

## SEMI STRUCTURED INTERVIEW GUIDE – TVAP GRANTEES

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[*Note: This guide contains a number of questions that might be selected for the interviews. It is not intended that an interview would include all of these questions. Instead, this serves as a “bank” of interview questions from which to choose. Interviews will not exceed 60 minutes. Interviews are expected to be somewhat conversational, so these questions will guide semi-structured interviews.*]

[*Information for facilitator(s)*] The purpose of this semi-structured interview is to learn more about current grantees’ perceptions, insights, and experiences with the Trafficking Victim Assistance Program (TVAP) and its per capita funding model and regional structure. The information will be used to better understand the operations and efficiencies of TVAP.

### **Preamble/Moderator’s Opening Statements**

Thank you very much for agreeing to participate in this interview. I’m [*interviewer name*], and I will facilitate today’s session. I am joined by [*support staff and their role*]. We are from ICF, an independent research and consulting firm. This discussion is part of a larger program assessment of the Trafficking Victim Assistance Program (TVAP) being funded by the Office on Trafficking in Persons to better understand the operations and efficiencies of TVAP. You were invited to participate in this interview, because your organization receives TVAP funding for trafficking-related services.

Participation in this interview is voluntary; you may choose not to answer any questions, or stop participating at any time. Participation or responses will not influence your grant funding. There are no anticipated risks or discomforts associated with participation in this interview. All of the information you share with us today will be kept confidential. What you say will not be identified with your name. Any direct quotes that ICF uses for the purposes of reporting will not be associated with any individual person or organization but will be shared with the Office on Trafficking in Persons anonymously.

The information gathered in this interview will be combined with other information gathered through the assessment to identify possible strategies to maximize the reach and impact of funding for trafficking-related services to best meet the needs of the field.

With your permission, we would like to audio record this discussion for notetaking purposes only and to ensure accuracy of the information you share. Only the ICF research team will have access to this recording. Upon transcription of these recordings, we will destroy the recordings themselves, and only keep written records that do not personally identify any individual. Do you consent to audio record this interview?

[*If recording*] Because we are recording, I may remind you occasionally to speak up so that we can hear you clearly when we review the tape. After we review the tape, it will be deleted so there is no record of it.

[*If not recording*] Ok (support staff) will be taking notes, I may remind you occasionally to speak slower so that (support staff) can make sure to get all of your responses.

It is important that you express yourself openly. There are no right or wrong answers.

Are there any questions before we begin?

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0990-0421. The time required to complete this information collection is estimated to average 60 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 336-E, Washington D.C. 20201, Attention: PRA Reports Clearance Officer

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[If recording]. Start recording.

### 1. Funding and structure

First, we are going to talk about TVAP funding and how it is administered, the funding limitations, and flexibilities with how the funds are applied to services.

- What was your process for developing the per capita funding structure for your organization? *[If needed, briefly remind the interviewee about how the per capita model works.]*
  - [Probe] What are your perceptions about the total amount of funding allocated to your organization?
  - [Probe] What considerations did you make when you applied for funding to determine the costs of services funded by TVAP?
  - [Probe] What factors did you use to determine your per capita allocation/formula?
  - [Probe] Did your per capita allocation change from year to year? If so, how did you make those decisions?
  - [Probe] What were the driving factors that resulted in the change in your per capita allocation?
  - [Probe] What funding challenges did your organization experience related to TVAP? If so, how did these challenges impact your per capita allocation?
- What are your perceptions of the way TVAP funding is administered (e.g., on a per capita basis)?
  - [Probe] How does the per capita model affect the services you provide?
  - [Probe] How does the per capita model effect how many victims you serve?
  - [Probe] How does the per capita model affect the types of victims you serve?
  - [Probe] How does the per capita model affect the partnerships that you develop with other providers in your region?
  - [Probe] How does the monthly allotment affect the services you provide?
  - [Probe] What are some of the benefits of the per capita model from your perspective?
  - [Probe] What are some of the limitations of the per capita model from your perspective?

Now we are going to talk about the regional structure of TVAP.

- What are your perceptions of the regional structure of TVAP with multiple grantees who subaward for direct services to establish nationwide coverage? *[If needed, briefly remind the interviewee about how the regional structure functions.]*
  - [Probe] How does this grant structure affect how potential TVAP clients are identified?
  - [Probe] How does this structure affect the services you provide?
  - [Probe] How does this structure affect the types of victims you serve?

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- o [Probe] How does this structure affect the partnerships that you develop with other providers in your region?
- o [Probe] In what ways is this structure easy or difficult to administer?
- o [Probe] How does this structure affect your ability to create sustainable programs?
- o [Probe] How does this structure affect your ability to manage finite funding or control costs?
- o What are the benefits of this structure from your perspective?
- o What are the challenges of this structure from your perspective?

### 2. Meeting the needs of different types of victims

Now we are going to talk about the diverse needs of victims in your service areas.

- To what extent do you think the per capita funding model allows you to meet the needs of a trafficking victim? How so?
  - o [Probe] To what extent do you think the per capita funding model allows you to meet the needs of diverse victim populations?
    - [Probe] Pre-certified victims
    - [Probe] Certified victims
    - [Probe] Derivative family members
    - [Probe] Child victims
    - [Probe] Adult victims
    - [Probe] Other major subpopulations that your organization serves
- To the extent that your organization serves domestic victims of trafficking, what would be the advantages and disadvantages of leveraging the per capita model to serve domestic victims of trafficking?

### 3. Challenges and Successes

I'd like to understand some of your challenges of your grant.

- What challenges, if any, have you faced in assisting efforts to stabilize victims and help them on their journey to independence with the 12-month and/or 3-month time limitations?
  - o [Probe] How did your organization address these challenges?
  - o [Probe] How did you make the time limitations work for clients?
- How would you manage resources differently, if at all, with an unlimited time period to meet the needs of all victims?
- What, if any, gaps in the services you provide has your organization faced because of the per capita funding model?
  - o [Probe] How were they addressed?

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### 4. Alternative funding models for trafficking-related services

Now I'd like to talk about alternative funding for trafficking-related services.

- What other funding do you use to support trafficking-related services?
- What are your perceptions of these other funding models that offer specialized and comprehensive trafficking services? *[If no experience with other funding models for trafficking-related services, ask about experience with other funding models for other types of services]*
  - [Probe] Office for Victims of Crime funding from the Department of Justice
  - [Probe] Refugee-focused funding
  - [Probe] Other funding
  - [Probe] How do these alternative funding models compare with or complement each other?
  - [Probe] Which model(s) do you like best? Why?
  - [Probe] Which models you like least? Why?
  - [Probe] What would be the effect of combining funding models on your program operations?
- Based on your experiences with other funding models for other types of services (i.e., non-trafficking services), are there other funding structures with particular strengths or challenges you would like us to know about?

### 5. Information and resources

- Has your organization contacted *[OTIP or ACF regional staff/OASH]* for information or resources related to the services your organization provides? Were they useful? Why or why not?
- What impact has your communication with *[your grantee, OTIP, and/or ACF regional staff/OASH]* had on your organization?
- If you were given the opportunity to restructure TVAP, what would be your top three priorities?
  - [Probe] Are there changes you would make to the regional structure?
  - [Probe] Are there changes you would make to the per capita funding structure?
  - [Probe] Are there other programs with which you would want to TVAP to be integrated or coordinated with more closely?

### Closure

We have about 5 minutes left. As the interview comes to a close, I would like to thank you for taking the time to speak with me today. The ideas you have discussed will be helpful to better understand the operations and efficiencies of TVAP. Do you have any additional comments, insights, questions, or recommendations about the TVAP program structure?

If you have questions or concerns after you leave here today about your participation in this interview, please contact *[insert POC and provide contact information]*.

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*[If recording]* Stop recording.