

Grants to Improve the Criminal Justice Response Program

Certification of Eligibility Letters

Samples & Instructions

Instructions:

- All applicants must submit **three** “Certification of Eligibility” letters, unless the applicant is a court, in which case, the applicant must submit **one** “Certification of Eligibility” letter.
- Each letter must be submitted on the letterhead of the governmental agency (state, tribe, or unit of local government, or court) appropriate to the service area.
- The Chief Executive Officer of the governmental agency **must** sign each letter.
 - “Chief Executive Officer” means the highest official of a state, tribe, local jurisdictions, or court.
 - Examples of Chief Executive Officers: Governor for a state applicant; Mayor or County Executive for a unit of local government; or Tribal Chairperson for a tribal government applicant.
 - Other government officials such as the District Attorney or Attorney General are **not** considered the Chief Executive Officer.
- Victim service providers or state coalition applicants **cannot** submit letters from a court, nor can they submit the letters on their own letterhead. Victim service provider or state coalition letters must be from their respective state, tribe, or unit of local government partner on government agency letterhead with the “Chief Executive Officer’s” signature.
- Applicants must ensure that all language in the letter accurately reflects what is required in the solicitation, and is consistent with the laws, policies, or practice of the governmental entity.
- Use of the template letters is highly encouraged, but applicants must ensure accuracy.

ICJR Certifications of Eligibility (COE) Template Guide

1) **For States, Indian Tribal Governments, or Units of Local Government:**

- All **three (3)** COE letters are required. Samples of each are available below.
- When writing the letters, applicants should choose the sample based upon whether their jurisdiction:
 - A) is currently in compliance, or
 - B) will come into compliance.
- Each letter must be submitted on the letterhead of the governmental agency (state, tribe, or unit of local government)

2) **For Victim Service Providers or DV/SA State Coalitions:**

- All 3 COE letters are required. Samples of each are available below.
- *The letter must be completed and signed by the state, Indian tribal government, or unit local government partner.*
- Applicants should choose the sample based upon whether their jurisdiction:
 - A) is currently in compliance, or
 - B) will come into compliance.

3) **For State courts, Local courts, or Juvenile Courts:**

- Only **one (1)** COE letter is required. A sample is available below.
- Applicants should choose the sample based upon whether their jurisdiction:
 - A) is currently in compliance, or
 - B) will come into compliance.

SAMPLE PROSECUTION CERTIFICATION OF ELIGIBILITY (COE #2 of 3)

For States, Indian Tribal Governments, or Unit of Local Governments

OR Victim Service Providers or Domestic Violence or Sexual Assault State Coalitions

CURRENTLY IN COMPLIANCE

[Government Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.121
Washington, DC 20530

Re: Grants to Improve the Criminal Justice Response Program Certification of Eligibility

Dear Director:

As Chief Executive Officer of **[state, tribe, or jurisdiction name]**, I certify that **[jurisdiction]** is currently and fully in compliance with 34 U.S.C. 10461(c)(1)(F) and that the laws, policies, and practices of **[the jurisdiction]** ensure that prosecutor's' offices engage in planning, developing, and implementing:

- a. training developed by experts in the field regarding victim-centered approaches in domestic violence, sexual assault, dating violence, and stalking cases;
- b. policies that support a victim-centered approach, informed by such training; and
- c. a protocol outlining alternative practices and procedures for material witness petitions and bench warrants, consistent with best practices, that shall be exhausted before employing material witness petitions and bench warrants to obtain victim-witness testimony in the investigation, prosecution, and trial of a crime related to domestic violence, sexual assault, dating violence, and stalking of the victim in order to prevent further victimization and trauma to the victim.

Sincerely,

Name
Title [Chief Executive Officer]

SAMPLE PROSECUTION CERTIFICATION OF ELIGIBILITY (COE #2 of 3)

For States, Indian Tribal Governments, or Unit of Local Governments

OR Victim Service Providers or Domestic Violence or Sexual Assault State Coalitions

WILL COME INTO COMPLIANCE

[Government Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.121
Washington, DC 20530

Re: Grants to Improve the Criminal Justice Response Program Certification of Eligibility

Dear Director:

As Chief Executive Officer of **[state, tribe, or jurisdiction name]**, I submit this letter to certify that **[state, tribe, or jurisdiction name]** will come into compliance with the following, no later than three (3) years after the date on which the applicant receives its first ICJR Program award after March 15, 2022, that the laws, policies, and practices of **[the jurisdiction]** will ensure that prosecutor's offices engage in planning, developing, and implementing:

- a. training developed by experts in the field regarding victim-centered approaches in domestic violence, sexual assault, dating violence, and stalking cases;
- b. policies that support a victim-centered approach, informed by such training; and
- c. a protocol outlining alternative practices and procedures for material witness petitions and bench warrants, consistent with best practices, that shall be exhausted before employing material witness petitions and bench warrants to obtain victim-witness testimony in the investigation, prosecution, and trial of a crime related to domestic violence, sexual assault, dating violence, and stalking of the victim in order to prevent further victimization and trauma to the victim.

Sincerely,

Name
Title [Chief Executive Officer]