**Template for State Requests for 2020 CARES Funds**

**Submit on Agency Letterhead to** [**CARESFunding@eac.gov**](mailto:CARESFunding@eac.gov)

**Areas in brackets in the letter are for state input**

Mona Harrington, Acting Executive Director

U.S. Election Assistance Commission

1335 East-West Highway, Suite 4300

Silver Spring, MD 20910

Dear Ms. Harrington:

The purpose of this letter is to certify that the state of [*Name*] will use the funds provided under the Notice of Grant Award, Agreement # [*Number*], for activities consistent with the laws described in Section 906 of HAVA and will not use the funds in a manner that is inconsistent with the requirements of Title III of HAVA.

We further certify that we have reviewed and accept the terms of the award as specified in the Notice of Grant Award. Our UEI number (formerly DUNS) is [*UEI number]* and the signed Certifications are enclosed.

We are requesting [*$ amount*]. We will use the funds to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle. To address the effects of the coronavirus on the election we…..

*[Include here a brief description of the needs and challenges the state faces related to the coronavirus effects on the 2020 elections.*  *Include information about any costs already incurred and briefly describe the major areas on which you expect to expend the funds in the coming months, including how you will support local election jurisdictions. It does not have to be more than a paragraph or two.]*

If you have any questions about this request, please contact [name of person in the state with knowledge of the request] at [*phone number*] or [*email*].

Sincerely,

[*Chief Election Official Name*]

[Title]

Cc.

Kinza Ghaznavi, Grants Manager