**Program Narrative Template for the**

**Enhanced Collaborative Model Task Force to Combat Human Trafficking**

# Introduction: This template is designed to support you in successfully completing the program narrative section of the above referenced solicitation. This template guides you through each question that is part of the peer review process.

**Formatting Requirements:** The following pages have been properly formatted for you. Please do not change any of the formatting. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins. If you need to insert a table, your table may be single spaced.

**Page Limits:** Your program narrative may not exceed 20 pages. The following sections are part of the program narrative:

a. Statement of the Problem

b. Program Design and Implementation

c. Capabilities and Competencies

d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

Your program narrative should be numbered “1 of 20,” “2 of 20,” etc. Until you erase the text in red, your application may exceed 20 pages. Keep that in mind during your initial review.

# How to Use This Template as the Grant Writer: To maximize the chance that you score well in peer review, it is important to answer every question in this template in the order it appears. Do not rearrange questions in any way. If questions are repetitive, you must still answer them.

# Have a colleague review your answers against the question asked to ensure that your answer makes sense to an external reviewer other than yourself. Once you are comfortable with your answers, erase this front page and all text that is red and/or highlighted. Double check to make sure you have not exceeded 20 pages once you have removed all the red text and this front page.

You should allocate your 20 pages in a way that reflects the scoring of each section. You should allocate several pages of your applications to sections worth the highest percentage of your score.

**Statement of the Problem**

**This section accounts for 10 percent of your overall score.**

Identify the nature and scope of the problem that the program will address. Applicants must demonstrate the problem of human trafficking within the targeted geographic area. Applicant should cite the source(s) of this data, which could include local, state, and federal data regarding investigations, prosecutions, and the number of individuals identified as victims of human trafficking in the proposed geographic area along with data from victim service providers or other local stakeholders.

Describe previous or current attempts to address the problem, including a description of previous task force efforts, if any, and documentation of the number of trafficking victims served each year during 2017, 2018, and 2019 within the targeted geographic area. At a minimum, applicants must identify the total number of victims they previously identified and served within the targeted geographic area, and the types of victims assisted (sex or labor trafficking victims).

Describe the communities to be served, including the geographic location, populations in the service area, and any unmet needs regarding identifying and serving victims of all forms of human trafficking.

Describe current efforts to respond to human trafficking in the geographic area, including efforts funded through OVC, BJA, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how proposed project is not duplicative and targets identified gaps.

**Program Design and Implementation**

**This section accounts for 40 percent of your overall score.**

Describe the task force leadership structure (existing or planned). Applicants should name the individuals, their roles and responsibilities, and the organizations that they represent.

Describe task force membership and structure, identifying representation from law enforcement, prosecutorial agencies, victim service providers, local regulatory agencies, and other related organizations. Representation on the task force should support the task force’s ability to identify victims of sex trafficking and labor trafficking crimes and ensure that the victims have access to a comprehensive array of services. Provide a plan for regularly scheduled multidisciplinary task force meetings. Monthly meetings of task force leadership are recommended.

Describe how the project will identify victims of all forms of human trafficking.

Describe how the project will address the individualized needs of victims of all forms of trafficking through the delivery of an array of services that will be provided with grant funds (see [Appendix B](#_bookmark41)). Describe how and where the services will be provided.

Describe how the task force coordinator will communicate and coordinate all task force activities with the law enforcement and social service partner. The person performing these responsibilities and the percentage of time that they dedicate to these administrative activities should be clearly indicated as “Task Force Coordination” within the budget.

Outline the plan for the development (or refining) of protocols and procedures that describe roles and responsibilities of the task force members and guides the multidisciplinary work of the task force. All applicants must identify the type of protocols that will be developed within the 3-year project period, and include this activity on the Time-Task Plan.

Describe the plan to develop protocols related to data and information sharing and confidentiality, referrals to/from law enforcement and victim service providers, communication and working with the media.

Describe how victim safety and confidentiality will be ensured during victim identification, investigations, and service delivery. Describe how the applicant will ensure that any applicant staff or funded partner staff working with trafficking victims are adequately licensed and/or trained to work with victims.

Describe plans for delivering training to task force partners to ensure that partners are prepared to identify and refer victims to appropriate services and investigate and prosecute cases with a trauma-informed approach. Applicants should describe how they will leverage existing training, including OVC’s foundational online training [*Understanding Human Trafficking*](https://www.ovcttac.gov/understandinghumantrafficking/), for staff and partners. Post, award, grantees will consult with OVC and BJA’s training and technical assistance providers regarding available content to inform training funded under this solicitation.

**Capabilities and Competencies**

**This section accounts for 25 percent of your overall score.**

Demonstrate the institutional experience and expertise of both applicants to effectively implement the requirements of this solicitation.

Identify the staffing structure of the program, indicate how the program will be managed, and how key staff will be supervised.

Demonstrate that the individuals and organizations identified have the capacity and training and experience to implement project activities, including the expertise necessary to investigate and prosecute trafficking crimes, provide services to human trafficking victims, provide training to task force partners, and work collaboratively as a member of a multidisciplinary team.

Provide position descriptions for staff to be hired.

Describe the applicant’s experience managing federal grants that support services to crime victims and/or law enforcement efforts. Document the administrative and financial capacity to manage federal grants. If the applicant has other grants for responding to human trafficking, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.

**Plan for Collecting the Data Required for this Solicitation’s Performance Measures**

**This section accounts for 10 percent of your overall score.**

State the applicant’s understanding of the performance data reporting requirements for this grant program and describe a plan for collecting all of the performance measures data required by this solicitation.

Describe who will be responsible for collecting and reporting the required performance measures and how data will be collected.

List any additional performance metrics that will be used to assess the project’s effectiveness and the process for collecting the information.

Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed.

Where applicable, include a description of how agencies will share and analyze aggregate data reported through the PMT and TIMS to document task force achievements and develop a comprehensive understanding of the problem of human trafficking within the geographic region.