

National Resource Center on Cybercrimes Against Individuals Program

Certifications and Assurance

Sample Letter and Instructions

Instructions

- A “Certification and Assurance” letter is required of all applicants.
- A “Certification and Assurance” letter must be submitted on the letterhead of the applicant.
- The Authorized Representative of the applicant must sign the letter.
- The “Authorized Representative” must have the authority to apply for and accept grant awards on behalf of the organization.
- Applicants must ensure that all language in the letter accurately reflects what is required in the solicitation.
- Use of the sample template letter is highly encouraged to the extent possible, assuming that it is true for the applicant.

**Sample Certifications and Assurance Letter for Nonprofit Private Organizations
Applying for National Resource Center on Cybercrimes Against Individuals
Program**

[Organization Letterhead]

[Date]

Director

Office on Violence Against Women

145 N Street, NE Suite 10 W.121

Washington, DC 20530

*Re: The National Resource Center on Cybercrimes Against Individuals
Program Certifications and Assurance*

Dear Director:

As the Authorized Representative of [enter nonprofit organization name], I submit this letter to certify and provide assurance to the following requirements under 34 U.S.C. § 30108(c)(2) for an application submitted under the National Resource Center on Cybercrimes Against Individuals Program.

I certify that:

- the programs funded by the grant will meet all the requirements of 34 U.S.C. § 30108;
- all the information contained in the application is correct;
- the applicant will comply with all provisions of section 34 U.S.C. § 30108 and all other applicable Federal laws.

I assure that:

- for each fiscal year covered by the application, the applicant will maintain and report such data, records, and information (programmatic and financial) as the Office on Violence Against Women may reasonably require.

Sincerely,

Name

[Authorized Representative]