**Program Narrative Template for the FY**

**2020 Services for 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 20 percent of your overall score.**

Identify the nature and scope of the problem that the program will address. You must demonstrate the problem of human trafficking within the targeted geographic area. 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; and data from victim service providers or other local stakeholders.

Describe previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2018 and 2019 within the targeted geographic area. At a minimum, you must identify the total number of victims they previously served within the targeted geographic area, and the types of victims they have served (sex or labor trafficking victims). You must cite the source(s) of this data.

Describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to human trafficking.

Describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, the U.S. 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 how it targets identified gaps.

**Program Design and Implementation**

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

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

Provide a detailed description of the proposed activities necessary to implement this project and meet the stated goals and objectives.

Identify specific services that will be provided with grant funds (see Appendix B) and describe how and where the services will be provided.

Include a timeline that identifies a timeframe for all the tasks and activities to be completed.

Link project activities to the requirements of this solicitation and justify the logic of the proposed approach.

List project partners, as appropriate, to make the project activities effective and sustainable.

Describe how you plan to ensure that project activities are trauma-informed and protect the safety and confidentiality needs of victims.

Describe how you will meet the individualized service needs of victims and support victim-informed decisions and autonomy within the delivery of services.

**Capabilities and Competencies**

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

Demonstrate the institutional experience and expertise (or have submitted formal agreements with partners with experience and expertise with the application) to effectively implement the requirements of this solicitation.

Identify the key individuals and organizations involved in the proposed project.

Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to provide services to human trafficking victims, and can successfully implement the proposed project activities.

Describe specific roles and responsibilities of all project partners and key staff.

Demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, and document plans and position descriptions for staff to be hired.

Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of human trafficking.

Clearly describe who will implement activities as described in the Project Design and Implementation Plan section.

Describe your experience managing federal grants that support services to crime victims and document their administrative and financial capacity to manage federal grants. If you have other grants for providing services to victims of human trafficking, 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 5 percent of your overall score.**

Provide 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/.

Provide a description of the qualifications of the key staff who will be responsible for collecting data and a plan for using TIMS Online.