**Program Narrative Template for the**

**FY 2020 Improving Outcomes for Child and Youth Victims of 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.**

Briefly describe the sex trafficking and labor trafficking of children and youth in their state or tribal jurisdiction. Use state or tribal jurisdiction baseline data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document existing efforts to address it, citing the source of the data. **Note: Data should come from multiple sources and extend beyond national hotline data.**

Describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, 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 the proposed project is not duplicative and targets identified gaps.

Provide brief descriptions of relevant child- and youth-focused anti-trafficking programs and initiatives that currently exist in the state or tribal jurisdiction; federal, state, local, and tribal programs and grants that provide services to child and youth victims of trafficking, child and youth victims of crime (non-trafficking-specific) or to link systems of care for children, youth, and their families; and relevant state or tribal youth-focused or anti-trafficking protocols, strategies, or legislation.

**Program Design and Implementation**

**This section accounts for 35 percent of your overall score.**

Clearly state the goals and objectives of this project, which must be in alignment with those stated on page 6 of this solicitation.

Identify the state or tribe’s greatest barriers to identifying and assisting child and youth victims of sex and labor trafficking and/or to investigating and prosecuting these cases, and develop a statewide or tribal jurisdiction-wide strategy to address these challenges.

Describe how the program will leverage existing victim assistance, law enforcement, and child welfare efforts against human trafficking of children and youth in the state or tribal jurisdiction.

Proposals should detail how the state or federally recognized Indian tribe will demonstrate measurable improvement in outcomes for victims using baseline data.

Support the Project Design and Implementation Plan with a separate time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of finished products.

Describe how victim safety and confidentiality will be ensured.

Describe how the applicant will ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with victims.

Address how the state or tribe will ensure sustainability for the efforts established with this funding after the grant period ends.

Applicants should create, or fund, a full-time program coordinator position to ensure that efforts established under this grant are not duplicative of existing efforts and are properly connected and coordinated with key stakeholders and systems, including federally funded anti-trafficking grantees

**Capabilities and Competencies**

**This section accounts for 30 percent of your overall score.**

The roles and responsibilities of the lead applicant, partners, and/or entities committed to the effort. This discussion must explain the project’s organizational structure and operations.

A list of personnel, in addition to the identified program coordinator, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members’ unique qualifications that enable them to fulfill their responsibilities.

Resumes for key staff identified must be submitted as a separate attachment to the application.

The program coordinator—who will organize state or tribal efforts to improve outcomes for child and youth victims of human trafficking—must be empowered to lead a multidisciplinary, collaborative effort across many existing systems and with a diverse range of stakeholders.

For funds that go to organizations providing direct victim services, applicants must demonstrate that these entities have substantial experience providing services to victims of human trafficking or related populations (such as runaway and homeless youth), or employ staff specialized in the treatment of human trafficking victims.

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

**This section accounts for 5 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. Award recipients will be required to provide the relevant data by submitting regular client and performance data through OVC’s online Trafficking Information Management System (TIMS) located at https://tims.ovcttac.gov/.

Identify key staff who will be responsible for collecting data and entering data into TIMS Online.

Outline a plan for conducting evaluation activities to determine if the project is meeting goals and objectives.