

HAVA Closeout Instructions

In general, EAC will close grants for which a final Federal Financial Reports (FFR) and progress report have been submitted within 120 days of receipt of the reports. This provides both EAC and grantees time to complete all required steps. There are two or three steps for grantees in the closeout process; (1) submit the final FFR and Progress Report, (2) if funds were subgranted, complete a similar closeout process with all subgrantees and (3) provide a letter from the Chief State Election Office certifying specific closeout actions are complete.

1. **Submit the Final FFR and Progress Report.** Once you have expended all funds under the grant and completed all accounting reconciliation, contact EAC at HAVAFunding@eac.gov and request a Final FFR be set up in the Payment Management System. 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.
2. **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.
3. **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: [Optional Closeout Certification Template](#)

There are also sample certification letters on the EAC website.

- d. Equipment:** 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.

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 about the process, send your questions to Grants@eac.gov.