**Template Instructions:**

The template below provides the required categories of the granting plan along with the required elements of each. If a department’s grant programs all follow the same procedures, the plan may consist of one section using the template below to cover all programs. If the department has multiple programs that follow different procedures, the template should be repeated for each program to describe the unique processes for each. Include just one signature section at the end of the plan, regardless of how many individual program sections are included.

Refer to the Granting Plan Guidelines and the Granting Plan Checklist documents on the [Grant Guidelines and Procedures](https://finance.vermont.gov/policies-and-procedures/grant-guidelines-and-procedures) page of the Finance & Management website for more information about the requirements of each section of the plan.

Delete these instructions and all instructions embedded in the document below before submitting the plan.

**STATE OF VERMONT**

**Department of XXXX**

**Bulletin 5 Granting Plan**

Effective Date: Version #:

**GRANT PROGRAM DESCRIPTION**:

Enter a description of the grant program(s) covered. Include statutory references if applicable. If multiple programs are covered, list and describe all. If the section is organized by Departmental Division, identify the division in this section.

**ISSUANCE PROCEDURES**:

Describe the following:

* Grantee selection process
* Pre-award eligibility and risk assessment process (including the risk assessment tool to be used)
* Grant award document (reference standard Bulletin 5 grant forms and attachments)
* Internal approval process
* VISION entry
* Amendment process

If Federal grants are issued, include Subrecipient/Contractor determination process here as well.

**MONITORING PROCEDURES:**

Describe the following:

* Monitoring activities used
* Criteria used to determine level of monitoring to occur
* Payment procedures
* Closeout process

If standard tools are used, such as checklists, those should be described here.

If Federal awards are issued, describe the process for single audit review and all other mandatory Federal monitoring requirements including following up with delinquent subrecipients.

**OFFICIAL GRANT/MONITORING FILE:**

Describe the following:

* Format of the file (paper or electronic)
* Whether single or multiple files are maintained
* Contents of the file(s)
* Custodian of the file(s)

**WAIVERS**:

If a waiver is requested, it must be clearly stated in this section even if it is referred to in a previous section. A waiver is not approved if it is embedded in the body of the plan without clearly stating it in this waiver section.

**SIGNATURES:**

## Appointing Authority

 Name Date

 Title

# Business Manager

 Name Date

 Title

# Finance & Management

 Adam Greshin Date

 Commissioner

## Key Contact Persons

Enter name and contact information for the person to contact about the plan.