

Sample Certification Letters
Send on State Office Letter

Sample #1: Equipment will be used for HAVA purposes and the state had subgrantees

Kinza Ghaznavi, Grants Manager
U.S. Election Assistance Commission
633 3rd St., NW Suite 200
Washington, DC 20001

Dear Ms. Ghaznavi:

The purpose of this letter is to request that New State's 251 grant, NS11RP01, be closed by the Election Assistance Commission and to provide the following certifications:

I certify that equipment purchased with HAVA funds will continue to be used by the agency for HAVA purposes. Attached is the required inventory of equipment purchased with grant funds with a current per unit fair market value over \$5,000.

I certify that the state does not have any unused supplies with an aggregate current value over \$5,000.

I certify that the state has completed the closeout process, accomplished all program and financial requirements, and reconciled all funding with respect to subgrantees supported under the grant, including review of subgrantee inventories.

If you have any questions about this closeout, please contact John Smith at jsmith@NS.sos.gov.

Sincerely,

Amanda Swift
Secretary of State

Sample #2: Equipment will be used for HAVA purpose and the state has no subgrantees

Kinza Ghaznavi, Grants Manager
U.S. Election Assistance Commission
633 3rd St., NW Suite 200
Washington, DC 20001

Dear Ms. Ghaznavi:

The purpose of this letter is to request that New State's 251 grant, NS11RP01, be closed by the Election Assistance Commission and to provide the following certifications:

I certify that equipment purchased with HAVA funds will continue to be used by the agency for HAVA purposes. Attached is the required inventory of equipment purchased with grant funds with a current per unit fair market value over \$5,000.

I certify that the state does not have any unused supplies with an aggregate current value over \$5,000.

If you have any questions about this closeout, please contact John Smith at jsmith@NS.sos.gov.

Sincerely,

Amanda Swift
Secretary of State

Sample #3: Equipment will be used for HAVA purposes, the state has unused supplies over \$5,000 and the state has subgrantees

Kinza Ghaznavi, Grants Manager
U.S. Election Assistance Commission
633 3rd St., NW Suite 200
Washington, DC 20001

Dear Ms. Ghaznavi:

The purpose of this letter is to request that New State's 251 grant, NS11RP01, be closed by the Election Assistance Commission and to provide the following certifications:

I certify that equipment purchased with HAVA funds will continue to be used by the agency for HAVA purposes. Attached is the required inventory of equipment purchased with grant funds with a current per unit fair market value over \$5,000.

I certify that the state has unused supplies with an aggregate current value over \$5,000 and we transferred those supplies to the CARES Act program operated by the New State Department of Health. An inventory list of the supplies is attached.

I certify that the state has completed the closeout process, accomplished all program and financial requirements, and reconciled all funding with respect to subgrantees supported under the grant, including review of subgrantee inventories.

If you have any questions about this closeout, please contact John Smith at jsmith@NS.sos.gov.

Sincerely,

Amanda Swift
Secretary of State