

CARES Grant Closeout Process and Instructions

In general, EAC will close your CARES grant within 120 days of receiving your final FFR and progress reports. This process includes the return of unexpended funds which EAC will collect at two points: Collection of unexpended federal funds based on all expenditures as of 12/31/21 and collection of cumulative unexpended interest earned as of the date unexpended federal funds are returned to EAC. For CARES grants, EAC will collect unexpended federal funds in advance of other closeout steps as described below.

1. **Request EAC set up a final FFR in PMS.** Send an email to CARES@eac.gov and request a final FFR, identifying the amount of expended funds for the adjustment of the amount of Cash Receipts, Line 10a.
2. **Confirm Federal Expended and Unexpended Amounts (If applicable).** Respond to an email from Grants staff requesting confirmation of the amount of unexpended federal funds for the first collection letter. EAC will send the formal debt collection letter with instructions for submitting payments within two weeks of receiving the confirmation email.
3. **Return the Federal Unexpended Amount.** Follow the instructions in the debt collection letter to return the expended federal funds. Funds should be returned within 30 days and must be returned within 90 days of the date on the collection letter.
4. **Submit the Final FFR and Progress Report.** EAC staff will contact you when the Final FFR is set up. Complete the FFR in PMS and the final progress report in Alchemer and submit them to EAC.
5. **Complete the closeout process on subgrants (if applicable).** States must complete all payments and account reconciliations on subgrants as part of the closeout of the grant, ensuring that subgrantees have completed required financial and programmatic reporting and confirming the disposition of equipment bought with subgrant funds. If subgrantees have unused supplies with an aggregate current fair market over \$5,000, states must also work with the subgrantees, following the requirements at 2 CFR 200.314, to determine the disposition of those supplies.
6. **Submit a Certification Letter with an inventory list from the Chief State Election Official.** As part of the closeout process, EAC needs to confirm the disposition of any equipment bought with grants funds that has a current fair market value over \$5,000 and any unused supplies with a current aggregate fair market value over \$5,000. In most cases, the equipment will continue to be used for election purposes after the grant ends. The certification letter must describe the disposition of equipment and supplies bought with grant funds and include an inventory of equipment bought with grant funds that has a current fair market value over \$5,000.

Submit the certification letter from your Chief State Election Official via email to Grants@eac.gov containing the following information:

- a. **Equipment.** A certification specifying the disposition of equipment purchased with grant funds. The certification should indicate the equipment will continue to be used by the agency for HAVA purposes; OR indicate the equipment will be used for other federally funded programs; OR indicate the equipment will not be used for HAVA or other federal purposes and request EAC guidance on disposition OR indicate that the equipment has been disposed of in accordance with state laws and procedures. (See below for a description of the inventory list that must accompany the letter).
- b. **Unused Supplies.** A certification specifying the disposition of unused supplies. The certification should indicate the state does not have any unused supplies with an aggregate current value over \$5,000; or if the aggregate value is over \$5,000, indicate it will continue to use the supplies for HAVA purposes; OR indicate it will transfer them to another non-federal entity for use by another federally funded program; OR request permission from EAC to transfer the unused supplies to another non-federal entity that does not manage a federally funded program. If the state has unused supplies with an aggregate fair market value that exceeds \$5,000, attach an inventory of unused or residual supplies to the letter. If the state is requesting permission to transfer the unused supplies to another non-federal entity that does not manage a federally funded program, the certification must identify the entity to which the supplies would be transferred and describe the program for which the funds will be used.
- c. **Subgrantee Certification (if applicable).** A certification that the agency has completed all closeout actions, accomplished all program and financial requirements, secured all reports and inventories and reconciled all funding with respect to subgrantees supported by the agency under the grant.

An optional template you can use to prepare the letter can be found on the EAC website at:

<https://www.eac.gov/sites/default/files/paymentgrants/Financial%20and%20Progress%20Reporting/EAC%20Template%20for%20State%20Certification%20for%20Closeout.pdf>

There are also sample certification letters on the EAC website.

- d. **Equipment (If applicable):** Attach an equipment inventory list to the certification letter. The list only needs to include equipment with a current per unit fair market value of \$5,000. Use your existing state equipment inventory list to prepare the list.
7. **Identify the Amount of Interest Owed.** When the state returns unexpended CARES funds to EAC, calculate the cumulative amount of unexpended interest earned under the grant up to that date.
8. **Confirm the Amount of Interest Owed with EAC.** Send an email to Grants@eac.gov identifying the full amount of the cumulative unexpended interest and show the \$500

deduction for administrative costs from the amount owed. EAC will then issue a collection letter for the amount less the administrative cost.

9. **Repay the Unexpended Interest due.** Follow the instructions for repayment in the collection letter you will receive after notifying EAC of the unexpended interest. This will be the same process for the unexpended federal funds.

After EAC receives payment for both unexpended federal funds and interest, receives your certification letter and completes its review of the financial and progress reports and other applicable forms, we will advise you in writing that the award is closed. Please note that the closeout of a grant does not affect: (1) the requirement to retain records pursuant to the grant conditions; (2) the requirements and rights for audit pursuant to the grant conditions; (3) the right of EAC to disallow costs and recover funds on the basis of a single or other audit or other review; and (4) the obligation of the grantee to return any funds due to EAC as a result of later refunds, corrections, cost disallowance or other actions.

If you have any questions about the process, send your questions to Grants@eac.gov.