

resources to implement the project, and also describe how the program will be managed.

The plan must also include an organizational chart depicting the roles and describing the responsibilities of key organizational and functional components and a list of key personnel responsible for managing and implementing the major stages of the project. Applicants must present detailed position descriptions, qualifications, and selection criteria for each position. This documentation and individual resumes may be submitted as appendices to the application.

**E. Time-Task Plan.** Applicants must develop a time-task plan for the duration of the project periods, clearly identifying major milestones and products. This must include designation of organizational responsibility and a schedule for the completion of the activities and products. Applicants should also indicate the anticipated cost schedule per month for the entire project period.

**F. Products.** Applicants must describe concisely the interim and final products of each stage of the program.

**G. Program Budget.** Budgets must be accompanied by a detailed justification for all costs, including the basis for computation of these costs. Applications containing contract(s) must include detailed budgets for each organization's expenses.

**H. Assessment.** Each grant recipient will be required to submit formal findings from an assessment, within 60 days of the completion of each year's activities and within 90 days of project completion. Each application must provide a plan for assessing the project.

### VIII. Procedures for Selection

All applications will be evaluated and rated based on the extent to which they meet the established weighted criteria. In general, all applications received will be reviewed in terms of their responsiveness to the minimum program application requirements set forth in Section VII. Applications will be evaluated by a peer review panel according to the OVC Competition and Peer Review Guidance.

Applications submitted in response to the competitive announcements will be evaluated by a peer review panel. The results of the peer review will be a relative aggregate ranking of applications in the form of "Summary of Ratings." These ordinarily will be based on numerical values assigned by individual peer reviewers. Peer review recommendations, in conjunction with the results of internal review and any necessary supplementary reviews, will

assist OVC in considering competing applications and in selection of the application for funding. The final award decision will be made by the OVC Director.

Applications for each program description, except where other point values or categories have been specifically identified, will be evaluated and rated by the peer review panels based on the extent to which they meet the following criteria:

**A. Utility of the project (10 points):** This refers to the applicant's response to the stated project purpose, goals, and objectives, and the applicant's explanation of the usefulness of the project to the field.

**B. Project Strategy/Design (30 points):** This provides a description of project components and activities; a specific plan for how the grant applicant intends to achieve the purpose, goals and objectives of the funded program. The strategy or design must include clear descriptions of interim deliverables and final products.

**C. Implementation Plan (10 points):** This plan will be judged on the realistic identification of tasks according to increments in the project period, and the assignment of specific staff to tasks on the time-task line.

**D. Organizational Capability (30 points):** Points will be awarded based on the applicant's statement of the organization's capability to successfully undertake this Federally funded project. This will consist of two parts: (1) A specific description of the applicant's management structure, previous experience with similar or related efforts, and financial capability (15 points); and (2) a project management plan and documentation of the professional staff members unique qualifications to perform their assigned tasks (15 points).

**E. Budget (15 points):** Points will be awarded based on the enumeration and accompanying narrative of grant costs, to be evaluated for clarity, reasonableness, allowability, and cost effectiveness.

**F. A Plan to Assess the Project's Accomplishments (5 points):** This assigns points based on the grant applicant's plan for assessing the impact of the project in accomplishing its goal(s).

### IX. Submission Requirements

All applicants responding to this solicitation are subjected to the following requirements:

1. Upon request to OVC, the necessary forms for application will be provided, along with Department of Justice certification information.

2. Applicants must submit the original signed application (Standard Form 424) and two copies to OVC. Applications should not be bound. Applicants should also include Certifications Regarding Lobbying; Debarment; Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6), in order to meet the requirements of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and the Disclosure of Lobbying Activities Form (SF LLL) in accordance with 31 U.S.C. 1352.

3. All applications must be received by mail or hand delivered to OVC by 5 p.m. E.S.T. by the established deadline (60 days from date of publication of this Program Announcement). Those applications sent by mail should be addressed to: Office for Victims of Crime, U.S. Department of Justice, 633 Indiana Avenue, NW, Washington DC., 20531, ATTN: Administrative Officer. Hand-delivered applications must be taken to OVC, 633 Indiana Avenue, NW, Room 1386, Washington, DC. between the hours of 8 a.m. and 5 p.m. except weekends or Federal holidays. Applications must be received at OVC by 5 p.m. E.S.T. by the established deadline date. Postmarks WILL NOT be accepted.

OVC will notify applicants in writing of the receipt of their application. Applicants also will be notified by letters as to the decision made regarding whether or not their submission will be recommended for funding. Applications will be reviewed as Peer Review Panels can be convened. Every effort will be made to review applications in a timely manner.

### X. Civil Rights Compliance

A. All recipients of Crime Victims Fund assistance, including contractors, must provide Certified Assurances that they are in compliance with the non-discrimination requirements of the Victims of Crime Act of 1984, as amended, which states: No person shall on the ground of race, color, religion, national origin, [disability], or sex be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any undertaking funded in whole or in part with sums made available under this chapter. Section 1407(e), 42 U.S.C. 10604.

Recipients also must assure compliance with the following additional statutes and regulations: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d; section 504 of the Rehabilitation Act of 1973, as