STATE OF VERMONT
AGENCY OF ADMINISTRATION
DEPARTMENT OF FINANCE AND MANAGEMENT

Subject: Pre-Award Eligibility
Effective Date: December 26, 2014
Applicable To: All State Agencies and Departments
Issued By: Department of Finance & Management
Approved By: James Reardon, 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, Section V.B.

BACKGROUND
Bulletin 5, effective December 26, 2014, 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_BULLETINS_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 2014, enter 2011 through 2014).

2. Analyze the results of the VT_BULLETINS_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.