**State Certification Letter Template**

[Please provide state certification on official letterhead]

Brianna Schletz, Executive Director

U.S. Election Assistance Commission

633 3rd Street, NW, Suite 200

Washington, DC 20001

Dear Ms. Schletz:

The purpose of this letter is to request [$ amount] of the State of [Name]’s Help America Vote Act (HAVA) Election Security allocation.

The State of [Name] will use the funds provided under the HAVA Election Security grant program, 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 Fiscal Year 2024 Election Security Award Packet and Instructions. The terms and conditions have been accepted and signed. We will complete and submit the program narrative and combined budget worksheet by May 6, 2024 as required.

Our UEI number (formerly DUNS) is [UEI number]. If you have any questions about this submission, please contact [Name] at [phone number] or [email].

Sincerely,

[Chief Election Official Name]

[Title]

CC.

Risa Garza, Grants Director, [grants@eac.gov](mailto:grants@eac.gov)