

**Template for State Certification for Closeout**  
***Send on State Office Letter***

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

Dear Ms. Ghaznavi:

The purpose of this letter is to request that the state's *[specify grant name as Section 101/Section 251/Election Security or CARES]* grant #[number], be closed by the Election Assistance Commission and to provide the following certifications:

*If you did not purchase any equipment, include this:* I certify that the state did not purchase any equipment with grant funds.

*If you purchased equipment, certify:* I have attached the required inventory of equipment purchased with grant funds with a current per unit fair market value over \$5,000 and certify that equipment purchased with HAVA funds *[specify one of the following]*:

- will continue to be used by the agency for HAVA purposes
- will be used for other federally funded programs
- will not continue to be used for HAVA or other federal purposes and request disposition guidance from EAC
- has been disposed of in accordance with state laws and procedures

I certify that the state *[specify one of the following]*:

- does not have any unused supplies with an aggregate current value over \$5,000
- has unused supplies with an aggregate current value over \$5,000 and will continue to use the supplies for HAVA purposes. A list of the unused supplies is attached.
- has unused supplies with an aggregate current value over \$5,000 and will transfer them to another non-federal entity for use by another federally funded program. A list of the unused supplies is attached.
- has unused supplies with an aggregate current value over \$5,000 and request permission to transfer the supplies to (name of organization). A list of the unused supplies is attached.

*Include this section only if the state subgranted funds:* 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 *[name of person in the state with knowledge of the request]* at *[phone number]* or *[email]*.

Sincerely,

[Chief State Election Official]  
[Title]