

Greetings [State Election Director/HAVA Coordinator]:

The Election Assistance Commission has received the final FFR and final Progress Report for your [grant type] [grant number]. This letter describes the steps in the closeout process and identifies the documents that must be submitted to EAC.

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

1. **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).
2. **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.
3. **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 [link].

Equipment: Attach an equipment inventory list to the certification letter. The list needs to include only equipment with a current per unit fair market value of \$5,000. Use your existing state equipment inventory list to prepare the list.

Return of Unexpended Federal Funds and Unexpended Federal Interest. If staff review of your final FFR identifies a balance of federal funds + interest that needs to be returned to the federal government we will send a debt collection letter to the Chief State Election Official specifying the amount and describing the process for returning the funds.

After EAC 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 regarding this grant and closeout action, please EAC at Grants@eac.gov.

Please let us know if there is another person in your agency who should be our contact regarding this matter by emailing EAC his or her name, title, address, phone number, and email address.