Report timely puts the Municipal Subrecipient:

- out of compliance with all State subawards for that fiscal year, and
- makes them ineligible to receive new grant awards, even those not containing Federal Funds, until the delinquency is resolved.

Subrecipient Annual Report - Requirement

- Other possible sanctions are a hold on future grant payments to your organization, denial of future grant requests, or a request for repayment of the grant, etc.
- We want you to be successful and submit your Report in a timely fashion!

Subrecipient Annual Report: What to Expect

A letter requesting the Report is mailed to each Municipal Subrecipient's Treasurer or Business Manager, by VT Department of Finance & Management, shortly after the Subrecipient's fiscal year ends.

Currently, this 1st Notice comes from Statewide Grants Administrator, Jordan Black-Deegan.

Subrecipient Annual Report: What to Expect

- The letter contains a list of current State subawards issued to the Subrecipient by a State Pass-through Entity; the list may not represent all federal awards.
- It is the Municipalities responsibility to keep track of all grants and amount of funds expended during the fiscal year, no matter the source.

Subrecipient Annual Report: What to Expect

The letter's grant list will include the following:

- CFDA # (Catalog of Federal Domestic Assistance);
- State Granting Agency Name;
- Grant #;
- Grant Award Amount;
- Description (Grant Title)



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

June 1, 2022

Treasurer or Business Manager
 ABC & LOL Child Care Center & Preschool
 1448 Memorial Drive
 St Johnsbury, VT 05819

Dear Treasurer or Business Manager:

According to the State of Vermont's Subrecipient Monitoring database, your organization received one or more federal grants from the State of Vermont during the past fiscal year. As a condition of your grant award, you are required to submit the **Subrecipient Annual Report** to the Department of Finance and Management within 45 days after your fiscal year end date. Since your fiscal year has just ended, this letter serves as a reminder for you to submit the report as soon as possible.

This report is available on the Department of Finance and Management website at <http://finance.vermont.gov/suppliers-and-grantees>.

Requirements:

1.) Determine if your organization (the subrecipient) requires a single audit for your recently completed fiscal year. Pursuant to 2 CFR Chapter II, Part 200, Subpart F ("Uniform Guidance", Subpart F) all recipients of federal funds must have a single audit conducted when their total federal grant expenditures are \$750,000 or more during a fiscal year. When calculating total funds expended, you should include federal grant expenses from all sources (e.g., granted directly from a federal agency, passed through the State of Vermont, or passed through another non-federal organization.) This threshold should be calculated including both cash and non-cash awards (such as food commodities) when applicable.

Special reporting of FEMA grants: According to the 8/6/2013 memo from the US Department of Homeland Security titled, "Audit of Eligible Stafford Act Claimed Costs", the recording of expenditures related to Stafford Act funds should be based on when the funds are approved (i.e., approval of the Award Worksheet) since that is when FEMA actually obligates funds to such recipient. *Refer directly to the DHS memo for further guidance.*

2.) Complete the **Subrecipient Annual Report** and submit it to the Department of Finance and Management at the address below no later than forty-five (45) days after your fiscal year end date. This report must be completed in its entirety and signed by the Chief Financial Officer, Controller, Business Manager, Treasurer, or other person responsible for the financial records of the organization. (Under normal circumstances, it should not be completed by the program manager.) Only authorized individuals should complete and sign this report. Please refer to the instructions on the reverse side of the report and/or to the grants FAQ page of the Finance and Management website at <http://finance.vermont.gov/suppliers-and-grantees> for further information.



3.) If a Single Audit is required, the audit must be completed and an audit report submitted to the Federal Audit Clearinghouse within nine (9) months after your fiscal year end.

4.) Please submit just one **Subrecipient Annual Report** for your entire organization each fiscal year. This report should include all federal grants expended by all divisions/departments of your organization. If Section III is not large enough to report all grants expended, you may attach a separate sheet, including all fields required on the report.

For your reference, at the end of this letter is a list of the grants to your organization currently found in our statewide grants database. However, this list is informational only and if you expended grants of federal funds from the State of Vermont not included on this list or you had federal grants from other sources, you must include them in your report. Conversely, if a grant is listed that was fully expended in a prior fiscal year, it should not be reported again

Submission of the Subrecipient Annual Report is a condition of your grant agreement(s), and failure to submit it as required will place your organization in a delinquent status and make you **ineligible** for future awards from the State of Vermont and may affect reimbursements to your organization for existing awards until the delinquency has been resolved. Therefore, do not disregard this request even if you feel you do not have expenditures to report.

If you have any questions, please contact Jordan Black-Deegan at (802) 828-3201 or via email to FIN.Subrecipient@vermont.gov. Submissions should be submitted digitally via the Microsoft Forms portal found on the Department of Finance and Management website. Paper submissions will not be accepted.

Sincerely,

Jordan Black-Deegan
 Statewide Grants Administrator

Grant Information:

Supplier Id:

CFDA #	Granting Agency	Grant #	Amount	Description
10.558	Education Agency	05100-4453R9952000	1,845.42	CIL
10.558	Education Agency	05100-4454R9952000	35,899.20	CACFP Food

Subrecipient Annual Report: What to Expect

2nd Notice:

Goes out at 45 days after fiscal year end, if a Subrecipient Annual Report is not received yet.

Subrecipient Annual Report: What to Expect

Sample Email from DHCD

3rd Notice:

May come from the State Agency who is assigned as Primary Pass-through entity, alerting the Municipality Subrecipient of the Delinquent Subrecipient Annual Report.



AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT
DEPT. OF HOUSING & COMMUNITY DEVELOPMENT

Dear Grantee Organization Contact Name,

<Grantee Organization Name > had an active grant (or is in the process of applying for a grant >with federal funds from this Agency during the organization's past fiscal year which ended <Month, Day, YEAR> <June 30, 20XX/December 31, 20XX>.

INSERT QUERY

As a subrecipient of federal funds, <Grantee Organization Name> was required to submit a **Subrecipient Annual Report** to the Department of Finance & Management within 45 days after its fiscal year ended. This report is the method the State of Vermont uses to identify which of its subrecipients require a Single Audit.

<Grantee Organization Name> is delinquent on submitting the **Subrecipient Annual Report** for <FY20XX>. The Department of Finance & Management sent the <Grantee Organization Name> 2 separate letters requesting this report: <Date 1> & <Date 2>**. The link for the **Subrecipient Annual Report** form is at: <https://finance.vermont.gov/suppliers-and-grantees>, select 'Subrecipient Annual Report' link and complete the online form**. A Grant Recipient Frequently Asked Questions is also found at this link: <https://finance.vermont.gov/training-and-support/faqs-and-glossaries/grants-faq>

*Please note: As of 7/1/22, all submissions of both original and revised Subrecipient Annual Reports must be submitted through the online form, and the State is no longer accepting the SAR paper versions via mail or email. See attached 'DHCD New SAR Screen Shots.'

Submission of timely filing of these reports is a condition of the grant award, and continued failure to comply with the grant terms could result in sanctions. Possible sanctions are a hold on future grant payments to your organization, denial of future grant requests, or a request for repayment of the grant, etc. In addition, per the State of Vermont Bulletin 5, Organizations in a delinquent status are ineligible to receive new grant awards.

Please contact me at (802) 828-5211 or Jordan Black-Deegan at Jordan.black-deegan@vermont.gov or 802-828-3201 with any questions.

Thank you.

<Grants Management Analyst-Financial Name>

Steps to Complete

- **Grantees must go to this link to submit their original or revised Subrecipient Annual Reports at:**
<https://finance.vermont.gov/suppliers-and-grantees>,
- select 'Subrecipient Annual Report' link and complete the online form.

- **If yes, Single Audit Required**, complete 1 – 16 and submit. Only for yes, 'Expected Completion Date.'
- **If no, Single Audit Not Required**, complete 1 – 15 and submit.

Section I: Instructions

Grantee Supplier ID:
10 digit number used
in the State's VISION
Accounting System.
Often starts with 5
zeros, #0000012345.

Not State or Fed Tax
ID # nor Grant #

Subrecipient Annual Report

As a condition of your federally funded grant award from the State of Vermont, you must complete this report in its entirety annually within forty-five (45) days after your fiscal year end.

* Required

SECTION I - Subrecipient Identifying Information

Overview

Section I: Required

Section II: Required: Check YES or NO as applicable

Section III: Optional if YES is checked in section II

Required if NO is checked in section II

Section IV: Required

Section I - Subrecipient Identifying Information Instructions:

Supplier ID: The 10-digit identifying number for your organization in the state of Vermont's accounting system. It is provided to you in the upper right corner of the grant list box on the second page of the letter that accompanies this report. Your supplier id is NOT the same as your State of Federal tax identification number, nor is it the same as your grant number.

Original or Revision: Please indicate if this is the first time you have submitted a Subrecipient Annual Report for this fiscal year for your organization, or if this is a revision to correct a mistake on a previously submitted form.

Fiscal Year Ending Date: Enter your organization's fiscal year ending date covered by this report in DD/MM/YYYY format. This period is usually not the same as the grant period.

Subrecipient Name: Your organization's legal full name. Do not use abbreviations unless they are part of your official name.

Address: The primary address for your organization.

Section I. 1. VT Supplier ID # - 2. Original or Revision?

- 1. Enter VT Supplier ID #
- 2. Is this an Original or Revision?

1. Vermont Supplier ID # (Previously Vendor ID) *

Important! Please read the warnings below:

This is a ten digit # which will begin with a varying # of zeroes. **If you are not positive that you are entering the correct supplier ID # please reach out to your grant contact** at an agency who awarded you funds and request your supplier ID #. **If an incorrect supplier ID # is entered** your entity will be considered delinquent and this submission will **not be accepted**.

Your **Tax ID # is not your Supplier ID #**. If you enter a Tax ID number into this section your submission will **not be accepted**.

Any hesitation on your Supplier ID # means you should reach out to an agency who awarded you funds to ensure you are entering the correct # in this field. If your response is not a ten digit supplier ID that matches your Subrecipient Name your submission will **not be accepted**.

The value must be a number

2. Is this an original submission? Or a correction to a Subrecipient Annual Report (SAR) which has already been submitted for this fiscal year? *

- Original
- Revision



Section I. 1. 3. Fiscal Year – 4. Subrecipient Name

- 3. Select the Fiscal Year
- 4. Legal Full Municipal Subrecipient Name

3. What Fiscal Year are you completing this report for? *

This form should be completed for your fiscal year. You should complete it only after your fiscal year has concluded, include the year in which your fiscal year is completing. *Ex: If your fiscal year runs 7/1 - 6/30 This form should not be completed until after 6/30 has passed, and should include all grant expenditures for your previous fiscal year, which has ended.*

- 2020
- 2021
- 2022
- 2023
- 2024
- 2025

4. Subrecipient Name *

Enter your answer



Section I. 5. Subrecipient Address

- 5. Subrecipient's Full Street Address

5. Subrecipient Address *

Full street address

Next

Section II. Certification of Audit Requirement

- Did you expend \$750,000 or more during the fiscal year?

Subrecipient Annual Report

* Required

Section II - Certification of Audit Requirement

2 CFR chapter 2, Part 200, Subpart F ("Uniform Guidance", Subpart F) requires all recipients of Federal funds to have a single audit conducted when total federal grant expenditures are **\$750,000 or more** during a fiscal year. This threshold includes federal grant expenses from all sources (e.g., granted directly from a Federal agency, passed through the State of Vermont, or passed through another non-Federal entity. This requirement does not apply to for-profit organization.

Yes = Federal grant expenditures are greater than or equal to \$750,000 and entity is not a for-profit.
Enter the Single Audit expected completion date.

No = Federal grant expenditures are less than \$750,000 or entity exceeded \$750,000 but is a for-profit entity and the requirement is non-applicable.

If you check **YES** in section II, you must submit a copy of your Single Audit report to the Federal Audit Clearinghouse within nine (9) months after your fiscal year end date. You should not send a copy of your auditor report to the Department of Finance and Management.

If you are unsure if a specific award needs to be included on this report, or have questions about specific awards received, please reach out to the awarding agency or department. The Department of Finance and Management will not be able to assist you with award specific questions.



Section II. 6. Single Audit Required?

- 6. Yes, Single Audit is Required
- No, Single Audit is NOT Required

6. A Single Audit is required for the above fiscal year period: *

Yes


No

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Section II. 7. Expected Completion Date

- 7. Only If Yes, Single Audit is Required, input expected completion date for the Single Audit

7. Expected Completion Date: *

Please input date (M/d/yyyy) 

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SECTION III. Subrecipient Schedule of Federal Expenditures

- If No Single Audit Required:
- List Amounts for Schedule of Expenditures of Federal Awards = SEFA

Subrecipient Annual Report

* Required

Section III - Subrecipient Schedule of Federal Expenditures

Complete this section if NO is checked in Section II. This section is optional if Yes is checked in Section II. Report each grant on its own line and include each federal grant expended, even those that did not come to you from the State of Vermont must be reported on this form. If section III does not contain enough rows for you to report all grants, please attach a separate sheet with all of the same information included which lists all federal awards received.

CFDA Number: The Catalog of Federal Domestic Assistance identification number. It is found on your award document.

Granting Agency/Department: The organization that awarded funds to you (i.e., Federal or State agency or other pass-through entity).

Grant Number: The number assigned by the granting agency to identify the specific grant award.

Expenditures: The total Federal expenditures incurred during the fiscal year covered by this report for each grant award, rounded to the nearest dollar. Report these expenditures regardless of whether or not reimbursement has been received. Include the value of federal awards expended for non-cash assistance (such as food commodities) if



SECTION III. Subrecipient Schedule of Federal Expenditures

received. Include the value of federal awards expended for non-cash assistance (such as food commodities), if applicable. In the case of multi-year awards, report only the amount expended during the report year. If your organization is required to or voluntarily expends its own funds in addition to the federal share of the award (e.g. match) then only report the federal portion expended.

Neither backup documentation nor detailed expenditure information is required to be submitted with this report. Just total expense amounts per award.

FEMA Public Assistance Grants: In accordance with Federal regulations, the amount reported is the amount approved during the fiscal year, even if those funds were expended in a prior year. Do not include current year FEMA expenses if those expenses have not yet been approved.

In the letter that was received, the grant information required in Section III is provided for you for all open federal grants found in the State of Vermont grants database as of the date of the letter. The amount column in the grants list is the total federal share of the award, and does not indicate the expenses your organization has occurred. Please only include expenditures when submitting, not the total amount of the award if the total award has not yet been expended. This list will not include grants received from other entities or direct Federal awards.

8. Total Federal Expenditures *



SECTION III. 8. Total Federal Expenditures

8. Total Federal Expenditures *

This amount should be the total expenditures of all awards received from all sources, and should match the total of the expenditures from each award.

If you responded "Yes" to question 6, indicating that you are over the \$750,000 threshold and are required to receive a single audit, than you may enter "0".

The value must be a number

- 8. If No Single Audit Required, enter amount of Total Expenditures.
- If Yes Single Audit, you may enter "0" or the estimated total.

SECTION III. 9. What State Agency Most \$\$

9. Select the 5 digit Business Unit (BU) # for the State Agency/Dept from which you Expended the Most Passed Through Funds From.

Here are common ones we see:

- Housing & Community Development = BU 07110
- Agency of Transportation = BU 08100
- Department of Public Safety = BU 02140
- Environmental Conservation = BU 06140



SECTION III. 9. State Agency/Dept Expended Most Pass Thru Funds From 1 of 4

9. What State of Vermont agency/department did you expend the most passed-through funds from? *

The department code listed below should be the first five digits of your award number. If your entity is required to receive a single audit, please choose the department your entity currently has the most expenditures from.

- 01100 - Agency of Administration
- 01110 - Finance & Management
- 01130 - Libraries
- 01140 - Tax
- 02100 - Attorney General's Office
- 02130 - State's Attorneys and Sheriffs
- 02140 - Department of Public Safety
- 02150 - Military

SECTION III. 9. State Agency/Dept Expended Most Pass Thru Funds From 2 of 4

- 02160 - Crime Victims' Services Center
- 02200 - Agriculture, Food&Mrkts Agency
- 02210 - Financial Regulation
- 02240 - Public Service Department
- 02250 - Public Utilities Commission
- 02260 - Enhanced 911 Board
- 02320 - Department of Liquor & Lottery
- 03150 - Department of Mental Health
- 03400 - Human Services Agency
- 03410 - Vermont Health Access
- 03420 - Vermont Department of Health

SECTION III. 9. State Agency/Dept Expended Most Pass Thru Funds From 3 of 4

- 03440 - Department of Children & Families
- 03460 - Disabilities Aging Ind. Living
- 03480 - Corrections
- 04100 - Department of Labor
- 05100 - Agency of Education
- 06100 - Natural Resources Agency
- 06120 - Fish & Wildlife
- 06130 - Forest, Parks, & Recreation

SECTION III. 9. State Agency/Dept Expended Most Pass Thru Funds From 4 of 4

- 06140 - Environmental Conservation
- 07100 - Agency of Commerce & Community Development
- 07110 - Housing & Community Development
- 07120 - Economic Development
- 07130 - Tourism & Marketing
- 08100 - Agency of Transportation

SECTION III. 10. Expenditures Detail

- If No Single Audit:
- List CFDA #,
- Granting Agency
- Name, Grant #
- Expend amt
- If Yes Single Audit: enter "NA"

10. Expenditures Detail *

Please include the **CFDA #**, the **Granting Agency**, the **Grant Number**, and the **Expended Amount** for each award you have received from the state.

If you responded "Yes" to question 6, indicating that you are over the \$750,000 threshold and are required to receive a single audit, than you may enter "N/A".

*If you run out of room please submit a .pdf file of a spreadsheet with the above information to Fin.Subrecipient@vermont.gov with your organizations name and supplier ID clearly visible on the top of the pdf. **The .pdf should be saved under a file name matching your supplier ID # (minus any leading zeroes).***

E.g. 0000123456 supplier ID would be saved as 123456 for the file name.



SECTION IV. Signature

* Required

Section IV - Signature

This report must be completed and signed by the Chief Financial Officer, Controller, Business Manager, Treasurer, or other person responsible for the financial records of the organization. **Only authorized individuals should complete and sign this report.** The contact information you provide (phone can email) will only be used to contact you if there are questions about this submission.

Only a fully completed report, signed by an authorized official, will be accepted. **Submission of this report is required by your grant agreement and failure to submit it by the due date will make your organization ineligible for future grants and may affect reimbursements for existing awards until your delinquent status is resolved.**

11. Name: *

12. Title: *

SECTION IV. Signature

13. Date: *

14. Phone Number: *

xxx-xxx-xxxx format

SECTION IV. Signature

15. Email Address: *

Enter your answer

16. Signature: *

I certify to the best of my knowledge, the above information is correct.

Back

Submit

Please note: If no Single Audit is required, complete 1 – 15 and submit (missing #7).

Subrecipient Annual Report: Confirmation

- When a Municipality/Organization submits the online Report form, almost immediately they receive an email confirming it was received, the email contains details about the submission.
- However, a submission does not mean error free or that it has been accepted.

Subrecipient Annual Report: Common Issues

Any submissions that have an issue such as:

- invalid supplier #
- submitted for the wrong year, or
- not accurately labeled as original or revised submissions

Unfortunately, at this time, will sit idle with no communication to the subrecipient the report wasn't accepted. Subrecipients assume the report was successfully received because of the confirmation.



Subrecipient Annual Report: Tools

Grant Award Tracking Form

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<u>REQUIRED SEFA FIELDS:</u>	Information found on State of Vermont Grant Agreement Part 1, numbers listed below:							<u>Additional Columns you might find helpful to track</u>					
2	#39	#9	#16	#32	#31	#1				#6	#19		#3	#7 & #8
3	Federal Awarding Agency Name	Subrecipient Award	Name of pass through entity	Federal Program Name/Title	CFDA Number	Pass Through Entity Grant Number	Amount Passed Through to Subrecipient in fiscal year	Amount Expended during fiscal year		Total Federal Grant Award Amount	Match/In-Kind (Other Resources)	Project total amount	Grant Title	Award dates
4	U.S. Dept of Housing and Urban Development (HUD)	yes	VT Agency of Commerce and Community Development-DHCD	Community Development Block Grant	14.228	07110-AM-2017-HIGHGATE-00002	\$0	\$43,000		\$ 92,734	\$ 27,816	\$ 120,550	ADA Mods to Munic Offices	11/20/18-6/30/2020
5	United States Department of Homeland Security (DHS)	yes	VT Department of Public Safety	Hazard Mitigation Grant	97.039	02140-34000-157	\$0	\$23,546		\$ 47,250	\$ 2,750	\$ 50,000	HMGP DR-4022	5/24/12-5/2/2021
5	United States Department of Transportation (DOT)	yes	VT Agency of Transportation	Highway Planning and Construction	20.205	08100-CA0531	\$0	\$700,000		\$734,800.00	\$183,000	\$900,000.00	STP MM18 (Machia Road Slide)	1/1/2018-12/31/2022
7	U.S. Dept of Housing and Urban Development (HUD)	yes	VT Agency of Commerce and Community Development-DHCD	Community Development Block Grant	14.228	07110-SS-2019-Highgate-00002	\$74,971	\$74,971		\$ 635,000	\$ 26,289,450	\$ 26,924,445	Home Repair Loan Program	10/17/17-12/31/2019
3	U.S. Dept of Housing and Urban Development (HUD)	yes	VT Agency of Commerce and Community Development-DHCD	Community Development Block Grant	14.228	07110-PG-2018-HIGHGATE-02	\$0	\$25,000		\$ 45,000	\$ 15,000	\$ 60,000	Industrial Devel Waterline Ext.	11/20/18-6/30/2020
9							\$74,971	\$866,517		\$ 1,554,784	\$ 26,518,016	\$ 28,054,995		



VERMONT

**AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT
DEPT. OF HOUSING & COMMUNITY DEVELOPMENT**

Subrecipient Annual Report: Tools

- Request a copy of the excel Blank SAR/SEFA Grant Tracking Form
- Town Payment Reports and Data: data for all Town payments by the State & Grantee Supplier ID # is available online:
<https://finance.vermont.gov/reports-and-publications/town-payment-reports-and-data>
- Subrecipient Annual Report (SAR):
<https://finance.vermont.gov/suppliers-and-grantees>
- Common Subrecipient Annual Report (SAR) Questions:
<https://finance.vermont.gov/training-and-support/faqs-and-glossaries/grants-faq/sar>



Subrecipient Annual Report Questions

Thank You

Contact: Cassie Bell

Name

Email: cassie.bell@vermont.gov

Phone: 802-828-5211

