

DOC Guidelines for Grant Letters of Support

The Wisconsin Department of Corrections (DOC) welcomes opportunities to collaborate with organizations committed to crime prevention efforts, supports for persons in our care, and successful reentry of individuals back into communities. As such, we encourage organizations throughout Wisconsin to take advantage of grant opportunities that become available. The Department seeks to provide meaningful support letters which include details of the proposed project and general commitments should the project be funded. This detail is essential, particularly when seeking access to DOC facilities and/or providing services to clients in facilities or on community supervision.

The following guidelines are to be followed when requesting a **letter of support** from DOC:

- To ensure DOC support, please contact and/or schedule a short discussion with institution and/or regional leadership, to which your organization will provide services under the grant. Support should be received prior to submitting the request.
 - A list of institutions may be found [here](#).
 - A list of regions may be found [here](#).
- Submit all materials **at least two weeks** from the application deadline to DOCReentry@wisconsin.gov to allow time for questions, edits, and review by DOC's Reentry Executive Team (RET).
- Materials should include the following:
 - Grant announcement and/or solicitation.
 - Draft letter of support outlining the following and parameters:
 - ✓ Brief summary of the organization's grant project, inclusive of shared outcomes with DOC.
 - ✓ General commitments from DOC including resources, data, access to facilities, etc. and time frame in which you expect to require our supports. Note that all data commitments should state that the plan must be approved by the DOC Research and Review Committee prior to implementation.
 - 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.
 - Institution /or regional leadership contact or documentation of support
- In drafting your grant application, DOC's [publicly available data dashboards](#) outline a number of factors including facility admissions, point-in-time populations, releases, holds and short-term sanctions, and recidivism. Note that requests for data not available through the dashboards must be approved by the Research Review Committee. Please allow an additional two weeks to accommodate this process.

Please note that a letter of support is typically the only document that DOC will generate for grant applications. In rare cases, DOC may be able to provide a signed agreement of Memorandum of Understanding (MOU) depending on scope and impact of the proposed project. Should the solicitation require a contract or MOU for submissions, please allow an additional two weeks for DOC processing and/or review.

Requests and materials should be submitted to DOCReentry@wisconsin.gov.