

## Required Certifications by Application Type

***This chart identifies which statutory applicant requirements are needed for each type of project.*** “Letter” indicates that an applicant must provide a letter with its application to certify the requirement. “Narrative” indicates that the applicant must address the requirement in the Project Narrative. Questions about applicant requirements should be sent to [OVW.JFF@usdoj.gov](mailto:OVW.JFF@usdoj.gov).

	Purpose Area					
	1	3	4	5	6	8
Certify that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where sexual assault, domestic violence, dating violence, and stalking is alleged.	Letter	Letter	Letter	Letter	Letter	Letter
Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW), if the applicant proposes to operate supervised visitation programs and services or safe visitation exchange.	Letter & Narrative					
Certify that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the sexual assault, domestic violence, dating violence, and stalking.			Letter	Letter		
Certifies that any person providing custody evaluation or guardian ad litem services through a program funded under this program has completed or will complete training developed with input from and in collaboration with a tribal, state, territorial, or local sexual assault, domestic violence, dating violence, and stalking victim service provider or coalition on the dynamics of domestic violence and sexual assault, including child sexual abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation.				Letter, if applicable		
Delivery of Legal Assistance certification.					Letter	
Demonstrate expertise in the areas of sexual assault, domestic violence, dating violence, and stalking, or child sexual abuse, as appropriate.	Narrative	Narrative	Narrative	Narrative	Narrative	Narrative

**Sample Certification Letter of Eligibility  
(Required of All Applicants)**

**[Applicant Letterhead]**

[Date]

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.100  
Washington, DC 20530

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Ensure that the organizational policies of the applicant do not require mediation or counseling involving offenders and victims being physically present in the same place, in cases where sexual assault, domestic violence, dating violence, or stalking is alleged.

Sincerely,

**[Authorized Representative]**

**Sample Certification Letter for Applicants Proposing Activities under  
Purpose Area 1 to Provide Supervised Visitation and Safe Exchange  
Services**

**[Applicant Letterhead]**

[Date]

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.100  
Washington, DC 20530

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Demonstrate that adequate security measures, including adequate facilities, procedures, and personnel capable of preventing violence, and adequate standards are, or will be, in place (including the development of protocols or policies to ensure that confidential information is not shared with courts, law enforcement agencies, or child welfare agencies unless necessary to ensure the safety of any child or adult using the services of a program funded by OVW), if the applicant proposes to operate supervised visitation programs and services or safe visitation exchange.

Sincerely,

**[Authorized Representative]**

**Sample Certification Letter for Applicants Proposing Activities under  
Purpose Area 4 and/or 5 for Court-based Programs Regarding Filing  
and Other Fees**

**[Applicant Letterhead]**

[Date]

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.100  
Washington, DC 20530

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Ensure that victims of domestic violence, dating violence, sexual assault, or stalking are not charged fees or any other costs related to the filing, petitioning, modifying, issuance, registration, enforcement, withdrawal, or dismissal of matters relating to the sexual assault, domestic violence, dating violence, or stalking.

Sincerely,

**[Authorized Representative]**

**Sample Certification Letter for Applicants Proposing Activities under  
Purpose Area 5 to Use OVW Grant Funds to Support Custody  
Evaluation and/or Guardian ad Litem (GAL) Services**



**[Applicant Letterhead]**

[Date]

Director  
Office on Violence Against Women  
145 N Street, NE  
Suite 10 W.100  
Washington, DC 20530

Dear Director:

This letter serves to certify that, in fulfillment of the statutory applicant requirement, [Applicant] will:

Ensure that any person providing custody evaluation or guardian ad litem services through a program funded under this program has completed or will complete training developed with input from and in collaboration with a tribal, state, territorial, or local sexual assault, domestic violence, dating violence, and stalking victim service provider or coalition on the dynamics of domestic violence and sexual assault, including child sexual abuse, that includes training on how to review evidence of past abuse and the use of evidenced-based theories to make recommendations on custody and visitation.

Sincerely,

**[Authorized Representative]**

## **Sample Delivery of Legal Assistance Certification Letter**

## Sample Delivery of Legal Assistance Certification Letter

### [Applicant Letterhead] [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]** is in compliance with the following statutory requirements:

- (1) Any person providing legal assistance through a program funded under the **[insert program name]** Program
  - (A) (i) is a licensed attorney or is working under the direct supervision of a licensed attorney; (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative; (iii) in Veterans' Administration claims, is an accredited representative; or (iv) is a person who functions as an attorney or lay advocate in Tribal court; and
  - (B) (i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); and  
(II) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.
- (2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, local, or culturally specific domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials.
- (3) Any person or organization providing legal assistance through a program funded under the [program name] Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work.
- (4) The applicant's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, stalking, or child sexual abuse is an issue.
- (5) Any person providing legal assistance through a program funded under the Justice for Families Program has completed or will complete training on domestic violence, dating violence, sexual assault, and stalking, including child sexual abuse, and related legal issues.

Sincerely,

**[Authorized Representative]**