

Template for State Certification for Closeout

Send on State Letterhead

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 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:

Equipment certification:

I certify that the state [mark one of the following]:

did not purchase any equipment with grant funds.

purchased equipment with HAVA funds but the current per unit fair market value is under \$5,000 (including subawards).

purchased equipment with HAVA funds and the required inventory with a current per unit fair market value over \$5,000 is attached (subaward inventories need not be attached). I certify the equipment with a fair market value over \$5,000 will:

continue to be used by the agency for HAVA purposes.

be used for other federally funded programs (specify which federal program if not HAVA)

not continue to be used for HAVA or other federal purposes and request disposition guidance from EAC.

Supply certification:

I certify that the state [mark 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 (subaward supply lists need not be attached).

has unused supplies with an aggregate current value over \$5,000 and will transfer them for use by another federally funded program. The program to which supplies are being transferred is: _____.

has unused supplies with an aggregate current value over \$5,000 and request permission to transfer the supplies to (name of organization).

Subaward certification:

I certify that the state [mark one of the following]:

did not make any subawards.

made subawards and completed the closeout process for each subaward, including verifying all programmatic and financial requirements were accomplished, funds reconciled, and any equipment and supply purchases inventoried, reviewed and their usage documented or disposed of based on EAC guidance and requirements under 2 CFR 200.

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 or Designee]

[Title]