**OVW Transitional Housing Program Application: Proposal Narrative Sample**

**Brief Instructions**

This Proposal Narrative Sample may be completed and submitted to fulfill the Proposal Narrative application requirements for the OVW Transitional Housing Assistance Grant Program grant application. This document may be saved and uploaded to JustGrants as a Word or PDF file. The file should be Saved As/Named: APPLICANTNAME\_TH\_NARRATIVE.

This document should follow all formatting and technical requirements outlined in the NOFO and not exceed 15 pages.

Please note that **ALL** three sections within this template must be completed:

* Purpose of the Proposal = 10 points
* What Will Be Done = 40 points
* Who Will Implement the Proposal = 15 points

**The Proposal Narrative is worth a total of 65 points.**

Using this Proposal Narrative Sample is not a requirement, and applicants may choose to submit the standard Proposal Narrative using the formatting instructions in the Notice of Funding Opportunity.

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| Applicant Name:  |
| Application Type:[ ]  New [ ]  Continuation |

OVW Transitional Housing Proposal Narrative

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| **Section I: Purpose of the Proposal— Worth 10 Points (Two-page limit)** |
| 1. Describe the populations in the service area.
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| 2. Describe how the proposal will address priority one (human trafficking and transnational crime) and/or priority two (under-resourced rural and remote areas, Tribal nations, and small towns). (If not applying for either of these Priorities, applicants may delete this section.) |
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| 3. Identify which best describes the proposed service area:  |
|[ ]  Rural  |
|[ ]  Urban  |
|[ ]  Tribal |
|[ ]  Territory |
|[ ]  Suburban |
|[ ]  Other:  |
| 4. Describe the barriers faced by victims in the proposed service area.   |
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| **Section II: What Will be Done— Worth 40 Points** |
| A. Provide the following information about the proposed transitional housing services:  |
| **Activities** |
| 1. Will the proposed project use OVW Transitional Housing Assistance grant funds to support the housing assistance offered?
 |[ ]  Yes |
|  |[ ]  No |
| 1. If not, describe the alternative funding source that will be used.
 |  |
| 1. Describe the program policies and procedures regarding eligibility, length of stay, exiting procedures, and occupancy guidelines. Include details for policies and procedures related to OVW funded housing assistance and/or assistance supported with an alternative funding source.
 |  |
| 1. What will the housing model be?

**See** [**Housing Models**](https://www.justice.gov/ovw/page/file/1118951/dl?inline) **for more information** |[ ]  Clustered Site  |
|  |[ ]  Communal Site  |
|  |[ ]  Scattered Site  |
| 1. How will transitional housing be provided?
 |[ ]  Program-Owned |
|  |[ ]  Program-Rented |
|  |[ ]  Private Landlords  |
| 1. Method for determining client eligibility (e.g., screening tools, eligibility requirements, etc.)
 |  |
| 1. Any fees that will be charged to victims (if applicable).
 |  |
| 1. Projected number of units that will be supported under the proposed project
 |  |
| **Outputs** |
| 1. How will the transitional housing services described above be different from existing services provided by the applicant and its proposed partners?
 |  |
| **Outcomes** |
| 1. What specific changes will program participants experience when they receive transitional housing services?
 |  |
| **Impact**  |
| 1. How will the proposed project positively address the housing barriers described in question number four in the Purpose of the Proposal Section?
 |  |
| B. Provide the following information about the proposed voluntary support services: |
| **Activities**  |
| 1. What support services will be offered by the victim service provider or other organization with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking?
 |[ ]  Victim Advocacy  |
|  |[ ]  Housing Advocacy  |
|  |[ ]  Financial/Employment Counseling  |
|  |[ ]  Individual and/or Group Counseling  |
|  |[ ]  Legal Advocacy  |
|  |[ ]  Other services not listed above:  |
| 1. Describe any other support services provided by the MOU partner(s).
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| 1. Describe how the project will provide victims enrolled in transitional housing with these support services.
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| 1. Project the number of months support services will be provided to victims.
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| 1. If the project proposes to fund the support services with a source other than the OVW Transitional Housing Assistance grant, identify the funding sources for the support services.
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| 1. If legal assistance will be provided with OVW funds, describe the services that will be made available to victims.
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| 1. Describe how the project will address the Statutory Considerations by focusing on providing services designed to address barriers faced by underserved population(s) in the service area. (If not applying for this statutory consideration, applicants may delete this section.)
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| 1. Describe how the project will address the Program-Specific Priority by providing new services directed at non-intimate partner sexual assault victims, or by expanding existing services to better serve non-intimate partner victims of sexual assault. (If not applying for this priority, applicants may delete this section.)
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| **Outputs** |
| 1. How will the support services described above be different from existing services provided by the applicant and/or its partners?
 |  |
| **Outcomes** |
| 1. What specific changes will program participants experience when they receive support services?
 |  |
| **Impact** |
| 11.How will the proposed project positively address the barriers for victims outlined in the Purpose of the Proposal Section through the support services provided? |  |
| **C. Describe the follow-up services that will be offered, including:** |
| 1. The process for victims who enter into permanent housing to begin follow-up services.
 |  |
| 1. The number of months follow-up services will be offered

**Follow-up services must be provided for at least three months but not more than a year** |[ ]  3 Months |
|  |[ ]  3-6 Months |
|  | [ ]  | 6-12 Months |
| **D.** **Describe how the proposed project will address safety and confidentiality, including:** |
| 1. How safety planning will be addressed with victims.
 |  |
| 1. The organization’s confidentiality policy related to a victim’s personally identifying information.
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| 1. Does the organization currently use, or plan to use, the Homeless Management Information System (HMIS)?
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| * 1. If, yes, describe how HMIS will be used
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| * 1. If no, describe what data management system, if any, will be used.
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| **E. Describe how the proposed project will address accessibility, including:** |
| 1. The Language Access Plan and resources the proposed project has or will create to support victims with limited English proficiency throughout their engagement with the transitional housing project.
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| 1. The resources the proposed project has or will create to support victims who are Deaf or Hard of hearing or living with disabilities throughout their engagement with the transitional housing project.
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| 1. How the proposed project will collect feedback from victims and incorporate their suggestions for improvements.
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| **Section III: Who Will Implement the Proposal—Worth 15 Points**  |
| 1. List the lead applicant’s key staff identified for the proposed project—include the roles/titles for each staff person identified. If applicable, identify vacant roles that would be hired if the project is funded.
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| 1. Describe the qualifications and trainings that the lead applicant’s identified staff must have to work with victims of domestic violence, dating violence, sexual assault, or stalking.
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| 1. Identify the activities in the What Will Be Done section that will be performed by the lead applicant.
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| 1. List the MOU partners identified for the proposed project—include the roles/titles for each staff person identified.
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| 1. Describe the qualifications and trainings that the identified MOU partners’ staff must have to work with victims of domestic violence, dating violence, sexual assault, or stalking.
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| 1. Identify the activities in the What Will Be Done section that will be performed by the MOU partners.
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