

**From:** Zavoras, Catherine <cZavoras@aging.sc.gov>  
**To:** Kester, Tony <kester@aging.sc.gov>  
**Date:** 10/28/2014 11:55:06 AM  
**Subject:** FW: Close out documents 90DR0005

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AoA needs a document and funds from the MALS grant de-obligated. I didn't think we had any funds left.... They want a form 425???

The email cc'd Ruchelle. Is this the form that Brad used to file?

Catherine S. Zavoras  
State Legal Services Developer  
South Carolina Lieutenant Governor's Office on Aging  
Office of the State Long Term Care Ombudsman  
1301 Gervais Street, Suite 350  
Columbia, SC 29201  
Phone 803-734-9983, Fax 803-734-9988  
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**From:** Molina, Karen (ACL/CMB) [mailto:Karen.Molina@acl.hhs.gov]  
**Sent:** Tuesday, October 28, 2014 10:43 AM  
**To:** Zavoras, Catherine  
**Cc:** Ellison, Ruchelle  
**Subject:** FW: Close out documents 90DR0005

Hi Cat,

Please see highlighted email below.

Is Tony back?

Thanks,  
Karen

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**From:** Molina, Karen (ACL/CMB)  
**Sent:** Monday, October 27, 2014 3:03 PM  
**To:** 'Ellison, Ruchelle'; Zavoras, Catherine  
**Cc:** Kester, Tony  
**Subject:** RE: Close out documents 90DR0005

Hi Ruchelle,  
Thank you.

We still need the cumulative 425. Do you know if funds will be de-obligated?

Thank you,  
Karen

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**From:** Ellison, Ruchelle [mailto:rellison@aging.sc.gov]  
**Sent:** Monday, October 27, 2014 10:51 AM

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**To:** Molina, Karen (ACL/CMB); Zavoras, Catherine  
**Cc:** Kester, Tony  
**Subject:** RE: Close out documents  
**Importance:** High

Ms. Molina,

The Property Inventory and Disposition Statement has been uploaded in Grant Solutions.

Please let us know if you need additional information regarding this grant closeout.

Thanks,

Ruchelle Ellison  
Fiscal Manager  
South Carolina Lieutenant Governor's Office on Aging  
1301 Gervais Street, Suite 350  
Columbia, SC 29201  
Phone 803-734-9883 Fax 803-9886  
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**From:** Molina, Karen (ACL/CMB) [<mailto:Karen.Molina@acl.hhs.gov>]  
**Sent:** Friday, October 24, 2014 12:26 PM  
**To:** Zavoras, Catherine  
**Cc:** Ellison, Ruchelle  
**Subject:** RE: Close out documents

Hi Cat,

Any updates on this request?

Thank you,  
Karen

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**From:** Zavoras, Catherine [<mailto:cZavoras@aging.sc.gov>]  
**Sent:** Wednesday, October 22, 2014 11:07 AM  
**To:** Molina, Karen (ACL/CMB)  
**Cc:** Ellison, Ruchelle  
**Subject:** RE: Close out documents

Can't get it done by then...Director has to sign and he is out of the office until tomorrow. Ruchelle Ellison, our Finance Manager, already came by to see me and she will address with him tomorrow. She has access to the grant system, so as long as she can access the Model Approaches Grant, we should be able to do it asap. Getting it done tomorrow is our goal. If we have any problem accessing the grant, will let you know.

I am including Ruchelle on the email to keep her in the loop.  
Thanks again, Karen.

Best regards,  
Cat

Catherine S. Zavoras  
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**From:** Molina, Karen (ACL/CMB) [<mailto:Karen.Molina@acl.hhs.gov>]  
**Sent:** Wednesday, October 22, 2014 8:54 AM  
**To:** Zavoras, Catherine  
**Subject:** RE: Close out documents

Thanks Cat! If we could get this resolved by COB today, it would be great!!! Thank you.

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**From:** Zavoras, Catherine [<mailto:cZavoras@aging.sc.gov>]  
**Sent:** Wednesday, October 22, 2014 8:44 AM  
**To:** Molina, Karen (ACL/CMB)  
**Subject:** RE: Close out documents

Hi Karen.

Thanks!

You sent this to me back in April and I sent it forward to our Director/finance folks. I have just forwarded all of this to them as well as my correspondence from 4/15/14. I will follow up and get this resolved. Thanks so much.

Cat

Catherine S. Zavoras  
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**From:** Molina, Karen (ACL/CMB) [<mailto:Karen.Molina@acl.hhs.gov>]  
**Sent:** Tuesday, October 21, 2014 3:39 PM  
**To:** Zavoras, Catherine; Kester, Tony; Ellison, Ruchelle  
**Cc:** Soroka, Valerie B. (ACL/AOA)  
**Subject:** Close out documents  
**Importance:** High

Hi Cat,

I hope you are doing well. I want to follow up on this closeout action I started at the beginning of the year.

This grant closed on 8/31/13 and we are in the process of closing it in the system. In order to close this grant we need a copy of the cumulative final 425 and a signed copy of the property disposition form.

Are you the correct person to provide me with this information? If not please let me know who is so I can reach out to them for these documents.

Thank you,  
Karen