

# Help America Vote Act (HAVA) CARES Act Grant Close-out Instructions



# HAVA CARES Expenditure Reminders

- Period in which grant payable expenditures can be incurred:  
3/28/2020 – 11/30/2020
- Expenditures must be:
  - In response to the pandemics impact on federal elections
  - Outside of the county budget
  - Consistent with the terms and conditions of the grant and applicable federal and state law

# Expenditure Eligibility

- Allowable
  - Again, must be consistent with federal and state law as well as terms and conditions of the grant
- Allocable
  - Must be used exclusively for eligible activity under the grant or prorated
- Reasonable and Necessary
  - Must be documented and justifiable

# Documentation

- Eligibility
  - Document the need/ justification
- Allocability
  - Document the amount (%) applicable to the grant
- Paper Trail
  - Retain records, e.g., procurement, invoices, payment, etc.
- Inventory
  - Inventory capital expenditures and higher risk items

# Interest and Program Income

- Interest DOES NOT EQUAL Program Income
- Interest is earned on the grant funds while in the bank account
- Up to \$500 may be retained for administrative costs, CFR §200.305
- Program income is earned as a result of grant-funded activity (e.g., election service contracts)
- Only net program income earned during the grant period needs to be reported
- Net PI = Earned Revenue – Costs Incurred to Earn the Revenue  
E.g., Contract Amount Collected = \$1000, Cost to Provide the Service = \$900, Net Program Income = \$100
- Program income may be expended on activities consistent with the grant

# HAVA CARES Act Close-out Process

- Counties will need to close-out sub-grant with SOS
  - ❑ Counties (the single point of contact) will use the same system used to report expenditures to close-out the grant
  - ❑ If further adjustments need to be made to the final expenditures, contact the Election Funds Management team
  - ❑ The system will calculate funds due back to the state
  - ❑ For counties that used 2020 Chapter 19 funds to meet the match requirement and did not expend all of it, the balance will be returned to the county's 2020 Chapter 19 balance once funds are returned to SOS

# HAVA CARES Act Close-out - Equipment

- The following will need to be indicated for equipment:
  - The county did not purchase any equipment with a current per unit market value over \$5,000
  - OR -
  - The county will continue to use the equipment for HAVA purposes
  - The equipment will be used for other federally funded programs
  - The county will not continue to use the equipment for HAVA or other federal purposes and request disposition guidance
  - The equipment has been disposed of in accordance with state laws and procedures

# HAVA CARES Act Close-out - Supplies

- The following will need to be indicated for supplies:
  - The county does not have any unused supplies with an aggregate current value over \$5,000
  - OR -
  - The county will continue to use the supplies for HAVA purposes - a list of the unused supplies will need to be attached
  - The county will transfer the supplies to another non-federal entity for use by another federally funded program - a list of the unused supplies will need to be attached
  - The county has unused supplies and request permission to transfer the supplies to (supply the name of the entity) - a list of the unused supplies will need to be attached



# HAVA CARES Act Close-out - Reminders

- Retain all records for a period of three years after SOS submission of the final expenditure report to the federal government
- For equipment purchases, property records must be maintained that include a description of the property
  - ❑ Serial number or other identification number, the source of funding for the property, who holds title, the acquisition date, cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property
- The grant requirements, including the two listed above, are outlined in [Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(2 C.F.R. § 200\)](#)

# Contact Election Funds Management



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