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Susanne R. Young, Secretary

MEMORANDUM

TO: Program Managers of Grants Funded by the Coronavirus Relief Fund (CRF)
FROM: Douglas R. Farnham, Chief Operational Officer
DATE: 12/08/2020
RE: Entry of CRF Grants into Grant Tracker Module

Grant Tracker Module Entry

Effective 11/25/2020, Agencies and Departments should begin entering CRF grant awards into the VISION Grant Tracker Module per the instructions below. At this time, we are not specifying a deadline for the entry of CRF awards into the Grant Tracker, but we ask that each Agency complete this entry as soon as possible given each Agency’s available resources. Entry into the Grant Tracker module is critical to the state’s compliance with the Federal requirement to track and review single audits for all subrecipients triggering the single audit threshold in a given fiscal year. Subrecipients who are not entered into the Grant Tracker module may fail to receive critical messaging about their responsibilities due to the accumulation of multiple grants.

Entry into the VISION Grant Tracker is required for some, but not all, of the CRF grant awards.

Grant Tracker entry is required for grant awards representing a subrecipient relationship to an entity meeting the Federal definition of a “Non-Federal entity”. Please refer to the definitions in the table below.

| Term | Definition |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Non-Federal Entity | A state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient. |



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| Subrecipient | A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. |
| Subaward | An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. |
| Contractor | An entity that receives a contract, defined as: a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (CRF). |
| Beneficiary | An entity or individual that is neither a subrecipient nor contractor but receives CRF financial assistance. |

Do not enter the following CRF awards into the Grant Tracker:

1. Beneficiary payments: An entity or individual that is neither a subrecipient nor contractor but receives CRF financial assistance.
2. Grant awards to a “for-profit” entity: Due to the high volume of grants to for-profit entities, and the fact that for-profit entities are not subject to the single audit requirements of 2 CFR Part 200, Subpart F, the State intends to explore a bulk upload as time and resources allow. If a bulk upload is not feasible, it may be necessary to enter those grants manually.

If you have a CRF program that resulted in grant awards to both non-Federal entities and to for-profit entities, only enter the awards to those that meet the definition of a Non-Federal entity.

Please note that the above instructions apply only to CRF funded programs. All other grant programs should be entered into the Grant Tracker per Bulletin 5 requirements.

If you have questions on the below please contact Cassandra Ryan at cassandra.ryan@vermont.gov

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