

## [Applicant Letterhead]

# Sample Partnership Certification Letter and Instructions

### Instructions

- Applicants addressing one or more statutory considerations for the Sexual Assault Forensic Exam (SAFE) Hiring and Training Program must certify that they will coordinate with a rape crisis center or State or Territorial sexual assault coalition to facilitate sexual assault advocacy services to support sexual assault survivors, as part of their project.
- The certification must take form of a letter, on letterhead, signed, and dated by the authorized representative. The letter must be uploaded as a separate attachment under the Additional Components section in JustGrants. Failure to provide the certification letter will not disqualify an application, however the application will not be given special consideration.
- In the letter, applicants must identify the statutory consideration being addressed and the name of the partnering rape crisis center or State or Territorial sexual assault coalition.
  - **Note:** Applications from rape crisis centers or State or Territorial sexual assault coalitions may include a Memorandum of Exemption (MOE) in lieu of a Partnership Certification Letter (see the Memorandum of Exemption section of the Notice of Funding Opportunity). If an MOE is submitted in lieu of a Partnership Certification Letter, and the applicant does not meet the criteria to submit an MOE, the application will not receive special consideration.
- Use of the sample template letter is highly encouraged.

## [Applicant Letterhead]

### Sample Partnership Certification Letter

[Date]

Director

Office on Violence Against Women

145 N Street, NE Suite 10 W.

Washington, DC 20530

Dear Director:

This letter serves to certify that [Applicant Name] proposes to address one or more statutory considerations for the Sexual Assault Forensic Exam (SAFE) Hiring and Training Program and, in fulfillment of the statutory requirement described in 34 U.S.C. § 40723(b)(2), will coordinate with a rape crisis center<sup>1</sup> or the State or Territorial sexual assault coalition<sup>2</sup> to facilitate sexual assault advocacy to support victims served by the project.

Specifically, the [Applicant Name] will address the following statutory considerations:

- ☐ Establish qualified SANE training programs in localities with a high volume of forensic trauma cases, including adult and child sexual assault, domestic violence, elder abuse, sex trafficking, and strangulation cases
- ☐ Increase the local and regional availability of full and part time sexual assault nurse examiners in a rural area, Tribal area, an area with a health professional shortage, or for an underserved population, including efforts to provide culturally competent services
- ☐ Establish or sustain sexual assault mobile teams or units or otherwise enhance SANE and SAFE access through telehealth

[Applicant Name] certifies a partnership with [Rape Crisis Center or State or Territorial Sexual Assault Coalition Name].

Sincerely,

[Signature: Applicant Authorized Representative]

<sup>1</sup> The term "rape crisis center" means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a State other than a Territory that provides intervention and related assistance, as specified in section 12511(b)(2)(C) of this title, to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services (34 U.S.C. § 12291(a)(30)).

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<sup>2</sup> The term “State sexual assault coalition” means a program determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. 280b et seq.) (34 U.S.C. § 12291(a)(39)).