



Grant Tracking Reporting Manual

GRANT TRACKING QUERIES.....	2
GENERAL GRANT AWARD REPORTS.....	2
FEDERAL SUBRECIPIENT GRANT AWARD REPORTS.....	3
FEDERAL SUBRECIPIENT MONITORING REPORTS.....	4

Grant Tracking Queries

General Grant Award Reports

VT_ALL_GRANTS_BY_BU – All Grants-Prompt BU	
Purpose	Lists all grants and its basic information for a specified business unit.
Prompts	Issued date range, GL business unit (use % for all), active/inactive (A, I or % for all)
Columns	Vendor ID and name, granting business unit and department, grant number and description, performance measures (Yes or No), active/inactive, grant start date, grant end date, issued date, fund type, other description, CFDA #, A133 required (Y or N), FFATA (Y or N), amendment (Y or N), amendment number and date, amount, city and state

VT_ALL_GRANTS_BY_VNDR – All Grants-Prompt Vndr#	
Purpose	Lists all grants to a specified vendor and includes all of its basic information.
Prompts	Issued date range, vendor ID, business unit (use % for all), active/inactive (A, I or % for all)
Columns	Vendor ID and name, granting business unit and department, grant number and description, performance measures (Yes or No), active/inactive, grant start date, grant end date, issued date, fund type, CFDA #, A133 required (Y or N), FFATA (Y or N), amendment (Y or N), amendment number and date, other description, amount

VT_BULLETIN5_ELIGIBILITY– Pre Award Eligibility Query	
Purpose	To determine if a potential grantee is eligible to receive a grant award from the State of Vermont, in accordance with Bulletin 5, Section V.B.
Prompts	Vendor ID, From FY (choose a year 3 years prior to current year), To FY (enter current year)
Columns	Vendor ID and name, subrecipient fiscal year end month, fiscal year (there should be a row for each year a report is due), annual report status (received or delinquent), audit due? (audit due or no audit due), audit received (yes or no), month audit due, year audit due

VT_PERF_GRANTS – Performance Grants Rpt	
Purpose	Lists all grants with specified performance measure criteria and includes basic information
Prompts	Issued date range, GL business unit (use % for all), active/inactive (A, I or % for all), performance measures (Y, N, % for all)
Columns	Vendor # and name, granting business unit and name, grant number and description, performance measures (Yes or No), active/inactive, grant start date, grant end date, issued date, fund type, other description, amount

Federal Subrecipient Grant Award Reports

Federal subrecipient grant awards are identified in the queries below as those grant lines with the following criteria: Fund Type = F-Fund and A-133 = Yes (checked).

VT_FED_GRANT_AWARD_VENDOR – Subrecipient Grant Awards	
Purpose	Lists all grants awarded to particular vendor along with some basic grant information
Prompts	Start date range, vendor ID (use % for all), active/inactive (A, I or %)
Columns	Vendor ID and name, granting business unit and name, grant start date, grant end date, issued date, grant number and description, performance measures (Yes or No), CFDA#, amendment #, amount, active/inactive, date entered in VISION, entered by, last updated, last updated by

VT_FED_GRANTS_FOR_BU – Subrecipient Grants Awarded by BU	
Purpose	Lists all subrecipient grants awarded by a particular business unit along with some basic grant information. (Fund type=Fed or GC; A-133=Yes)
Prompts	Start date range, business unit (use % for all), active/inactive (A, I or %)
Columns	Granting business unit and name, vendor name and ID, grant number and description, performance measures (Yes or No), grant start date, grant end date, issued date, fund type, A-133 (Yes), CFDA#, amendment #, amount, grants manager and phone, active/inactive, date entered in VISION, entered by, last updated, last updated by

VT_FED_GRANTS_FOR_BU_ENTERED_DT – Fed Grants Entered in Dt Range	
Purpose	Lists all grants entered by a particular business unit along with some basic grant information.
Prompts	Entered date range, business unit (use % for all), active/inactive (A, I or %)
Columns	Granting business unit and name, vendor name and ID, grant number and description, performance measures (Yes or No), grant start date, grant end date, issued date, fund type, CFDA#, amendment #, amount, A-133 grant (yes or no), FFATA (Yes or No), grants manager and phone, active/inactive

VT_FED_PROCURE_GRANTS_FOR_BU – Procurement grants for a GL BU	
Purpose	Lists all federal or global commitment grants for a particular primary pass-through business unit where the A-133 checkbox has been unchecked to indicate they are not subrecipient grants. This is similar to VT_FED_GRANTS_FOR_BU but the A-133 value is No instead of Yes.
Prompts	Start date range, business unit (use % for all), active/inactive (A, I or %)
Columns	Granting business unit and name, vendor name and ID, grant number and description, performance measures (Yes or No), grant start date, grant end date, issued date, fund type, A-133 (No), CFDA#, amendment #, amount, grants manager and phone, active/inactive, date entered in VISION, entered by, last updated, last updated by

VT_FFATA_GRANTS - Grants for GL BU	
Purpose	Lists all FFATA grants awarded by a particular business unit and includes some basic grant information
Prompts	Start date range, business unit (use % for all), active/inactive (A, I or %)
Columns	Granting business unit and name, vendor name and ID, grant number and description, performance measures (Yes or No), grant start date, grant end date, issued date, CFDA#, FFATA (always Yes), amendment #, amount, grants manager and phone, active/inactive, date entered in VISION, entered by, last updated, last updated by

VT_CURRENT_FED_AWRD – Federal grants for a vendor #	
Purpose	Lists all subrecipient grants that are open during a fiscal year date range. This query is to be used when trying to determine which grants were open during a subrecipient's fiscal year period.
Prompts	Fiscal year start and end dates and Vendor ID
Columns	Vendor ID and name, granting business unit and name, all grant date fields (start date, end date, issued date and entered date), grant number, CFDA#, Amount, Description and active/inactive

Federal Subrecipient Monitoring Reports

Note: When prompted for a range of grant dates, be aware of the period you choose to include. Since fiscal years cover a twelve-month period, you may need to enter a wide range of dates in order to include all possible awards for a given fiscal year. For example, when running a FY 2014 report, it will include fiscal years ending 1/31/2014 through 12/31/2014 and you may need to enter a date range from 2/1/2013 through 12/31/2014 in order to ensure you capture all possible open awards for that year.

VT_AUDIT_REVIEW_NOT_FINISHED – Single Aud Review Not Complete	
Purpose	Lists subrecipients that have submitted their single audit reports but the primary has not accepted it
Prompts	Fiscal year (use % for all), business unit (use % for all)
Columns	Primary pass-thru business unit and name, vendor ID and name, FY ending month, fiscal year, audit required, audit received, audit received date, audit reviewed, audit reviewed date, audit accepted, audit accepted date, audit findings/issues, corrective action plan requested, corrective action plan requested date, corrective action plan received, corrected action plan received date, management decision letter sent, management decision letter sent date

VT_AUDITS_NOT_RECEIVED – Single Audit Reports Not Rec'd	
Purpose	Lists those sub-recipients that have indicated an audit is required but have not yet submitted it.
Prompts	Fiscal year (use % for all), business unit (use % for all), FY ending month (% for all)
Columns	Vendor ID and name, FY ending month, fiscal year, primary pass-thru business unit and name, audit required (Y), audit received (N), month and year audit is/was due

VT_DELINQUENT_SUBRECIPIENTS – Delinquent Subr Ann'l Reports	
Purpose	Lists those grantees that are marked as delinquent in submission of the Subrecipient Annual Report to Finance & Management
Prompts	Fiscal year (use % for all), business unit (use % for all), FY ending month (use % for all)
Columns	Primary pass-thru business unit and name, vendor ID and name, fiscal year, FY ending month, Subrecipient Annual report delinquent (Y), 1 st letter date, 2 nd letter date

VT_FED_GRANTEE_EXP – Subrecip Exp Reported to F&M	
Purpose	Lists expended amount for a subrecipient by grant
Prompts	Vendor ID (use % for all), fiscal year (use % for all), CFDA# (use # for all).
Columns	Vendor ID and name, audit required, CFDA#, awarding agency, grant number, fiscal year, expended amount

VT_FED_GRANTEE_SUM– Fed Grantee Summary-Vendor#	
Purpose	Provides grant reporting information for a particular subrecipient
Prompts	Vendor ID (may use % for all)
Columns	Vendor #, subrecipient name, fiscal year end month, fiscal year, primary passthru BU, department, subrecipient annual report status, audit due, audit received, month audit due, year audit due, audit reviewed, audit accepted

VT_FED_GRANTEE_SUM_BU – Fed Grantee Summary Report for BU	
Purpose	Lists all subrecipients receiving grants from a specified business unit and gives the status of the Subrecipient Annual Report and single audit review as well as which department has been assigned as the primary pass-through. The date range is grants that are open during that time period.
Prompts	Range of dates, vendor ID (use % for all), fiscal year, granting business unit
Columns	Granting business unit and name, fiscal year, vendor ID and name, primary pass-thru and name, FY end month, Subrecipient Annual Report status, audit due, audit received, month audit due, year audit due, and audit accepted; also repeats prompted date range

VT_FED_GRANTEE_SUM_CFDA – Fed Grantee Sum Rpt–BU & CFDA	
Purpose	Lists all subrecipients with grants from a specified CFDA # - gives status of Subrecipient Annual Report and Single Audit Report.
Prompts	Range of start dates, fiscal year, granting BU (use % for all), CFDA #
Columns	Granting BU and name, fiscal year, CFDA #, vendor ID and name, primary pass-thru and name, FY end month, Subrecipient Annual report received, Subrecipient Annual report delinquent, audit required, audit received, audit reviewed, audit accepted; also repeats prompted date range

VT_FED_GRNT_AWRD_VND_BU– Fed grants for a vendor & BU	
Purpose	Lists all federal grants subject to A-133 for a specific range of start dates
Prompts	Range of start dates, vendor ID (may use % for all), active/inactive (A,I or %), GL business unit (may use % for all)
Columns	Vendor and name, granting business unit and name, start date, end date, issued date, grant number, grant description, performance measures?, CFDA number, A-133, amendment number, amount, active/inactive, date entered into VISION, entered by, last updated, last updated by

VT_PRIMARY_PASSTHRU – Primary Pass-Thru Rpt for BU	
Purpose	Lists all sub-recipients assigned to a particular primary pass-through business unit.
Prompts	Fiscal year (use % for all), business unit (use % for all)
Columns	Primary pass-thru and name, vendor ID and name, FY end month, fiscal year, Subrecipient Annual report received and date, audit required, Subrecipient Annual report delinquent

VT_PRIMARY_SINGLE_AUD_REOD – Primary w/ Single Audit	
Purpose	Lists all sub-recipients assigned to a particular primary pass-through business unit where a single audit is required and provides audit status
Prompts	Fiscal year (use % for all), business unit (use % for all)
Columns	Primary pass-thru and name, vendor ID and name, FY end month, fiscal year, audit required, audit received and date, audit reviewed and date, audit accepted and date, audit findings/issues, corrective action plan requested and date, corrective action plan received and date, management letter issued and date

VT_SINGLE_AUDIT_REOD_BU – Grantees w/ Single Audit Req'd	
Purpose	Lists subrecipients who require a single audit for a fiscal year and who have awards open during a date range from a specific granting business unit.
Prompts	Range of award dates, vendor id (use % for all), fiscal year, business unit (use % for all) though it is preferred to run for just one business unit
Columns	Granting BU & name, fiscal year, Vendor # and name, primary pass-through bu & name, FY end month, audit required, audit received, audit reviewed, audit accepted, date range

VT_SINGLE_AUDIT_REVIEW_STATUS – Single Audit Rev Status-Vendor	
Purpose	Lists the status of the single audit review for a particular vendor and fiscal year.
Prompts	Vendor ID, fiscal year (use % for all)
Columns	Primary pass-thru and name, vendor ID and name, FY end month, fiscal year, audit required, audit received and date, audit received by, audit reviewed and date, audit reviewed by, audit accepted and date, audit accepted by, audit findings/issues, corrective action plan requested and date, corrective action plan requested by, corrective action plan received and date, corrective action plan received by, management letter sent and date, comments