



TITLE	POLICY NUMBER	
Letter of Commitment Requests	DCS 14-04	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Correspondence	September 24, 2018	1

## **I. POLICY STATEMENT**

The Department of Child Safety (Department or DCS) lends its support to projects, grants, and other initiatives designed to improve child welfare. When the Department is approached by individuals or organizations engaged in endeavors for which DCS commitment is sought, such requests shall be thoroughly reviewed by the Office of Correspondence and/or the Research Review Committee.

The purpose of this policy is to formalize the process of accepting, considering, and disposing of requests for letters of commitment from external entities. The Department shall consider the potential benefit to DCS when determining whether to furnish a letter of commitment. All requests shall be considered solely on their merits without prejudice, partiality, or preferentialism.

Requests will be processed in a timely manner with attention to deadlines.

## **II. APPLICABILITY**

This policy applies to all requests for DCS letters of commitment.

## **III. AUTHORITY**

[A.R.S. § 8-453 \(A\) \(12\)](#)

Powers and duties

## **IV. DEFINITIONS**

Department or DCS: The Arizona Department of Child Safety.

DCS Leadership: The DCS Director and Deputy Director of Field Operations.

Letter of Commitment: A document provided by organizations and entities that have been specifically named as a subrecipient or partner to carry out any aspect of a project or program. Signed Letters of Commitment detail the specific role and resources that will be provided, or activities that will be undertaken, in support of the applicant; demonstrate current commitment from the partners to the project being proposed in the application; and describe the organization's expertise, experience, and access to the targeted population(s).

Requestor: The principal project manager, grant writer, or other individual or institution seeking a letter of commitment from DCS.

Research Review Committee (or "the Committee"): A DCS body constituted and convened for the purpose of reviewing research proposals and requests for letters of commitment. The Committee represents a cross-section of DCS management including ad hoc subject matter experts as needed, and is advised by the Office of the Arizona Attorney General.

## V. POLICY

### A. Accepting Requests for Letters of Commitment

The Department shall accept and review requests for letters of commitment from requestors affiliated with entities such as an institution of higher learning, a court, or a child advocacy organization recognized by DCS.

Any DCS staff members who receive a request for a letter of commitment shall direct the requestor to the DCS Office of Correspondence, which manages the process of accepting and processing requests for letters of commitment.

### B. Submission of Requests

All requestors must complete a [\*Letter of DCS Commitment Request Form \(DCS-1622\)\*](#), in order to provide the Department with sufficient information to consider the request. Requests for Letters of Commitment must be submitted to the

Department no later than 30 calendar days prior to the date needed by the requestor.

The Office of Correspondence may confer with appropriate subject matter experts within DCS and invite them to participate in a Research Review Committee meeting to assist the Committee in determining whether to provide a letter of commitment to a requestor.

C. Criteria for Approval of Letter of Commitment Requests

DCS reviewers of requests for letters of commitment shall apply the following criteria:

1. whether the project, grant, or initiative promotes the mission of the Department;
2. whether the project, grant, or initiative for which the letter of commitment is requested *requires* a letter of commitment;
3. whether the Department is able to dedicate the resources necessary to assist the requestor in achieving the desired outcome of the project, grant, or initiative;
4. whether the requestor will keep DCS informed about the eventual result of the project, grant, or initiative for which the letter of commitment was sought.

## VI. PROCEDURES

A. Individuals or organizations seeking letters of commitment will submit a [\*Letter of DCS Commitment Request Form\*](#) to the Office of Correspondence. This form shall include:

1. the name of individual/agency/organization requesting the letter, including contact information such as mailing address, email address, and phone number;
2. information about whether the project, grant, or initiative *requires* a letter of commitment;

3. the purpose of the project, grant, or initiative for which letter is requested, including a copy of the grant or project proposal, or a detailed summary thereof;
4. a detailed description of the participation, responsibilities, and any other expectations of DCS that the Department is pledging by signing a letter of commitment;
5. a description of how the project, grant, or initiative supports the mission of DCS;
6. a detailed description of the metrics that will be used to gauge the success of the project, grant, or initiative;
7. the amount of the grant, if applicable;
8. the timeline for the project, grant, or initiative for which a letter of commitment is being sought;
9. a draft of the proposed letter the requestor is seeking, if available, or language that the requestor wishes to be included in a letter of commitment;
10. other entities, if any, contacted for letters of commitment.

**B. Acknowledgement of Request**

The Office of Correspondence will reply to the requestor acknowledging receipt of the request for a letter of commitment.

**C. Processing Requests**

The Office of Correspondence will review the Letter of Commitment Request Form and select one of the following options.

1. If the Office of Correspondence determines that the request meets the requirements of this policy, the request will be presented to the members of the Research Review Committee, who shall reply with their approval, denial, or abstention. The Committee shall forward its recommendation to

the Office of Procurement to ascertain if the potential commitment conflicts with the Arizona Procurement Code and/or whether it:

- a. conflicts with any current program or contract;
- b. complements ant current program or contract; or
- c. supplants any current program or contract.

If no problems or issues are identified by the Office of Procurement, the Office of Correspondence will issue a recommendation to DCS Leadership regarding the approval or denial of a letter of commitment.

2. If the Office of Correspondence determines that the request does not meet the requirements of this policy, the Office of Correspondence shall work with the DCS Director, Deputy Director of Field Operations, and/or other appropriate subject matter experts within DCS to determine if a letter of commitment will be granted.

The Office of Correspondence shall maintain templates of letters of commitment and letters of denial that can be tailored to the specific requirements of requests.

#### D. Issuance of Letters of Commitment

Final letters of commitment will be signed by the DCS Director or the Deputy Director of Field Operations. A letter notifying the requestor that the request has been approved shall be issued.

If the DCS Director or the Deputy Director of Field Operations chooses not to issue a letter of commitment, a letter explaining the decision will be sent to the requestor.

## VII. FORMS INDEX

[Letter of DCS Commitment Request Form \(DCS-1622\)](#)