

STATE OF VERMONT
AGENCY OF ADMINISTRATION
DEPARTMENT OF FINANCE AND MANAGEMENT



BULLETIN 5
PROCEDURE 1

Subject: **Pre-Award Eligibility**

Effective Date: **December 26, 2014**

Revision Date: **July 1, 2024**

Applicable To: **All State Agencies and Departments**

Issued By: **Department of Finance & Management**

Approved By: **Adam Greshin, Commissioner**

PURPOSE

To outline the procedures to be used when determining if a potential grantee is eligible to receive a grant award from the State of Vermont, in accordance with [Bulletin 5](#), 6.3 Pre-Award Eligibility Determination and Risk Assessment.

BACKGROUND

[Bulletin 5](#) requires State Granting Agencies to determine if potential grantees are eligible to receive grant awards from the State of Vermont. Eligible grantees are those that are not currently suspended or debarred by the Federal government and are current in submissions of the Subrecipient Annual Report and Single Audit Reports for at least the past three years.

PROCEDURE & GUIDELINES

I. Suspension and Debarment

1. [Finance & Management Policy #1](#) must be followed.

II. Subrecipient Annual Report and Single Audit Status

1. Run the VISION query VT_BULLETIN5_ELIGIBILITY
 - a. When prompted, enter the potential grantee's Vendor ID
 - b. When prompted, enter a range of Fiscal Year periods, covering the current year and three years prior (i.e. in 2024, enter 2021 through 2024).

2. Analyze the results of the VT_BULLETIN5_ELIGIBILITY Query

a. Subrecipient Annual Report Status

- Received = Eligible
- **Delinquent = Ineligible**

If Ineligible for any of the prior three years, grantee is Ineligible until the delinquent Subrecipient Annual Report(s) have been submitted to Finance & Management.

A blank value indicates that the report is not yet due, and the grantee is currently eligible.

b. Audit Due?

- No Audit Due = Eligible
- Audit Due = Refer to next columns

c. Audit Received?

- YES = Eligible
- No = Refer to next columns

d. Month & Year Audit Due

Compare the Month and Year the audit is due to the current date. Audits are due by the last day of the month.

- Not Yet Due = Eligible
- **Overdue = Ineligible**

If Ineligible for any of the prior three years, grantee is Ineligible until the delinquent Single Audit Report(s) have been submitted.

Flowchart

Eligibility Analysis Process

