



North Carolina
Department of Adult Correction

Letter of Support Protocol

Instructions

Please complete the entire form. The information requested in this form will allow the agency to evaluate your request for a letter of support. The form should be completed as a Word document and emailed to DAC_LetterofSupportProtocol@dac.nc.gov

Requests for letters of support must be submitted at least 30 days in advance of the date you need the letter.

Questions may be addressed by email or the postal address below:

*North Carolina Department of Adult Correction
Division of Strategy, Innovation, and Analysis
Letter of Support Protocol
5201 Mail Service Center
Raleigh, NC 27699-5201*

Proposed Program Overview

A1. Program Name: _____

A2. Program/Organization Mission Statement

A3. Is this a new or existing program?

A4. Program Contact:

Name _____

Title _____

Address _____

City/State _____

Phone _____

email _____

A5. In what setting will the program be delivered? *(double click on the check box and select "checked" if true)?*

Community non-residential setting

Community residential care/rehabilitation

Secure Prison Setting

Custody Level(s): _____

A6. What populations will the program serve? *(double click on the check box and select "checked" if true)*

Former offenders (not under supervision) Males Females

Probationers/Parolees/Post-Releasees Males Females

Inmates Males Females

Non-Offenders Males Females

What is the proposed length of the program, i.e., weeks, months, years? _____

A7. What are the specific enrollment criteria? _____

A8. Provide an overview of the program (250 words).

Role of the NC DAC in Your Request

- B1. Describe any assistance you require from the Department of Adult Correction to establish or continue the program (e.g., letters of support, client referrals, access to facilities, etc). *If you are seeking a letter of support from the agency you **must** complete the section on funding sources and sustainability.*

NC DAC Contact

- C1. List all NC DAC contacts with whom you have previously collaborated or whom you are currently working with in relation to your proposed program.

Organizational Experience

- D1. Describe the programs that your agency has developed in the past. Provide information on the name of the program(s), the length of time in operation, and the amount of time each program was in development before it began accepting clients.

- D2. How many years has your agency been in operation?
- D3. What is the target population for your existing programs?
- D4. In what setting(s) are your current programs delivered?

Program Development

- E1. Describe the process your organization used to establish need or demand for the program. Pay particular attention to describing any surveys or focus groups that were conducted.

Program Characteristics

- F1. What crime producing risk/needs factors will be targeted by program services, interventions, and/or therapy? *(add more rows if necessary)*
- a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____
 - i. _____

F2. Please describe the treatment methodology that will be provided or contracted by the program (e.g., classical conditioning, operant conditioning, social learning, self-efficacy, cognitive behavioral, boot camp, self-esteem building, psycho-educational, psychotherapy, case management, scared-straight).

F3. Please answer the following questions about your program:

a. Are manuals used that describe in detail the treatment and activities of participants? Yes No

(List any that are used, including those developed by the program).

1. _____
2. _____
3. _____
4. _____

F4. List all materials that will be used as a part of this program, i.e., curriculum, manuals, workbooks, handouts, webinars, guest speakers, etc.

Collaborative Partnerships

- G1. Describe the process that will be used to refer participants to services that are not available within the program.

- G2. Provide a detailed description of the existing partnerships / collaborative efforts in place to support this project (200 words).

Evaluation and Performance Measures

- H1. Describe how participant progress will be monitored and how overall program goals and outcomes will be tracked and measured. Include any outcome measures that have been developed. (150 words)

Sustainability

- I1. Provide a detailed sustainability plan for the project. Please include any current or future funding sources (150 words).

Funding Sources

- J1. Complete all applicable information about the source of program funding.

Application Deadline _____

Solicitation/Announcement/RPF Name _____

Funding Agency Name _____

Contact Person _____

Address 1 _____

Address 2 _____

City, State, Zip Code _____

Phone _____

Fax _____

email _____

- J2. Please provide a brief budget summary.

Personnel	\$
Equipment/Supplies	\$
Travel	\$
Contractual Services	\$
Other (explain)	\$
Other (explain)	\$
Total Budget	\$

Explanation (if necessary)