

SAMPLE

[Applicant Letterhead]

[date]

Director
Office on Violence Against Women
145 N St., NE
Washington, DC 20530

[**Applicant**] certifies that any funds awarded through the [**name of program**] will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization. The [**name of applicant**] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official