

## HOUSING POLICY & PROCEDURE REVIEW

### Goals, Steps, and What to Expect

OVC Human Trafficking Housing Grantees are required to submit policies and procedures relevant to the OVC funded housing project to Freedom Network USA (FNUSA) for review, as outlined in their Award Conditions.

#### THE REVIEW IS...

- An opportunity to receive feedback on policy & procedure documents through the lens of trauma-informed, voluntary, and person-centered services.
- An opportunity to troubleshoot any concerns that may arise from implementing these policies and procedures.
- A way to showcase organizational strengths.

#### THE REVIEW IS NOT...

- A judgement on an organization's housing expertise or knowledge.
- Public. Feedback is only shared between the funded organization, FNUSA and OVC.
- A requirement that all feedback and recommendations offered by FNUSA are implemented. (If discrimination or grant compliance is in question FNUSA and/or OVC will inform you).

## POLICY & PROCEDURE SUBMISSION

1. Grantees will submit their policy and procedure document and any other additional programmatic forms to [training@freedomnetworkusa.org](mailto:training@freedomnetworkusa.org) by the date specified by OVC.
2. FNUSA will schedule an introductory call with the grantee with the purpose of learning about the agency, understanding the current housing model, and hearing about programmatic successes.
3. FNUSA will review policy and procedure documents, provide written feedback, and schedule a call via video or phone to review the individualized feedback with the grantee. After the verbal review, FNUSA requests updated documents within 2 weeks. The documents may go through several revisions before being ready to submit to OVC. On average, the overall time frame to complete policy and procedure review ranges between 2-6 months.
4. Once documents are finished with the necessary revisions, FNUSA will provide a close out letter, signifying the completion of the review process. This letter will detail any practices that the grantee has modified, as well as note remaining practices that do not align with a voluntary services and/or trauma informed approach.
5. The grantee will submit final policy and procedure documents and the FNUSA close out letter in JustGrants as a deliverable for final review and approval by OVC.

Grantees will have ongoing opportunities to stay connected with FNUSA for training and technical assistance and bi-monthly peer learning communities. In addition, grantees are encouraged to request individualized assistance, as needed. We are here to support you.

You can contact FNUSA staff with questions anytime at [training@freedomnetworkusa.org](mailto:training@freedomnetworkusa.org)