

## 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 MINOR CERTIFICATION OF ELIGIBILITY (#3 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 the laws, policies, and practices of **[state, tribe, or jurisdiction name]** prohibit the prosecution of a minor under the age of 18 with respect to prostitution.

Sincerely,

**Name**

**Title [Chief Executive Officer]**

**SAMPLE MINOR CERTIFICATION OF ELIGIBILITY (#3 of 3)**

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

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

**A) WILL COME 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 submit this letter to certify that **[state, tribe, or jurisdiction name]** will come into compliance with the following by the end of the next legislative session, which will take place between **[beginning to end date of the legislative session]**:

- a. the laws, policies, and practices of **[the jurisdiction]** prohibit the prosecution of a minor under the age of 18 with respect to prostitution.

Sincerely,

**Name**

**Title [Chief Executive Officer]**