

## Procedure for Securing a Letter of Support from the Department of Corrections for Grant Applications

The Wisconsin Department of Corrections (DOC) welcomes opportunities to collaborate with organizations committed to working toward the successful crime prevention efforts and reentry of persons in our care, as well as the smooth reentry of those individuals back into their communities. As such, we encourage organizations and agencies throughout Wisconsin to take advantage of grant opportunities when those opportunities present themselves. The DOC is often asked to provide letters of support for organizations applying for grant funding. Our department does not issue blanket or general letters of support but rather seeks to work collaboratively with agencies on applications, particularly when organizations are seeking access to our facilities and/or are specifically targeting persons in our care in state prison or juvenile and adults on community supervision. We are interested in providing meaningful support letters which provide details of how we understand the proposed project and what specific commitments we are making should the project be funded. **Please note, a letter of support will be the only document that DOC will generate for grant applications and will not commit to other legally binding documents such as a Memorandum of Understanding (MOU) or letter of commitment. Such documents may be drafted after the grant award.**

The following guidelines are to be followed when requesting a letter of support from DOC to submit with a grant application:

- Submit all materials to the DOC Contact **at least four weeks** from the application deadline to provide time for feedback, edits, and review by DOC's Reentry Executive Team (RET) and DOC's Office of Legal Counsel.
- Materials should include the following:
  - Grant announcement and/or solicitation;
  - Brief, written project description (abstract) communicating the problem you are seeking to solve and the strategy you are proposing to use in solving it;
  - Specific information related to target population and inclusion criteria, as well as any specific data you may need for both the application and approved strategy;
  - Specific information on your expectations for DOC including resources, data, access to facilities, etc. and timeframe in which you expect to require our services;
  - Draft letter of support outlining the above parameters;
  - Contact information for your organization to relay questions and feedback, as well as the name, address, phone number, and e-mail for your organization. Also, please provide a brief description of your agency and the services you provide.
- Schedule a short discussion with institution and/or regional leadership, to which your agency will provide services under the grant. Approval must be given in writing prior to review by RET.
  - A list of institutions may be found here:  
<https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/AdultFacilities.aspx>
  - A list of regions may be found here:  
<https://doc.wi.gov/Pages/AboutDOC/CommunityCorrections/ProbationParoleOfficesList.aspx>
- In drafting your grant application, data dashboards are available on our website outlining a number of factors including prison admissions, point-in-time populations, prison releases, holds and short-term sanctions, and recidivism. Available here: <https://doc.wi.gov/Pages/DataResearch/InteractiveDashboards.aspx>.
- Requests for waivers may be considered on a case-by-case basis.

**Requests and materials should be submitted via e-mail to the DOC Contact listed below:**

**Silvia Jackson, Ph.D., Reentry Director**

[Silvia.Jackson@Wisconsin.gov](mailto:Silvia.Jackson@Wisconsin.gov)

The Reentry Director will coordinate with the Reentry Executive Team members to determine whether a DOC letter of support will be generated. RET members are the Reentry Director, Assistant Deputy Secretary, the four Division Administrators or designee (DAI, DCC, DJC, DMS), Office of Victim Services Director, Reentry Project Manager, Research and Policy Director, and the Evidence-Based Program Manager.