

What Is Technical Assistance (TA)?

NIC's Technical Assistance initiative is designed to respond directly to the needs, problems, and individual requirements of state and local correctional agencies, as identified by the requesting agency. Our technical assistance includes onsite guidance, support, consultation or training provided by an experienced technical resource provider or NIC staff member who serves in an advisory capacity and works with agency staff to:



- Assess programs and operations.
- Implement effective practices.
- Improve agency management, operations, and programming.
- Improve the design, delivery, management, and evaluation of staff training programs.
- Improve offender job training and placement efforts.

How Do We Apply for TA?

The chief executive officer of the agency seeking assistance must sign a letter of request prepared on official agency stationery that:

- Briefly describes the problem for which assistance is requested, including why the need cannot be met within the agency.
- Identifies the agency contact person by name (if different from the agency head), address, telephone number, and e-mail address.
- References any supporting documentation or background materials that have an impact on the problems and identifies the NIC program staff who assisted the applicant if the request was preceded by a telephone call.
- Specifies a desired timeframe for service delivery.

Where to Apply for TA

Agencies write a letter of request to the TA Manager of the specific NIC division that they are requesting technical assistance from, detailing the assistance needed.

NIC East: Community Corrections, Jails, Prisons, Research and Information Services, and Transition and Offender Workforce Development divisions are located in Washington, DC.

To request technical assistance specifically related to **community corrections, jails, prisons, research and information services, or transition and offender workforce development**, send a written request to the Technical Assistance Manager of the appropriate division or office at the following address:

National Institute of Corrections, 320 First Street, NW, Washington, DC 20534; 800-995-6423; Fax: 202-307-3361.

NIC East TA Managers

Community Corrections Division: Robbye Braxton-Mintz; Jails Division: Fran Zandi; Prisons Division: Wayne Hill; Research and Information Services: Dee Halley; Transition/Offender Workforce Development: Francina Carter.

NIC West: The Academy division is located at the National Corrections Academy in Aurora, Colorado.

For technical assistance related to **training activities**, including requests for **Thinking for A Change (T4C) facilitator training**, send the written request via mail, fax, or scan and email to the Technical Assistance Manager of the Academy Division at the following address:

National Institute of Corrections, Leslie LeMaster, Technical Assistance Manager, Academy Division
791 Chambers Road, Aurora, CO 80011; llemaster@bop.gov Fax: 303-365-4455

For training-related requests, priority consideration will be given to those that have regional impact or build agency capacity to deliver training.

What Happens Next?

Upon receipt at NIC, funds permitting, we will send you an acknowledgment letter that we have received your request, and will begin the TA needs assessment process.