Sample Letter of Commitment

This is a sample Letter of Commitment that can be adapted for local use.

**Letter of Commitment**

(Name or program, organization or court)

This agreement, while not a legally binding document, establishes roles and responsibilities of project partners in a Research and Capacity Building Project (RCBP) that is defined in a mutually binding agreement between (lead agency or agencies) and the Quality Improvement Center on Domestic Violence in Child Welfare.

The designated agent of this entity who has signed this document affirms the willingness of the program or organization to:

1. Create and support organizational processes to sustain child welfare domestic violence practice development and effective collaboration with key partners.
2. Make practice enhancements to serve families involved in the child welfare system who are experiencing domestic violence.
3. Develop and/or sustain their capacity for consultation on cases involving domestic violence.
4. Examine and address disparities in practice, access to services and resources, and outcomes for families.
5. Participate in a rigorous research project, and collect data to complete evaluations.

Designated agents who have signed this document also commit to fully participate in the following activities of the Project from November 2017 through September 2021:

6. Participate on a management/governance team for the Project.
7. Participate on an Implementation Team for the Project.
8. Facilitate staff participation in Training and Technical Assistance (T/TA) provided by the QIC-DVCW to the RCBP, including baseline analysis of practice and data, adult and child survivor centered practice development, and T/TA related to data collection as needed.
9. Actively support, facilitate, and complete tasks required to implement rigorous outcomes, implementation, and cost studies.
10. Facilitate the evaluators' implementation of rigorous evaluation methods and direct data collection.
11. Where appropriate, modify existing policies, protocols, and procedures to facilitate implementation of data collection and other evaluation-related tasks.
12. Provide estimates of costs associated with a collaborative, adult and child survivor-centered approach and service enhancement.
13. Provide timely access to available subject-level administrative and program data.
14. Establish business associate agreements and data use agreements with the evaluator.

I affirm that (organization) understands and is committed to the proposed RCBP, and that we will be fully engaged in RCBP activities and plans. We will follow through on these commitments, regardless of changes in agency leadership, budget modifications, or other foreseeable events.

______________________________
(NAME and title)

______________________________
(Date)