

the needs of crime victims that may be widely applied.

Concept papers may focus on the needs of a specific group of crime victims, such as victims of workplace violence, improving the quality of services, or on a new concept or design for providing services. These concept papers will permit OVC to identify program areas of primary interest to the field, to determine program funding priorities, to identify emerging issues, and to explore innovative ideas that address crime victim needs by OVC and within the Federal government.

Concept papers will be reviewed as part of OVC's FY 1996 program planning process. The papers should support the development of training materials and the delivery of training on specific topics relating to crime victims. Topics discussed in the concept papers also should address the needs of victim service providers, law enforcement, mental health practitioners, the clergy, or others who play a critical role in responding to victims of crime.

A brief program narrative should be included within the concept paper to describe the need for the project, the process by which the project would be undertaken, the method of determining the effects and quality of the project, and the possible products arising from the project.

The submission of a concept paper does not in any way constitute a commitment by OVC to award a grant to support any program proposed in the concept paper or provide funding to a specific organization.

Concept papers should be submitted to David Osborne, Special Assistant to the Director, OVC, (202) 616-3580 for consideration. The concept papers will be reviewed in conjunction with Administration priorities, OVC legislative mandates, and staff input during the development of OVC's FY 1996 discretionary program planning priorities. Invitations to submit applications for funding on a competitive basis will be announced in OVC's FY 1996 program plan. A specific invitation by OVC to submit a grant application as a result of the concept paper review process will not in any way constitute a commitment by OVC to award a grant to support that proposed project.

#### **VI. Eligibility Requirements**

In addition to special eligibility requirements listed within the individual program descriptions above, the following will apply. Applications are invited from public and private non-profit agencies and organizations. Applicants must demonstrate that they

have ample expertise and/or prior experience in the design and conduct of projects of a nature similar to that for which they are applying.

Applicants must also demonstrate that they have the management capability, fiscal integrity, and financial responsibility, including, but not limited to, an acceptable accounting system and internal controls, and compliance with grant fiscal requirements. Applicants who fail to demonstrate that they have the capability to manage the program will be ineligible for funding consideration.

#### **VII. Application Requirements**

All applicants must submit a completed Application for Federal Assistance (Standard Form 424 and OJP Form 4000/3 (1/93) Attachment to SF-424), including a program narrative. All applications must include the information outlined in this section of the solicitation (Section VI, Application Requirements) in Part IV, Program Narrative of the application (SF-424). The program narrative of the application must not exceed 35 double-spaced pages in length. Applicants that fail to adhere to this program requirement will be automatically disqualified from competition.

In accordance with Executive Order No. 12549, 28 CFR 67.510, applications must also provide Certifications Regarding Lobbying, Debarment, Suspension, and other Responsibility Matters; and Drug-Free Workplace Requirements (OJP Form 4061/6), which will be supplied with the application package, and must be submitted with the application.

Applications that include non-competitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$100,000. Financial questionnaires must be completed by new non-governmental (except public colleges, universities, and hospitals) applicants. This includes a review of the accounting system and a determination that periodic audits are performed to ensure fiscal integrity. New or supplemental awards may not be made to applicants with delinquent financial or progress reports, delinquent or unresolved audit reports, delinquent Federal debts, other unresolved issues of fiscal integrity, or to applicants who have been debarred or suspended from Federal financial and non-financial assistance and benefits under Federal programs and activities.

Where indicated, cooperative agreements are awarded to states, units of local government, or public or private non-profit organizations at the

discretion of OVC. Cooperative agreements are used when substantial involvement is anticipated between OVC and the recipient during performance of the contemplated activity. Interagency agreements between OVC and other governmental units or agencies are negotiated by the entities involved.

The following information must be included in the application (SF-424) Part IV Program Narrative:

**A. Organizational Capability.** Applicants must demonstrate that they are eligible to compete for a grant on the basis of the eligibility criteria established in Section VI of this solicitation. Applicants must concisely describe their organizational experience with respect to the eligibility criteria specified in each program description listed above. Applicants must demonstrate how their organizational experience and capabilities will enable them to achieve the goals and objectives of the initiative for which they are applying. Applicants are invited to append examples of prior work products of a similar nature to their application.

Applicants must demonstrate that their organization has or can establish fiscal controls and accounting procedures that assure that Federal funds available under this agreement are disbursed and accounted for properly. Non-profit applicants who have not previously received Federal funds will be asked to submit a copy of the Office of Justice Programs Accounting System and Financial Capability Questionnaire (OJP Form 7120/1). Copies of the form will be provided in the application kit and must be prepared and submitted along with the application. The CPA certification (Section H) is required only of those non-profit applicants who have not previously received Federal funding.

**B. Program Goals and Objectives.** A brief statement of the applicant's understanding of the goals and objectives of the program should be included. The application should also include a problem statement and a discussion of the potential contribution of this program to the field.

**C. Program Strategy.** Applicants should describe the proposed approach for achieving the goals and objectives of each program. A detailed description of how the activities and projects of each program would be accomplished should be included.

**D. Program Implementation Plan.** Applicants should prepare a plan that outlines the major activities involved in implementing the program, describe how they will allocate available