

**The Local Law Enforcement Grants for Enforcement of Cybercrimes Program
Certifications and Assurances
Sample Letter and Instructions**

Instructions

- A “Certifications and Assurances” letter is required of all applicants.
- A “Certifications and Assurances” letter must be submitted on the letterhead of the applicant (State, Indian tribe, or unit of local government).
- The Chief Executive Officer of the applicant must sign the letter.
- “Chief Executive Officer” means the highest official of a State, Indian Tribe, unit of local government. Examples: Governor for a state applicant; Tribal Chairman for a tribal government applicant; or Mayor or County Executive for a unit of local government applicant. Other government officials such as the District Attorney or Attorney General are not considered the Chief Executive Officer.
- Applicants must ensure that all language in the letter accurately reflects what is required in the solicitation and is with the laws, policies, or practices of the applicant jurisdiction.
- Use of the sample template letter is highly encouraged to the extent possible for the applicant jurisdiction.

**Sample Certification and Assurances Letter for STATES, INDIAN TRIBES, and
UNITS of LOCAL GOVERNMENT Applying to the Cybercrimes Enforcement
Program**

[Government Letterhead]

[Date]

Director

Office on Violence Against Women

United States Department of Justice

145 N Street, NE Suite 10 W.121

Washington, DC 20530

*Re: The Local Law Enforcement Grants for Enforcement of Cybercrimes
Program Certification and Assurances*

Dear OVW Director:

As Chief Executive Officer of [enter state, tribe, or jurisdiction name], I submit this letter to certify and provide assurances to the following requirements under 34 U.S.C. § 30107(c) for an application submitted under the Local Law Enforcement Grants for Enforcement of Cybercrimes Program.

I certify that:

- Federal funds made available under the Local Law Enforcement Grants for Enforcement of Cybercrimes Program will not be used to supplant State, Tribal, or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities;
- the programs to be funded by the grant meet all the requirements of 34 U.S.C. § 30107;
- all the information contained in the application is correct;
- there has been appropriate coordination with affected agencies;
- the [State, Tribe, or unit of local government] will comply with all provisions of 34 U.S.C. § 30107 and all other applicable Federal laws;

- the [State, Tribe, or in the case of a unit of local government, the State in which the unit of local government is located,] has in effect criminal laws which prohibit cybercrimes against individuals;
- any equipment described in purpose area 34 U.S.C. § 30107(d)(8) purchased using grant funds awarded under the Local Law Enforcement Grants for Enforcement of Cybercrimes Program will be used primarily for investigations and forensic analysis of evidence in matters involving cybercrimes against individuals.

I assure that:

- not later than 30 days before the application (or any amendment to the application) was submitted, the application (or amendment) was submitted for review to the governing body of the [State, Tribe, or unit of local government] (or to an organization designated by that governing body);
- before the application (or any amendment to the application) was submitted, the application (or amendment) was made public and an opportunity to comment on the application (or amendment) was provided to citizens, to neighborhood or community-based organizations, and to victim service providers, *to the extent applicable law or established procedure makes such an opportunity available*;
- for each fiscal year covered by an application, the [State, Tribe, or unit of local government] shall maintain and report such data, records, and information (programmatic and financial) as the Office on Violence Against Women may reasonably require.

Sincerely,

Name

Title [Chief Executive Officer]