



GRANT TRACKING MODULE

This guide walks you through the Grant Tracking Module which includes entering/updating grant awards and entering review/monitoring data.

Contact VISION Finance Support at 828-6700 option 2

**State of Vermont
Department of Finance & Management
October, 2016**

Revisions to Manual

October 2016:

- Contacts and links updated.

August 2011:

- Updated to reflect minor changes to the Address section of the Award page.

Table of Contents

Revisions to Manual	2
Guiding Documents.....	5
Process Overview	6
Federal Grant Tracking Process Flow	7
Grant Tracking Module Layout	8
Grant Awards Page.....	8
Review Page.....	11
Enter a New Grant Award	14
Enter a New Federal Grant Award	18
Revise a Grant Award	22
Inactivate a Grant Award	23
Other Roles & Procedures	28

Grant Tracking Module Overview

In 2003, Bulletin 5-Single Audit Policy for Subgrants was issued by the Secretary of Administration. This bulletin describes the requirements and procedures that State of Vermont agencies and departments must follow to manage and monitor Federal grants they issue in accordance with Office of Management and Budget (OMB) Circular A-133. In conjunction with this bulletin, the Subrecipient Grant Tracking module was created in VISION as a means of tracking Federal subrecipient grant awards and monitoring requirements to ensure compliance with OMB Circular A-133.

In 2009, Act 19 was passed which requires the Department of Finance & Management to issue reports of Federal and non-Federal grants issued. This act required an annual report of federal grants issued to be published no later than January 31, 2010 and an annual report of **all** grants be issued no later than January 31, 2015.

In 2010, Acts 68 and 146 require the State of Vermont to increase the number of state-funded grants and contracts that contain performance measures. The contract portion of these requirements was met in 2010 with modifications to the Contract Module. The grant portion of these requirements was required to be implemented no later than State Fiscal Year 2012.

On October 1, 2010, the Federal Funds Accountability and Transparency Act (FFATA) went into effect which requires recipients of federal funds to populate a federal database with federal grant awards they issue.

In order to meet the requirements listed above, the former Subrecipient Grant Tracking Module was replaced with a more comprehensive grant tracking module in July 2011. This new module allows for the entry of non-federal grants while still allowing full compliance with federal subrecipient regulations. The new module is based upon the original Subrecipient module and users of that module will notice many similarities when using the new Grant Tracking module.

Access to the Grant Tracking Module is restricted to certain users through VISION system security.

Grantee Policies and Procedures

Guiding Documents

The following documents contain the state requirements pertaining to grantee monitoring including the official policies and other guidance issued by the Department of Finance & Management.

Policy and Guidance

- Agency of Administration Bulletin #5: Single Audit Policy for Subgrants - Issued September 5, 2003 and revised February 18, 2005
- Agency of Administration Bulletin #5.5: State Grant Monitoring Policy – Issued July 1, 2006 and Addendum 5.5 – Issued December 5, 2008
- 2009 Act 19 – An act requiring the Dept. of Finance & Management to publish reports of grants issued
- 2010 Act 68 - Challenges for Change Act
- 2010 Act 146 – Implementation of Challenges for Change
- Key Roles and Responsibilities – Provides guidance regarding the roles of agencies/departments and Finance & Management as it pertains to subrecipient monitoring

Issue Briefs

Bulletin 5 Issue Briefs offer guidance related to specific subrecipient monitoring issues.

- Issue Brief #1: Subrecipients with Fiscal Agents – Guidance for issuing grant awards to subrecipients who utilize a fiscal agent.
- Issue Brief #2: Audit Findings from Miscellaneous Sources – Guidance for reviewing a single audit report that contains audit findings for grants that may not have been issued by a State of Vermont agency or department.
- Issue Brief #3: Designation of Primary Pass-Through – The procedures Finance & Management uses in designating a subrecipient's primary pass-through entity.
- Issue Brief #4: Single Audit Extension – The procedures to be followed when a subrecipient requests an extension on the due date of their single audit report.
- Issue Brief #5: Single Audit Review – The procedures to be followed to coordinate review of a single audit report among multiple state agencies and departments.

The documents listed above can be found on the following websites:

- Vermont Legislature: <http://legislature.vermont.gov>
- Finance & Management: <http://finance.vermont.gov/policies-and-procedures/grant-guidelines-and-procedures>
- Agency of Administration: <http://aoa.vermont.gov/bulletins>

Process Overview

- Agencies/departments issue grant awards and enter information about them in the Grant Tracking Module within 10 days after grant execution.
- Non-Federal grant reports are compiled as required to fulfill various reporting requirements described above.
- Awards of federal funds trigger additional monitoring activities, such as the requirement for the grantee to submit the Subrecipient Annual Report and perhaps have a single audit. These additional activities are detailed in Bulletin 5. (Refer to the Federal Grant Tracking Process Flow chart below for more information about this process.)

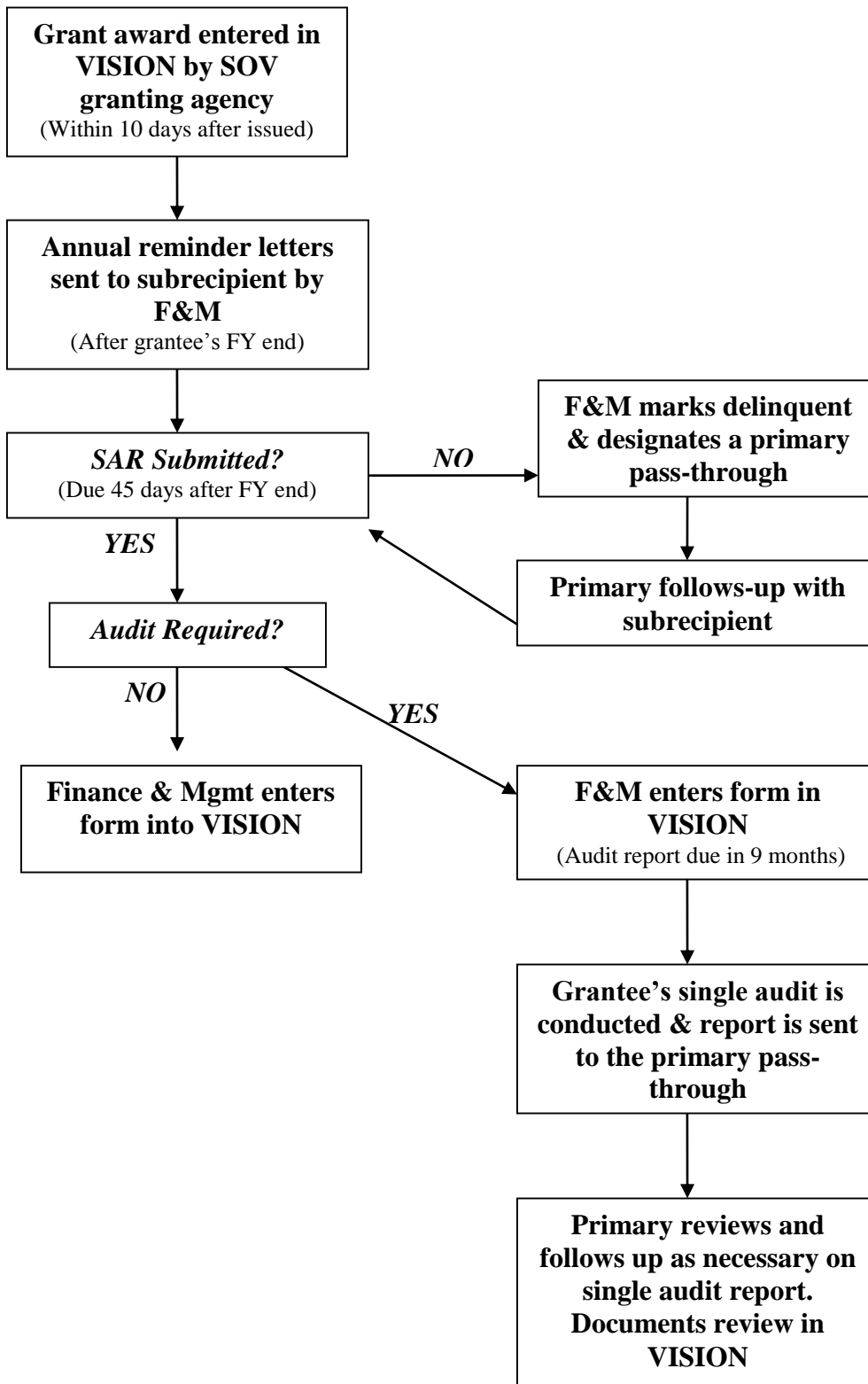
Additional Federal Grant Processes:

- Monthly, the Department of Finance & Management generates letters to all grantees whose fiscal year ended in the prior month. These letters request that they submit the Subrecipient Annual Report within 45 days after the end of their fiscal year.
- Returned forms are entered in VISION by Finance & Management who also designates the Primary Pass-Through business unit.
- If a single audit is required, the subrecipient must send their audit report to SOV granting agencies within 9 months.
- The primary pass-through business unit must document their review of single audit reports in VISION. Single audit review must be completed within 6 months after receiving the audit report.

Additional Non-Federal Grant Processes:

- Reports of grants with and without performance measures will be generated by the Dept. of Finance & Management and submitted to the Vermont Legislature periodically as required.
- Other reports of grant awards by funding source will be produced and published on the Dept. of Finance & Management website.

Federal Grant Tracking Process Flow



Grant Tracking Module Layout

The Grant Tracking Module contains 2 pages: Award and Review. All data in the module is organized by Vendor ID (Vendor Number) using the same vendor number as other modules. This module will only allow entry for active vendors which must be set up before data entry can occur in this module.

Grant Awards Page

Favorites Main Menu > VT Grant Tracking > Enter Grant Data

Award | Vt Grant Review | Vt Grant Fin

GRANT TRACKING MODULE Grant Awards

Active/Inactive: Active

Grantee Vendor ID: 0000000018 Vendor name: Riverside Motors Federal Grantee Fiscal Year End Month:

Award Information Find | View All First 1 of 1 Last

Business Unit: BU Name:

Grant #: Active/Inactive: Active Grant contains performance measures? Yes No

Start date: End Date: Issued Date: Date entered: 08/18/2011

Grant Title/Description:

*Address: 916 East Main Street

City: Poultney State: VT Zip: 05764

BU Contact Name: Phone:

General Comments: Total Amount: 0.00

Grant Lines Find | View All First 1 of 1 Last

*Fund Type	*Amount	CFDA #	A-133	FFATA	Amend.	Amend.#	Amend. date	Other Fund Type Description:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field Descriptions

Header Section

Vendor ID: Enter the grantee's Vendor ID. Only active vendors may be selected. Grant data is stored at the vendor level, including grants issued to other state agencies/departments. This field is 10 characters long, and you must enter the leading 0's.

Federal Grantee Fiscal Year End Month: This field is required only if a vendor receives one or more grants of federal funds. If the vendor receives only non-federal grants, the field may be left blank. Once a value has been entered in this field, it will be grayed out after saving and may only be updated by Finance & Management. If a vendor is receiving a grant of federal funds and this field is blank, it must be entered before the award record can be saved.

Active/Inactive (View Selection): Default view is "Active" awards. The user may select to view only "Inactive" awards, or "Both" to view both Active and Inactive awards. Note: If you select Inactive or Both, you will be prompted to save the page when you exit, even if no data has been changed.

Award Information Section

Business Unit #: (REQUIRED) Enter the GL Business Unit of the issuing department.

Grant #: (REQUIRED) Enter the unique Grant Agreement Number that will consist of the VISION Business Unit plus a minimum of one additional character (ex: 05100-1); maximum 30 alpha-numeric characters, hyphen optional. With the exception of the BU prefix, this number must correspond with the grant number on the grant agreement document. (Note: It is recommended that you tab out of this field so that an edit to prevent duplicate grant numbers will run properly. Failure to tab out of the field may result in an error message when saving the award.)

Active/Inactive: (REQUIRED) This will default to Active for all new grant awards.

Performance Measures: (REQUIRED) Identify whether or not the grant award contains performance measures.

Start Date, End Date and Issued Date: (REQUIRED) Enter the grant's Start and End Dates as shown on the Grant Agreement document. The Issued Date should be the date the award was signed and/or executed. The format is MM/DD/YYYY

Date Entered: This field will automatically populate on the day the grant award is originally entered in VISION and will not be overwritten if the award is later updated.

Grant Title/Description: (REQUIRED) Enter a title or brief description of the grant. Field length is 100 alphanumeric characters.

Address: (REQUIRED) The vendor's default address will populate from your vendor selection. If the address that has populated isn't the correct address for this particular grant award, select the correct vendor's address number from the drop-down list by clicking the magnifying glass to the right of the field. Only current active addresses are available for selection.

BU Contact Name: (REQUIRED) Enter the BU Contact Name in the PeopleSoft format: Lastname,Firstname. This is the main point of contact at the State of Vermont granting agency for this grant.

Phone: (REQUIRED) Enter the phone number for the BU Contact Name.

General Comments: (OPTIONAL) Enter comments pertaining to the grant award, if desired. This field will most often be used to document the reason for a grant amendment or other pertinent information not entered elsewhere.

Fund Type: Enter the appropriate fund type from the drop down menu. (F-Fund=Federal; G-Fund=General Fund; GC-Fund=Global Commitment; S-Fund=Special Fund; Other=any other type of fund. Note: If Other is selected, a description must be entered in the Other Fund Type Description field.)

Amount: (*REQUIRED*) Enter the amount granted for each fund type. Insert rows (using the + sign) for multiple funding sources. The Total Amount will automatically calculate and display based upon the information entered on the grant rows. *An unlimited combination of fund types is allowed.*

CFDA #: (*REQUIRED for F-Fund types*) Enter the Catalog of Federal Domestic Assistance (CFDA) number under which the grant is funded. Format is ##. ###.

A-133: (*Applies to F-Fund types only*) When F-Fund is selected, this field automatically populates as checked. Only uncheck this field if the grant award is not subject to A-133 reporting requirements. A *warning message* will appear if this box is unchecked. Note: Federal grants previously exempted from entry in the Subrecipient Grant Tracking module (i.e. grants to other state agencies/departments and those Federal grants not considered subrecipient grants per A-133) should be unchecked.

FFATA: (*Applies to F-Fund types only*) If the F-Fund is selected and the amount is \$25,000 or above, this field will default to checked. It may be unchecked if the grant is not subject to FFATA reporting requirements.

Amend: To enter an amendment, insert a row and check the Amend checkbox.

Amend #: Enter the amendment number or identification of the amendment.

Amend Date: Enter the date of the amendment. The default will be today's date, but this can be changed.

Other Fund Type Description: (*Applies to Other fund type only*) When "Other" is selected in the Fund Type field, a description must be entered of the fund type. Field length is 25 characters.

Entering Multiple Fund Types or Amendments

If an award contains multiple fund types, multiple CFDA numbers, or an amendment, use the + Sign to insert new rows. The Total Amount will automatically calculate as amounts are entered and negative amendment amounts are allowed. There may be an unlimited combination of fund types and rows in a grant award.

Review Page

Favorites | Main Menu > VT Grant Tracking > Enter Grant Data

Award | **Vt Grant Review** | Vt Grant Fin

GRANT TRACKING MODULE Review - Used for Federal Grants Only

Grantee Vendor ID: 0000000018 Riverside Motors

Federal Grantee Fiscal Year End Month:

Audit Section

Find | View All First 1 of 1 Last

<input type="checkbox"/> Subrecipient Annual Report Received	Rev. <input type="checkbox"/>	<input type="checkbox"/> Delinquent	Fiscal Year:
<input type="checkbox"/> Annual Report Extension Granted	Ext. date:	Comments 1	
Audit Required?	Comments 2		

Primary Pass-Through:		Dates
Comments on Findings	<input type="checkbox"/> Audit Received <input type="checkbox"/> Audit Reviewed <input type="checkbox"/> Audit Accepted <input type="checkbox"/> Mgt. Decision Letter Issued <input type="checkbox"/> Audit Contains Findings/Issues <input type="checkbox"/> Corrective Action Plan Requested <input type="checkbox"/> Corrective Action Plan Received	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Total Amount

Expenditures Section

Find | View All First 1 of 1 Last

CFDA Number	Granting Agency	Grant Number	Expended Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Field Descriptions

Fields Completed by Finance & Management Only

The following fields are completed by Finance & Management and are grayed out for other users.

Fiscal Year: The grantees fiscal year period covered by the reports.

Subrecipient Annual Report Received: Indicates that the Subrecipient Annual Report (SAR) has been submitted by the vendor

Rev: Indicates that the report was a revision of a previous submission.

Date Received: The date the latest report was received from the subrecipient.

Delinquent: Indicates that the grantee has not submitted the SAR and is in a delinquent status.

Audit Required: Drop-down box that indicates whether or not a single audit is required for this fiscal year period.

Annual Report Extension Granted: Indicates that an extension was granted for the due date for the SAR.

Ext Date: Indicates the extended due date.

Fields Completed by the Primary Pass-Through Entity

The following checkboxes and date fields are completed by the primary pass-through entity regarding the review of the grantee's single audit report. All date fields default to the current date but may be manually overwritten.

Audit Received and Date Received: Indicates that the single audit report was received.

Audit Reviewed and Date Reviewed: Indicates that the audit report was reviewed and the date the review was completed.

Audit Accepted and Date Accepted: Indicates that the audit report contained no findings and was accepted or the grantee's corrective action plan has been accepted. If a management decision letter was required (see Bulletin 5), it should be issued at this time.

Mgt. Decision Letter Issued and Date: Indicates that a management decision letter was issued by the primary pass-through entity.

Audit Contains Findings/Issues: Indicates that the audit report contained audit findings or had other issues which need resolution before the report could be accepted.

Corrective Action Plan Requested: Indicates that a corrective action plan was requested from the grantee.

Corrective Action Plan Received: Indicates that the corrective action plan was received by the primary pass-through.

Fields May be Completed by Any User

Comments1 and 2: These comments boxes are primarily used by Finance & Management to record comments pertaining to SAR submissions.

Comments on Findings: This comments box may be updated by any pass-through entity regarding review of their single audit report or to document any other monitoring activity conducted.

Expenditures Section

These fields are primarily completed by Finance & Management when the Subrecipient Annual Report is received, but may be completed by any business unit to document the expenditures reported in the single audit report.

CFDA Nbr: The CFDA number under which the expenditures occurred.

Granting Agency: The granting agency is the organization who granted the funds to the grantee. This is most often a State of Vermont agency, but may be an external organization.

Grant Number: The grant award number.

Expended Amount: The amount expended by the grantee during this fiscal year.

The data entered in this section by Finance and Management is as reported by the Subrecipient or their Subrecipient Annual Report and is not audited nor does the Subrecipient provide backup documentation.

Enter a New Grant Award (Non Federal Grant)

Situation when this function is used: To enter a new grant award for a grant recipient.

Navigation: VT Grants Tracking>Enter Grant Data

Note: For ease of data entry, you will want to have the grant document at hand. All of the information you will need to complete the steps below should be found there.

ORACLE

Favorites Main Menu > VT Grant Tracking > Enter Grant Data

VT Grant

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Search by: Vendor ID begins with

Search [Advanced Search](#)

Enter the **Vendor Number:**

- Enter the 10 digit vendor number, including the leading zeros.
- A valid vendor number is entered.
- Click **Search**

All grant recipient data is entered by vendor and these vendors must be set up in VISION prior to data entry. Only active vendors are available for selection and when a vendor becomes inactive, it is no longer available for editing in this module.

If the vendor number is not known, click the drop-down arrow and change the Search By field to Name 1. Type the first few letters of the vendor name, and click Search. You can also use the % sign as a wildcard.

Example:

You are looking for a Community Action Agency, but do not know the Vendor ID. Enter %Community and click Search. A list of vendors with Community in the name is displayed. Select the appropriate vendor from the list.

NOTE: If your search by name produces no results, call VISION Finance Support at 828-6700, Option 2. Since only active vendors are available for data entry, it is possible that the vendor is not currently in the system.

The Grant Tracking Module, Grant Awards Page will display.

If there are previous federal grants to the grantee already entered in the system, the fiscal year end month field will be filled in and grayed out.

GRANT TRACKING MODULE
Grant Awards

Active/Inactive

Grantee Vendor ID: 0000000018 Vendor name: Riverside Motors Federal Grantee Fiscal Year End Month:

Award Information Section

If there are no grants previously entered to this vendor, the fields in the Award Information area will be blank and you can begin entering the grant award information.

If there are existing grants to this vendor:

- Click the + **sign** to the right of the Business Unit, Start to insert a new blank row.

After the record is saved, grants will be saved in numeric/alphabetic order by Grant Number, so it does not matter where the row is inserted.

On a new, blank grant award row:

Enter your **Business Unit #**

Enter the **Grant Number**

- Enter the unique Grant Number. Format = VISION Business Unit plus a minimum of one additional character (ex: 05100-1); maximum 30 alpha-numeric characters, hyphen optional. **This number must correspond with the grant number on the grant agreement document.**

***NOTE:** Be sure to **tab out** of the Grant # field instead of clicking the next field. Failure to do may result in an error message when saving the award.*

Active/Inactive

- Will default to Active. Accept default.

Indicate if grant contains **Performance Measures**

- Select Yes or No.

Enter the **Start Date**

- Enter the start date for the grant. Format = **MM/DD/YYYY**

Enter the **End Date**

- Enter the end date for the grant. Format = **MM/DD/YYYY**

Enter the **Issued Date:**

- Enter the date the grant was issued or executed. Format = **MM/DD/YYYY**

Enter the **Grant Title/Description:**

- Enter a title or brief description of the grant. Format = 100 alphanumeric characters

GRANT TRACKING MODULE Grant Awards

Active/Inactive

Grantee Vendor ID: 0000042707 Vendor name: Vermont Legal Aid Inc

Federal Grantee Fiscal Year End Month:

Award Information		Find View All	First	1 of 5	Last
Business Unit:	<input type="text" value="02160"/>	BU Name:	Center of Crime Victims' Serv		
Grant #:	<input type="text" value="02160-10VOCA2019"/>	Active/Inactive:	<input type="text" value="Active"/>	Grant contains performance measures?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Start date:	<input type="text" value="07/01/2010"/>	End Date:	<input type="text" value="06/30/2011"/>	Issued Date:	<input type="text" value="01/01/1900"/>
Date entered:		<input type="text" value="01/01/1900"/>			
Grant Title/Description: <input type="text" value="VOCA VA 2010"/>					

Address will populate automatically from the default vendor address number you choose. If this isn't correct you will need to choose the correct address number from the list.

- Click the magnifying glass to bring up a list of active addresses for the grantee.
- Select the correct address number for this grant.

In some cases, the same address will appear more than once on the list. You may select either one. The City, State, Zip of the address selected will display on the page.

Grantee Vendor ID: 0000042707 Vendor name: Vermont Legal Aid Inc

Federal Grantee Fiscal Year End Month:

Award Information		Find View All	First	1 of 7	Last
Business Unit:	<input type="text" value="02160"/>	BU Name:	Center of Crime Victims' Serv		
Grant #:	<input type="text" value="02160-10VOCA2019"/>	Active/Inactive:	<input type="text" value="Active"/>	Grant contains performance measures?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Start date:	<input type="text" value="07/01/2010"/>	End Date:	<input type="text" value="06/30/2011"/>	Issued Date:	<input type="text" value="07/01/2010"/>
Date entered:		<input type="text" value="07/01/2010"/>			
Grant Title/Description: <input type="text" value="VOCA VA 2010"/>					
*Address:	<input type="text" value="1"/>	PO Box 1367			
City:	<input type="text" value="Burlington"/>	State:	<input type="text" value="VT"/>	Zip:	<input type="text" value="05402"/>

Enter the **BU Contact Name**

- Enter the name of the main contact in the State of Vermont granting agency. PeopleSoft format: Lastname,Firstname

Enter the **Phone Number** for the contact person.

- Recommended format = ###-####

BU Contact Name:	<input type="text" value="Page,S"/>	Phone:	<input type="text" value="802/241-1250"/>
------------------	-------------------------------------	--------	---

Enter **Comments**, if desired.

Grant Lines Section

Select the **Fund Type** from the drop-down list.

Note: If selecting "Other" from the drop down Fund Type, you will see the Other Fund Type Description box is now available for entry; this is required field.

Fund Type	*Amount	CFDA #	A-133	FFATA	Amend.	Amend.#	Amend. date	Other Fund Type Description:
Other	1,000.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			TEST

Other Fund Type Description box becomes required if selecting "Other" from the Fund Type.

Enter the Grant Amount

Enter the amount granted for each fund type. Format = numeric with 2 decimal places. Commas will be auto-inserted where appropriate. Insert rows (using the + sign) for multiple federal funding sources. The Total Amount will automatically calculate and display based upon the information entered on the grant rows.

Amend. Amend.# and Amend. date These fields are used only when modifying an existing award. They should be left blank for initial award entry.

Click **Save**.

Completed Grant Award

Favorites | Main Menu > VT Grant Tracking > Enter Grant Data

Award | Vt Grant Review | Vt Grant Fin

GRANT TRACKING MODULE

Grant Awards

Active/Inactive: Active | SEARCH

Grantee Vendor ID: 0000042707 Vendor name: Vermont Legal Aid Inc Federal Grantee Fiscal Year End Month: 9

Award Information Find | View All First 1 of 7 Last

Business Unit: 02160 BU Name: Center of Crime Victims' Serv

Grant #: 02160-10VOCA2019 Active/Inactive: Active Grant contains performance measures? Yes No

Start date: 07/01/2010 End Date: 06/30/2011 Issued Date: 07/01/2010 Date entered: 07/01/2010

Grant Title/Description: VOCA VA 2010

*Address: 1 PO Box 1367

City: Burlington State: VT Zip: 05402

BU Contact Name: Page,S Phone: 802/241-1250

General Comments:

Total Amount: 19,050.00

Grant Lines Find | View All First 1 of 1 Last

*Fund Type	*Amount	CFDA #	A-133	FFATA	Amend.	Amend.#	Amend. date	Other Fund Type Description:
F-Fund	19,050.00	16.575	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Enter a New Federal Grant Award

Situation when this function is used: To enter a new Federal grant award for a subrecipient.

Navigation: VT Grants Tracking>Enter Grant Data

Note: For ease of data entry, you will want to have the grant document at hand. All of the information you will need to complete the steps below should be found there.

ORACLE

Favorites Main Menu > VT Grant Tracking > Enter Grant Data

VT Grant

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Search by: Vendor ID begins with

Search Advanced Search

Enter the **Vendor Number:**

- Enter the 10 digit vendor number, including the leading zeros.
- A valid vendor number is entered.
- Click **Search**

All grant recipient data is entered by vendor and these vendors must be set up in VISION prior to data entry. Only active vendors are available for selection and when a vendor becomes inactive, it is no longer available for editing in this module.

If the vendor number is not known, click the drop-down arrow and change the Search By field to Name 1. Type the first few letters of the vendor name, and click Search. You can also use the % sign as a wildcard.

Example:

You are looking for a Community Action Agency, but do not know the Vendor ID. Enter %Community and click Search. A list of vendors with Community in the name is displayed. Select the appropriate vendor from the list.

NOTE: If your search by name produces no results, call VISION Finance Support at 828-6700, Option 2. Since only active vendors are available for data entry, it is possible that the vendor is not currently in the system.

The Grant Tracking Module, Grant Awards Page will display.

Enter the **Federal Grantee Fiscal Year End Month**

- Enter the month the grantee's fiscal year ends

*This is the grantee's fiscal year end month period and it is **not necessarily the grant period**, nor is it necessarily the State's fiscal year period!* This information must be obtained from the grantee and it is very important that it be correct.

If there are previous federal grants to the grantee already entered in the system, the fiscal year end month field will be filled in and grayed out. If it is blank and you are entering a federal grant, you must enter the Fiscal Year Ending Month before saving the award.

GRANT TRACKING MODULE
Grant Awards

Active/Inactive

Grantee Vendor ID: 0000000018 Vendor name: Riverside Motors Federal Grantee Fiscal Year End Month:

Format = numerals 1-12

Example: End month = 9 for fiscal year ending on September 30.

Award Information Section

If there are no grants previously entered to this vendor, the fields in the Award Information area will be blank and you can begin entering the grant award information.

If there are existing grants to this vendor:

- Click the + **sign** to the right of the Business Unit, Start to insert a new blank row.

After the record is saved, grants will be saved in numeric/alphabetic order by Grant Number, so it does not matter where the row is inserted.

On a new, blank grant award row:

Enter your **Business Unit #**

Enter the **Grant Number**

- Enter the unique Grant Number. Format = VISION Business Unit plus a minimum of one additional character (ex: 05100-1); maximum 30 alpha-numeric characters, hyphen optional. **This number must correspond with the grant number on the grant agreement document. *NOTE: Be sure to tab out of the Grant # field instead of clicking the next field to continue to be able to proceed to the next field. Failure to do so may result in an error message when saving the award.***

Active/Inactive

- Will default to Active. Accept default.

Indicate if grant contains **Performance Measures**

- Select Yes or No.

Enter the **Start Date**

- Enter the start date for the grant. Format = **MM/DD/YYYY**

Enter the **End Date**

- Enter the end date for the grant. Format = **MM/DD/YYYY**

Enter the **Issued Date:**

- Enter the date the grant was issued or executed. Format = **MM/DD/YYYY**

Enter the **Grant Title/Description:**

- Enter a title or brief description of the grant. Format = 100 alphanumeric characters

GRANT TRACKING MODULE Grant Awards

Active/Inactive

Grantee Vendor ID: 0000000023 Vendor name: Center for Health & Learning

Federal Grantee Fiscal Year End Month:

Award Information		Find View All	First 1 of 3 Last
Business Unit: <input type="text" value="03420"/>	BU Name: Health	<input type="button" value="+"/> <input type="button" value="-"/>	
Grant #: <input type="text" value="03420-5639S"/>	Active/Inactive: <input type="text" value="Active"/>	Grant contains performance measures? Yes <input type="radio"/> No <input checked="" type="radio"/>	
Start date: <input type="text" value="12/31/2010"/>	End Date: <input type="text" value="12/30/2011"/>	Issued Date: <input type="text" value="01/01/1900"/>	Date entered: 01/01/1900
Grant Title/Description: <input type="text" value="Test"/>			

Address will populate automatically from the default vendor address number. If this isn't correct you will need to choose the correct address number from the list.

- Click the magnifying glass to bring up a list of active addresses for the grantee.
- Select the correct address for this grant.

In some cases, the same address will appear more than once on the list. You may select either one.

The City, State, Zip of the address selected will display on the page.

Grantee Vendor ID: 0000042707 Vendor name: Vermont Legal Aid Inc

Federal Grantee Fiscal Year End Month:

Award Information		Find View All	First 1 of 7 Last
Business Unit: <input type="text" value="02160"/>	BU Name: Center of Crime Victims' Serv	<input type="button" value="+"/> <input type="button" value="-"/>	
Grant #: <input type="text" value="02160-10VOCA2019"/>	Active/Inactive: <input type="text" value="Active"/>	Grant contains performance measures? Yes <input type="radio"/> No <input checked="" type="radio"/>	
Start date: <input type="text" value="07/01/2010"/>	End Date: <input type="text" value="06/30/2011"/>	Issued Date: <input type="text" value="07/01/2010"/>	Date entered: 07/01/2010
Grant Title/Description: <input type="text" value="VOCA VA 2010"/>			
*Address: <input type="text" value="1"/> PO Box 1367			
City: Burlington		State: VT	Zip: 05402

Enter the **BU Contact Name**

- Enter the name of the main contact in the State of Vermont granting agency. PeopleSoft format: Lastname,Firstname

Enter the **Phone Number** for the contact person.

- Recommended format = ###-####

BU Contact Name:

Phone:

Enter **Comments**, if desired.

Grant Lines Section

Enter the **Fund Type**

- Select F-Fund from the drop-down list

Enter the Grant Amount

- Enter the amount granted for each row. Format = numeric with 2 decimal places. Commas will be auto-inserted where appropriate. Insert rows (using the + sign) for multiple federal funding sources/CFDA#'s. The Total Amount will automatically calculate and display based upon the information entered on the grant rows.

Enter the CFDA #

- Enter the Catalog of Federal Domestic Assistance (CFDA) number under which the grant is funded. Format = ##.###

A-133 – This box will default to checked when F-Fund is selected.

- Non-Subrecipient Grant: **Uncheck** this box
- Grant to another State of Vermont agency/department: **Uncheck** this box
- All other federal grants: **Do not uncheck** this box

FFATA – Defaults to checked if F-Fund is selected and the award amount is \$25,000 or greater.

- **Uncheck** this box only if the federal award is NOT subject to FFATA reporting requirements.

Amend. Amend.# and Amend. Date

- These fields are used only when modifying an existing award. They should be left blank for the initial award entry.

Click Save.

Completed Grant Award

Favorites | Main Menu > VT Grant Tracking > Enter Grant Data

Award | Vt Grant Review | Vt Grant Fin

GRANT TRACKING MODULE
Grant Awards

Active/Inactive: Active

Grantee Vendor ID: 0000042707 Vendor name: Vermont Legal Aid Inc Federal Grantee Fiscal Year End Month: 9

Award Information Find | View All First 1 of 7 Last

Business Unit: 02160 BU Name: Center of Crime Victims' Serv

Grant #: 02160-10VOCA2019 Active/Inactive: Active Grant contains performance measures? Yes No

Start date: 07/01/2010 End Date: 06/30/2011 Issued Date: 07/01/2010 Date entered: 07/01/2010

Grant Title/Description: VOCA VA 2010

*Address: 1 PO Box 1367

City: Burlington State: VT Zip: 05402

BU Contact Name: Page,S Phone: 802/241-1250

General Comments: Total Amount: 19,050.00

Grant Lines Find | View All First 1 of 1 Last

*Fund Type	*Amount	CFDA #	A-133	FFATA	Amend.	Amend.#	Amend. date	Other Fund Type Description:
F-Fund	19,050.00	16.575	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Revise a Grant Award

Situation when this function is used: To revise/amend an existing grant award for a grantee.

Navigation: VT Grants Tracking > Enter Grant Data

Enter the **Vendor ID**

- Enter the correct Vendor ID, or search using the Name1 field.

If more than one record, choose view all and search for the one you want to modify.

Modify appropriate grant award information

- If modifying a date or other non-amount field, simply click in the field and modify the existing data.

- If changing award amount:

Insert a row in the Grant Lines section

- Click the **+ sign**
- Select the **Fund Type**, enter the **Amount** and the **CFDA#** (if F-Fund) of the amendment
- Click the **Amend** checkbox, fill in the **Amend.#** and modify the **Amend Date** if necessary.

GRANT TRACKING MODULE
Grant Awards

Active/Inactive: Active [SEARCH]

Grantee Vendor ID: 0000000086 Vendor name: Brattleboro Retreat Federal Grantee Fiscal Year End Month: 12

Award Information Find | View All First 1 of 1 Last

Business Unit: 03420 BU Name: Health

Grant #: 03420-5644S Active/Inactive: Active Grant contains performance measures? Yes No

Start date: 07/01/2010 End Date: 06/30/2011 Issued Date: 07/01/2010 Date entered: 07/01/2010

Grant Title/Description: Hospital Preparedness Program

*Address: 9 1 Anna Marsh Lane

City: Brattleboro State: VT Zip: 05302

BU Contact Name: Bronson, Mary Phone: 657-4237

General Comments: Total Amount: 35,520.00

Grant Lines Find | View All First 1-2 of 2 Last

*Fund Type	*Amount	CFDA #	A-133	FFATA	Amend.	Amend.#	Amend. date	Other Fund Type Description:
F-Fund	17,710.00	93.889	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
F-Fund	17,810.00	93.889	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	001	08/18/2011	

Amendment Row inserted

Click **Save**.

Inactivate a Grant Award

When a grant expires or is closed, set the Active/Inactive to **Inactive** and click **Save**.

This record will not show when you search for Active awards.

Favorites | Main Menu > VT Grant Tracking > Enter Grant Data

Award | Vt Grant Review | Vt Grant Fin

GRANT TRACKING MODULE Grant Awards

Active/Inactive: Inactive [v] SEARCH

Grantee Vendor ID: 0000000086 Vendor name: Brattleboro Retreat Federal Grantee Fiscal Year End Month: 12

Award Information Find | View All First 1 of 1 Last

Business Unit: 03420 BU Name: Health

Grant #: 03420-5644S Active/Inactive: Inactive [v] Grant contains performance measures? Yes [] No [x]

Start date: 07/01/2010 End Date: 06/30/2011 Issued Date: 07/01/2010 Date entered: 07/01/2010

Grant Title/Description: Hospital Preparedness Program

*Address: 1 Anna Marsh Lane City: Brattleboro p: 05302

BU Contact Name: Bronson, Mary Phone: 657-4237

General Comments: Total Amount: 17,710.00

Grant Lines Find | View All First 1 of 1 Last

*Fund Type	*Amount	CFDA #	A-133	FFATA	Amend.	Amend.#	Amend. date	Other Fund Type Description:
F-Fund	17,710.00	93.889	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Set to Inactive, this page of the grant will no longer show as long as you are searching for Active grants.

To see Inactive grant pages, change this to Inactive. If you wish to see both Active and Inactive, change to Both.

Entering the Grant Review/Audit Data

Situation when this function is used: To document monitoring activities, including review of a grantee's single audit report.

Navigation: VT Grant Tracking > Enter Grant Data

Enter the **Vendor ID**

- Enter the correct Vendor ID, or search using the Name1 field.

The Award page displays, click the **Review** Tab.

Refer to the field descriptions for the Review page in the Module Layout section of this manual for specific information about each field/checkbox on this page.

Audit Section

Grantee Vendor ID: 0000000086 Brattleboro Retreat Federal Grantee Fiscal Year End Month: 12

Audit Section		Find	View All	First	7 of 7	Last
<input checked="" type="checkbox"/> Subrecipient Annual Report Received	Rev. <input type="checkbox"/> 02/14/2011	<input type="checkbox"/> Delinquent	Fiscal Year: 2010			
<input type="checkbox"/> Annual Report Extension Granted	Ext. date:	Comments 1				
<input type="checkbox"/> Audit Required? No	Comments 2	Comments 1				

The Audit section, as illustrated above, is completed by Finance & Management and is grayed out for all other users.

Audit Not Required

For grantees that do not require a single audit, the only data entry on this page for pass-through entities pertains to general monitoring. This information should be entered in the **Comments on Findings** box.

Audit Required

If a single audit is required, the single audit report is due within 9 months after the end of the grantee's fiscal year. Once the audit report has been received, the following fields are updated by the business unit contact in the Audit Review section of the page:

Audit Review Section

Primary Pass-Through: 03420	Health	Dates
Comments on Findings	<input type="checkbox"/> Audit Received	<input type="text"/>
	<input type="checkbox"/> Audit Reviewed	<input type="text"/>
	<input type="checkbox"/> Audit Accepted	<input type="text"/>
	<input type="checkbox"/> Mgt. Decision Letter Issued	<input type="text"/>
	<input type="checkbox"/> Audit Contains Findings/Issues	
	<input type="checkbox"/> Corrective Action Plan Requested	<input type="text"/>
	<input type="checkbox"/> Corrective Action Plan Received	<input type="text"/>

The Audit Review section is updated by the primary pass-through to document their single audit report review.

Review Checkboxes

- Check the **Audit Received** checkbox – When the audit is received, even if not reviewed. Adjust the date received if necessary.
- Check the **Audit Reviewed** checkbox – When audit report has been reviewed. Adjust the date reviewed if necessary.
- Check the **Audit Accepted** checkbox – If there are no findings, this may be checked when the Audit Review is complete. If there are findings, the acceptance of the audit may need to wait for further review of the corrective action plan or additional responses from the subrecipient. This will vary on a case-by-case basis. Update the date accepted as necessary.
- Check the **Mgt. Decision Letter Issued** checkbox – When/if a Management Decision Letter has been issued to the subrecipient. Not all audit reports require the issuance of a Management Decision Letter, so this field may be left blank in some instances.
- Check the **Audit Contains Findings** checkbox – If the audit report contains findings related to the State of Vermont’s pass-through grants.
- Check the **Corrective Action Plan Requested** checkbox – When/if a corrective action plan is requested from the grantee. If the audit report itself includes a corrective action plan, request for a separate plan may not be necessary.
- Check the **Corrective Action Plan Received** checkbox – When a corrective action plan was received. It is not necessary to check this box if the audit report contained a corrective action plan.
- Enter comments in the **Comments on Findings** box as necessary.

Completed Review Page

GRANT TRACKING MODULE Review - Used for Federal Grants Only

Grantee Vendor ID: 0000042707 Vermont Legal Aid Inc

Federal Grantee Fiscal Year End Month: 9

Audit Section

Find | View All First 7 of 8 Last

Subrecipient Annual Report Received
 Rev. 10/09/2009
 Delinquent
 Fiscal Year: 2009

Annual Report Extension Granted
 Ext. date:
 Comments 1

Audit Required? Yes
 Comments 2

Primary Pass-Through: 03410 Office of VT Health Access

Dates

Comments on Findings

Audit rec by IAG mm. Audit reviewed: unqualified opinions; no findings/ low risk auditee. RJR IAG

MDL prepared. KDO

- Audit Received 06/18/2010 31
- Audit Reviewed 06/30/2010 31
- Audit Accepted 08/09/2010 31
- Mgt. Decision Letter Issued 31
- Audit Contains Findings/Issues
- Corrective Action Plan Requested 31
- Corrective Action Plan Received 31

Total Amount

Expenditures Section

Find | View All First 1 of 1 Last

CFDA Number	Granting Agency	Grant Number	Expended Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 + -

Per Bulletin 5, pass-through entities are expected to keep documentation for all monitoring activities, including single audit review, on file in their official grant files. Although it may be referenced on this page in VISION, the official documentation resides in the business unit contact files and must be available for audit as required.

Expenditures Section

Expenditures Section				Find View All	First	1 of 1	Last
CFDA Number	Granting Agency	Grant Number	Expended Amount				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>				

This section is primarily used by Finance & Management to record expenditures reported on the Subrecipient Annual Report. It may also be used by the primary pass-through entity to record expenses reported in the single audit report, though this is not required.

When the fields in this section correspond to those found on the Subrecipient Annual Report, they have been entered by Finance & Management is submitted by the subrecipient and the data has not been audited or verified in any manner.

Other Roles & Procedures

Primary Pass-Through Entity: The role of the primary pass-through entity (Primary) is to ensure that the single audit is reviewed and all findings are resolved. When a grantee receives Federal funding from multiple state departments, the Primary must coordinate review of the audit with the other granting departments. This includes coordinating a corrective action plan with all granting departments, documenting monitoring activities in VISION, and indicating that the audit has been accepted when all issues have been resolved. This process is described in detail in Issue Brief #5, found on the Finance & Management website.

In the case of grantees not requiring a single audit, the role of the Primary is to contact the grantee only if the Subrecipient Annual Report is marked as Delinquent by the Department of Finance & Management. However, it is important to note that all pass-through entities have a responsibility for monitoring and review of their grantees and they are required to document that review on the VISION Review page.

Per both Federal and State regulations, it is the responsibility of the Primary to ensure the subrecipient complies with single audit regulations. Attachment A of the grant award document contains the requirement for a subrecipient to comply with these regulations. Failure to submit the Subrecipient Annual Report and/or Single Audit report when they are due puts the subrecipient out of compliance with the conditions of their grant award. The Primary may issue sanctions, including withholding funding and/or future grant awards to subrecipients who fail to comply with the terms of their grant agreement.

Annual Letters to Grantees: Annually, the Department of Finance & Management generates automatic letters to grantees after their fiscal year ends. These letters describe the reporting requirement, include a list of current grants in the system, and include a blank copy of the Subrecipient Annual Report. After 45 days, if a grantee has not returned the SAR, a second notice letter is sent requesting that the information be submitted within 10 days. If the subrecipient does not comply with this second request, they are marked as delinquent. Once in a delinquent status, it becomes the responsibility of the pass-through entity to follow-up and to ensure that the grantee complies with the requirement. It is at this point that the subrecipient is out of compliance with their grant agreement.