



SUBRECIPIENT GRANT TRACKING

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

**State of Vermont
Department of Finance & Management
Revised March 2009**

Manual Revision History

March 2009:

- Updated for recent system modifications.
- Included references to Issue Briefs.

March 2006:

- Updated for changes for Version 8.8 upgrade.

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Subrecipient Monitoring Overview

The State of Vermont receives numerous federal grants which it in turn re-grants to other organizations which are known as subrecipients. Federal regulations specified in OMB Circular A-133 require the State to monitor these subrecipients to ensure that the funds are spent according to state and federal regulations. OMB A-133 includes numerous requirements, including the requirement to review a Single Audit if a subrecipient requires one.

In September 2003 the Agency of Administration issued Bulletin 5 – Single Audit Policy for Subgrants. It defined the way in which the State of Vermont would comply with OMB Circular A-133. The Subrecipient Grant Tracking module was developed in conjunction with Bulletin 5 as a central database to track Federal monies subgranted by the State of Vermont to non-state entities. All subrecipient grants containing federal funds are required to be entered by the granting department into this module. At this time, grants between State agencies are not recorded here.

The purpose of the module is to consolidate data pertaining to awards of federal funds to subrecipients and to provide a format for documenting their monitoring. The award data is used to identify the State's subrecipients and allows Finance & Management to contact them to determine which of our subrecipients require a single audit each year. It also allows for agencies and departments to document their review of the subrecipients, including documenting review of single audit reports.

Bulletin 5 requires that subrecipients complete an annual Certification of Audit Requirement and if a single audit is not required to also complete the Subrecipient Schedule of Federal Expenditures. The Department of Finance & Management documents the receipt of these documents in the module as well as assigns a primary pass-through entity for every sub-recipient. As noted at the end of this document, numerous reports of the data contained in this database are available to both granting departments and to the Department of Finance and Management.

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

Subrecipient Policies and Procedures

Guiding Documents

The following documents contain the state requirements pertaining to subrecipient 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
- Key Roles and Responsibilities – Provides guidance regarding the roles of agencies/departments and Finance & Management

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: Designation of Primary Pass-Through – The procedures Finance & Management uses in designating a subrecipient's primary pass-through entity.
- Issue Brief #3: 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 #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.

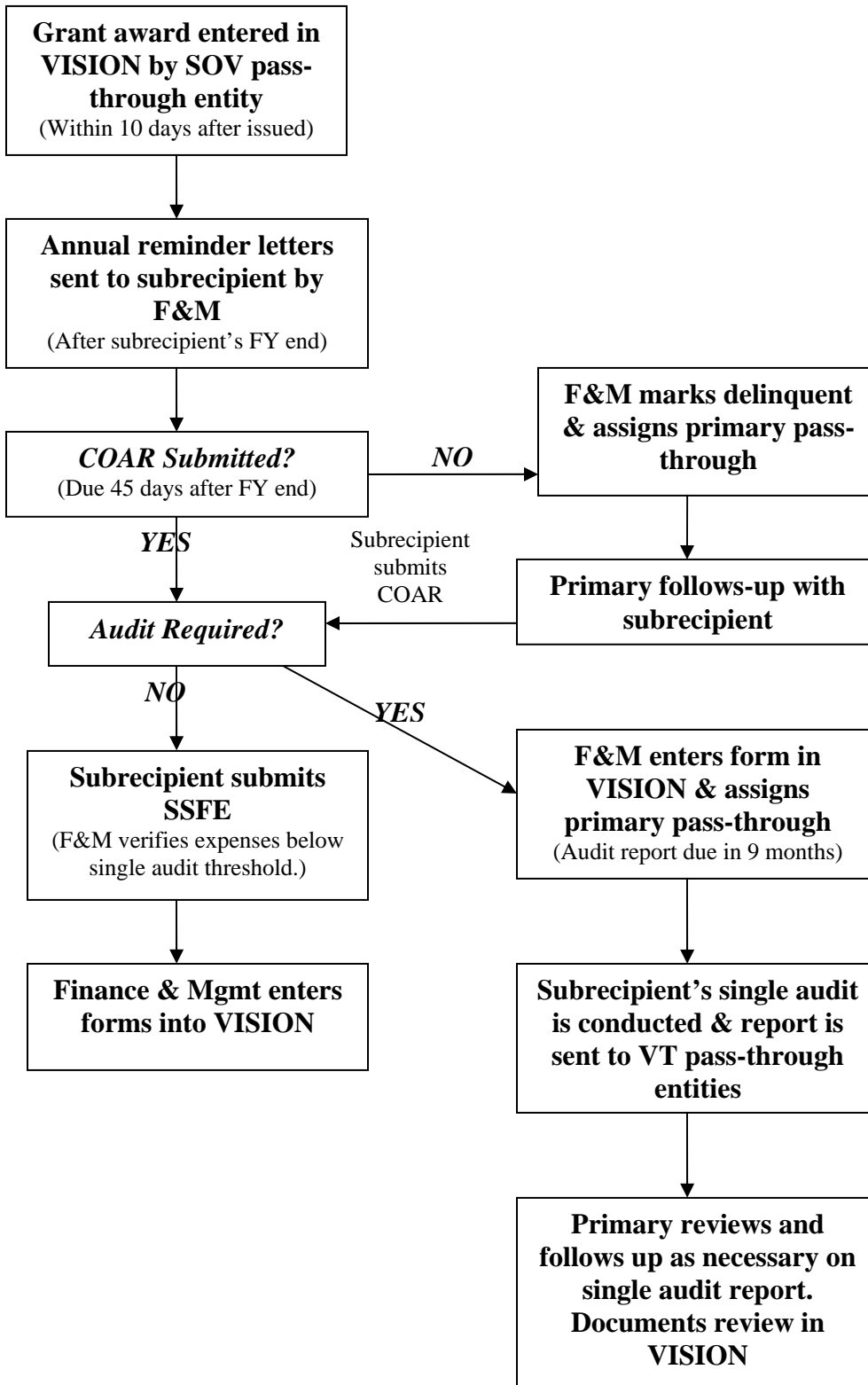
The documents listed above can be found on the Finance & Management website:

http://finance.vermont.gov/policies_procedures/subrecipient_monitoring

Process Overview

- Agencies/departments (pass-through entities) issue grants of federal funds to subrecipients and enter them in the Subrecipient Module within 10 days after grant execution.
- Monthly, the Department of Finance & Management generates letters to all subrecipients whose fiscal year ended in the prior month. These letters request that they submit the Certification of Audit Requirement within 45 days after the end of their fiscal year.
- If a single audit is not required, the subrecipient must submit the Subrecipient Schedule of Federal Expenditures along with the Certification of Audit Requirement.
- All forms are entered in VISION by Finance & Management who also designates a primary pass-through entity.
- If a single audit is required, the subrecipient must send their audit report to SOV granting agencies within 9 months.
- Pass-Through Entities must document their review of single audit reports in VISION. Single audit review must be completed within 6 months after receiving the audit report.

Subrecipient Monitoring Process Flow



Subrecipient Module Layout

The Subrecipient Module contains 2 pages: Award and Review. All data in the module is organized by 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.

Award Page

Award **Review**

SUBRECIPIENTS GRANT TRACKING - AWARD PANEL

SubRecipient Name: 0000048594 Ethan Allen Homestead Museum

Subgrantee Fiscal Year
*Begin Month: *End Month:

Award Data Scroll Area Find | View 1 First 1 of 1 Last

Grant Number: Start Dt.: End Date:

Description:

Vendor

Address:

City: State: Zip:

Pass-Through Contact: Phone:

Pass-Through Entity:

Total Amount

CFDA Scroll Area Find | View All First 1 of 1 Last

*CFDA Nbr	*Grant Amount	Amendment	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Field Descriptions

SubRecipient Name: Contains the Vendor ID # and the Vendor Name. This information is filled in automatically based upon the vendor selected.

Subgrantee Fiscal Year: If a vendor does not have any existing grants entered in the module, these fields will be blank and they must be entered before the award record can be saved. If the vendor has one or more grants already entered in the module, these fields will display values and will be grayed out. If you feel that the vendor's fiscal year period is incorrect as previously entered on this page, contact Finance & Management.

Grant Number: (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 20 alphanumeric characters, hyphen optional. **This number must correspond with the grant number on the grant agreement document.**

Start Date and End Dates: (REQUIRED) Enter the Grant's Start and End Dates as shown on the Grant Agreement document. The format is **MM/DD/YYYY**. There is an edit on these fields that the end date cannot be prior to the start date.

Description: (REQUIRED) Enter a title or brief description of the grant. Field length is 60 alphanumeric characters.

Address: (REQUIRED) Select the vendor's address from the drop-down list by clicking the magnifying glass to the right of the field. Only current active addresses are available for selection.

Pass-Through Contact: (REQUIRED) Enter the Pass Through Entity's 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 Pass-Through Contact. Recommended format is ###-####.

Pass-Through Entity: (REQUIRED) Enter the Pass-Through Entity's business unit number or select the Pass-Through Entity from a list by clicking the magnifying glass to the right of the field. The business unit number and description will appear on the page.

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

Grant Amount: (REQUIRED) Enter the amount granted under each CFDA number. The field allows 2 decimal places. It will auto-insert commas 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. *Edits on this field allow only positive grant amounts.*

Amendment Checkbox and Date: (OPTIONAL) If the amount entered is an amendment, check the amendment checkbox and enter an amendment date. The date will default to today's date, but it may be overridden. These fields are optional.

Review Page

Award

Review

SUBRECIPIENTS GRANT TRACKING - REVIEW PANEL

SubRecipient Name:0000048594 Ethan Allen Homestead Museum

Audit Data Scroll Area		Find View All	First	1 of 1	Last
<input type="checkbox"/> Cert. of Audit Received <input type="checkbox"/> Audit Required <input type="checkbox"/> Sched of Fed Exp Recd <input type="checkbox"/> COARR/SSFE extension granted	Rev. <input type="checkbox"/> Delinquent <input type="checkbox"/> Audit Not Required <input type="checkbox"/> Delinquent <input type="checkbox"/> Extension date:	Comments <input type="text"/>		Fiscal Year: <input type="text"/>	
Primary Pass-Through:					
Comments on Findings <input type="text"/>		<input type="checkbox"/> Audit Received <input type="checkbox"/> Audit Reviewed <input type="checkbox"/> Audit Accepted <input type="checkbox"/> Audit Contains Findings/Issues <input type="checkbox"/> Corrective Action Plan Requested <input type="checkbox"/> Corrective Action Plan Received	Dates <input type="text"/> 31 <input type="text"/> 31 <input type="text"/> 31 <input type="text"/> 31 <input type="text"/> 31 <input type="text"/> 31		
Total Expenditures					
Expenditure Data Scroll Area		Find View All	First	1 of 1	Last
CFDA Nbr	Awarding Agency	Grant Number	Expenditures		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>		<input type="button" value="+"/> <input type="button" value="-"/>

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 subrecipient's fiscal year period covered by the reports.

Cert. of Audit Received: Indicates the Certification of Audit Requirement report has been received and the date received.

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

Delinquent: Indicates that the subrecipient is in a delinquent status for this report.

Audit Required: Indicates that a single audit is required for this fiscal year period.

Audit Not Required: Indicates that a single audit is not required for this fiscal year period.

Sched of Fed Exp Recd: Indicates that the Subrecipient Schedule of Federal Expenditures report has been received and the date received.

COAR/SSFE Extension Granted: Indicates that an extension was granted for the due date for these forms.

Extension Date: Indicates the extended due date.

Fields Completed by Primary Pass-Through Entity

The following checkboxes and date fields are completed by the primary pass-through entity regarding the review of the subrecipient'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 subrecipient's corrective action plan has been accepted. It is assumed that if a management decision letter was required (see Bulletin 5), it was issued at this time.

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

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

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

Fields May be Completed by Any User

Comments: This comments box is primarily used by Finance & Management to record comments pertaining to forms submissions. This field is also available for use by granting agencies for other comments.

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 Schedule of Federal Expenditures is received, but it may be completed by the primary pass-through entity 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 subrecipient. This is most often a State of Vermont agency, but may be an external organization.

Grant Number: The grant award number.

Expenditures: The amount expended by the subrecipient during this fiscal year.

Enter a New Grant Award

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

Navigation: VT Subrecipient Grants > VT Subrecipient Grants

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.

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

Find an Existing Value

Search by: Vendor ID begins with

[Advanced Search](#)

Enter the **Vendor Number:**

- A valid vendor number is entered.
- Click **Search**

All Subrecipient 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 828-0407, Option 2. Since only active vendors are available for data entry, it is possible that the vendor is not currently in the system.

The Award Page of the Subrecipient's data will display.

If there are previous grants to the subrecipient already entered in the system, the fiscal year period start and end month fields will be filled in and grayed out. If they are blank, proceed to the next step, otherwise skip to Grant Award below.

Enter the **Begin Month**

- Enter the month the Subrecipient's fiscal year begins

Enter the **End Month**

- Enter the month the Subrecipient’s fiscal year ends

This is the Subrecipient’s fiscal year 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 subrecipient and it is very important that it be correct.

SUBRECIPIENTS GRANT TRACKING - AWARD PANEL

SubRecipient Name: 0000048594 Ethan Allen Homestead Museum

Subgrantee Fiscal Year

*Begin Month: *End Month:

Format = numerals 1-12. Ex: Begin month = 10 and End month = 9 for fiscal year ending on September 30.

Grant Award

If there are no grants entered to this vendor, the fields in the Award Data Scroll Area will be blank. Proceed with Grant Number.

If there are existing grants to this vendor:

- Click the + **sign** to the right of the Grant Number, Start and End Date fields 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 the **Grant Number**

- Enter the unique Grant Agreement Number. Format = VISION Business Unit plus a minimum of one additional character (ex: 05100-1); maximum 20 alpha-numeric characters, hyphen optional. **This number must correspond with the grant number on the grant agreement document.**

Enter the **Start Date**

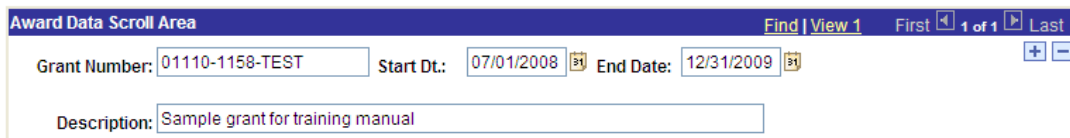
- Enter the start date for the grant. Format = **MM/DD/YYYY**

Enter the **End Date**

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

Enter the **Description:**

- Enter a title or brief description of the grant. Format = 60 alphanumeric characters



Select the **Address** from the list.

- Click the magnifying glass to bring up a list of active addresses for the subrecipient.
- 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.

Award Data Scroll Area Find | View 1 First 1 of 1 Last

Grant Number: 01110-1158-TEST Start Dt.: 07/01/2008 End Date: 12/31/2009

Description: Sample grant for training manual

Vendor: Attn: Joyce E Huff 1 Ethan Allen Homestead STE 2

Address: 1 Ethan Allen Homestead STE 2

City: Burlington State: VT Zip: 05401

Enter the **Pass-Through Contact**

- Enter the name of the main contact in the State of Vermont granting agency. Format = Lastname,Firstname.

Enter the **Phone Number** for the pass-through contact person.

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

Enter the **Pass-Through Entity**

- Enter the business unit number for the granting agency. This may be directly entered, or selected from a list by clicking the magnifying glass to the right of the field.

Pass-Through Contact: Symonds,Karen Phone: 828-0407

Pass-Through Entity: 01110 Finance & Management

Total Amount

Enter the **CFDA #**

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

Enter the **Grant Amount**

- Enter the amount granted under each CFDA number. 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. Edits on this field allow only positive grant amounts.

Click **Save**.

Completed Grant Award

Award Data Scroll Area		Find View 1	First ◀ 1 of 1 ▶ Last
Grant Number:	<input type="text" value="01110-1158-TEST"/>	Start Dt.:	<input type="text" value="07/01/2008"/>
		End Date:	<input type="text" value="12/31/2009"/>
Description:	<input type="text" value="Sample grant for training manual"/>		
Vendor	<input type="text" value="Attn: Joyce E Huff"/>		
Address:	1 Ethan Allen Homestead STE 2		
City:	Burlington	State:	VT
		Zip:	05401
Pass-Through Contact:	<input type="text" value="Symonds,Karen"/>	Phone:	<input type="text" value="828-0407"/>
Pass-Through Entity:	<input type="text" value="01110"/>	Finance & Management	
		Total Amount	\$5,000.00

CFDA Scroll Area				Find View All	First ◀ 1 of 1 ▶ Last
*CFDA Nbr	*Grant Amount	Amendment			
<input type="text" value="10.555"/>	<input type="text" value="5,000.00"/>	<input type="checkbox"/>	<input type="text"/>		

Entering Sub-Recipient Review/Audit Data

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

Navigation: VT Subrecipient Grants > VT Subrecipient Grants

Enter the **Vendor ID**

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

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

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

Reporting Section

The screenshot shows a web interface titled "SUBRECIPIENTS GRANT TRACKING - REVIEW PANEL". At the top, there are two tabs: "Award" and "Review", with "Review" selected. Below the tabs, the subrecipient name is "0000271652 New England Powerboat Service". The main area is labeled "Audit Data Scroll Area" and contains a table with the following fields:

Rev.	Delinquent	Comments
<input checked="" type="checkbox"/> Cert. of Audit Received	<input type="checkbox"/> 03/18/2009	<input type="checkbox"/> Delinquent
<input type="checkbox"/> Audit Required	<input checked="" type="checkbox"/> Audit Not Required	
<input checked="" type="checkbox"/> Sched of Fed Exp Recd	<input type="checkbox"/> 03/18/2009	<input type="checkbox"/> Delinquent
<input type="checkbox"/> COARR/SSFE extension granted	Extension date:	

The "Fiscal Year" is set to 2008. A blue oval highlights the "Audit Not Required" checkbox and the "Sched of Fed Exp Recd" row.

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


Audit Not Required

For subrecipients who do not require a single audit, the only data entry on this page for pass-through entities pertains to general monitoring. This information can be entered in either of the Comments boxes, though it is preferred for pass-through entities to use 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 subrecipient's fiscal year. Once the audit report has been received, the following fields are updated by the Primary Pass-Through Entity in the Audit Review section of the page:

Audit Review Section

Primary Pass-Through: 

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"/> 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 entity 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 review has been completed. Adjust the date reviewed if necessary.
- Check the **Audit Accepted** checkbox – When the audit review has been completed. 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 **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 subrecipient. 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

Award Review

SUBRECIPIENTS GRANT TRACKING - REVIEW PANEL

SubRecipient Name:0000001311 Southeastern Vermont Community Action

Audit Data Scroll Area		Find View All	First	6 of 6	Last
<input checked="" type="checkbox"/> Cert. of Audit Received	<input type="checkbox"/> Rev. 10/20/2008	<input type="checkbox"/> Delinquent	Fiscal Year: 2008		
<input checked="" type="checkbox"/> Audit Required		<input type="checkbox"/> Audit Not Required	Comments		
<input type="checkbox"/> Sched of Fed Exp Recd	<input type="checkbox"/>	<input type="checkbox"/> Delinquent			
<input type="checkbox"/> COARR/SSFE extension granted	Extension date:				
Primary Pass-Through: 03440 Children and Family Services					
Comments on Findings		<input checked="" type="checkbox"/> Audit Received	Dates 02/12/2009		
AUDIT RECEIVED BY IAG AND REVIEWED. NO FINDINGS. RJR		<input checked="" type="checkbox"/> Audit Reviewed	02/17/2009		
Accepted, letter prepared. KDO		<input checked="" type="checkbox"/> Audit Accepted	03/09/2009		
		<input type="checkbox"/> Audit Contains Findings/Issues			
		<input type="checkbox"/> Corrective Action Plan Requested			
		<input type="checkbox"/> Corrective Action Plan Received			

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 pass-through entities files and must be available for audit as required.

Expenditures Section

Total Expenditures							
Expenditure Data Scroll Area				Find View All	First	1 of 1	Last
CFDA Nbr	Awarding Agency	Grant Number	Expenditures				
			0.00				

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

The fields in this section correspond to those found on the Subrecipient Schedule of Federal Expenditures. Data entered by Finance & Management is as it was submitted by the subrecipient and has not been audited or verified in any manner.

Other Roles & Procedures

Primary Pass-Through: The role of the primary pass-through entity is to ensure that the single audit is reviewed and all findings are resolved. When a subrecipient receives funding from multiple state departments, the primary pass-through 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 subrecipients not requiring a single audit, the role of the primary is to contact the subrecipient only if the Certification of Audit Requirement and/or the Subrecipient Schedule of Federal Expenditures are marked as Delinquent by the Department of Finance & Management. (See below for a description of the process Finance & Management will follow to notify grantees of their reporting requirements and delinquent status.) However, it is important to note that all pass-through entities have a responsibility for monitoring and review of their subrecipients and they are required to document that review on the VISION Review page.

Annual Letters to Subrecipients: Annually, the Department of Finance & Management generates automatic letters to subrecipients after their fiscal year ends. These letters describe the reporting requirement, include a list of current grants in the system, and include blank copies of the Certification of Audit Requirement and the Subrecipient Schedule of Federal Expenditures. After 45 days, if a subrecipient has not returned the required forms, 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 primary pass-through entity to follow-up and to ensure that the subrecipient complies with the requirement.

Reports

Grants Awarded by Sub-Recipient (VT_Award) – Lists all grants awarded to a particular vendor id within a range of grant start dates. Prompt is for vendor id and a range of start dates.

Grants Awarded by BU (VT_Subrecipient_By_BU) – Lists all grants awarded by a particular business unit within a range of grant start dates. Data is sorted by sub-recipient and grant #. Prompt is for business unit and a range of start dates.

Grant Tracking Pass-Through (VT_Pass) – Lists all sub-recipients assigned to a particular primary pass-through business unit. Data is grouped by Audit Required, Audit Not Required, and Other which are those grantees that have not reported whether or not an audit is required. Prompt is for business unit (primary pass-through entity) and fiscal year.

Grant Tracking Delinquent Audit (VT_Delinquent) – Lists those sub-recipients that have indicated an audit is required but have not yet submitted it. Data is grouped by those whose fiscal year ended less than 9 months ago (outstanding) and those longer than 9 months ago (delinquent). Prompt is for business unit (primary pass-through entity) and fiscal year.

Grant Outstanding Audit Reviews (VT_Outstand) – Lists subrecipients that have submitted their single audit reports but the primary has not completed its review. Prompt is for business unit, fiscal year and sub-recipient's fiscal year ending month.

Sub-Recipient Delinquent Reports (VT_Sub_Grant_Del2) – Lists those grantees that are marked as delinquent in submission of the Certification of Audit Requirement and/or the Schedule of Federal Expenditures. Prompts are for business unit (primary pass-through entity) and fiscal year.

Grantee Summary Report (VT_Grantee_Sum) – Lists all sub-recipients receiving grants from a particular business unit. Shows the status of all reports and single audit review as well as which department has been assigned as the primary pass-through. Prompts are for business unit (pass-through entity), vendor id, and a range of grant start dates.

Grantee Summary Report–CFDA (VT_Grantee_Sum_CFDA) – Similar to the Grantee Summary Report, but does not prompt for pass-through entity. Instead, prompt is for CFDA# and a range of start dates.

Grantee Expenditure Report (VT_Grantee_Exp) – Lists expenditures reported on the Schedule of Federal Expenditures. Prompt is for vendor id, fiscal year, and CFDA#.

All reports above can be run from the Reports menu in the Subrecipient Grants Tracking System. Each report has a corresponding query that can be run which will send the data to Excel. The corresponding query name is found in parenthesis above. Please also refer to the Reporting Manual found on the VISION Manuals page of the Finance & Management website:

http://finance.vermont.gov/training_ref/VISION_Manuals.