

U.S. Department of Justice
Office of Justice Programs
National Institute of Justice



NIJ FY24 Invited to Apply – Safe Transitions for Teens: Assessing the Impact of Intimate Partner Transitional Housing on Adolescent Residents Study

Assistance Listing Number: 16.560

Grants.gov Opportunity Number: O-NIJ-2024-172130

Solicitation Release Date: May 13, 2024

Step 1: Application Grants.gov Deadline: 11:59 p.m. Eastern Time on May 17, 2024

Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on May 24, 2024

Contents

Synopsis	3
Program Description Overview	3
Eligibility	3
Agency Contact Information	3
Application Submission Information.....	3
Registration	3
Submission.....	3
Program Description.....	5
Program Description Overview	5
Statutory Authority	5
Specific Information	5
Solicitation Goals and Objectives	6
Goals.....	6
Objectives	6
Deliverables	6
Federal Award Information	7
Awards, Amounts, and Durations.....	7
Availability of Funds	7
Type of Award	7
Cost Sharing or Matching Requirement.....	7
Eligibility Information.....	7

How To Apply	8
Application Resources	8
How To Apply	8
Registration	8
Submission.....	8
Submission Dates and Time.....	9
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)	9
Application and Submission Information.....	10
Content of the SF-424 in Grants.gov	10
Content of the JustGrants Application Submission	11
Application Review Information	17
Review Process	17
Federal Award Administration Information.....	18
Federal Award Notices	18
Evidence-Based Programs or Practices	18
Information Regarding Potential Evaluation of Programs and Activities	18
Administrative, National Policy, and Other Legal Requirements.....	18
Civil Rights Compliance	18
Financial Management and System of Internal Controls	19
Information Technology Security Clauses.....	19
General Information About Post-Federal Award Reporting Requirements	19
Federal Awarding Agency Contact(s)	20
Other Information.....	20
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).....	20
Provide Feedback to OJP	20
Performance Measures	20
Application Checklist.....	21
Pre-Application.....	21
Application Step 1	21
Application Step 2	22
Review, Certify, and Submit Application in JustGrants	23
Standard Solicitation Resources.....	24

Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking an application for funding to support the project “Safe Transitions for Teens: Assessing the Impact of Intimate Partner Transitional Housing on Adolescent Residents.” NIJ seeks an application for a study that will fill a gap in research on community-level interventions to reduce risk and increase protective factors for intimate partner violence-exposed teens. This project furthers the goals of DOJ’s strategic plan to keep our country safe by combating violent crime and protecting children from crime and exploitation.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

Eligibility

- Other: Only the applicant that received an official invitation letter from NIJ is able and eligible to apply. Please refer to that letter for the eligibility requirements.

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

For any additional assistance with requirements of this solicitation, contact Ms. Lauren “Abby” Hannifan, NIJ Grants Management Specialist, by telephone at (202) 532-3822 or by email at lauren.a.hannifan@usdoj.gov. For substantive questions pertaining to the research, please get in touch with Ms. Christine “Tina” Crossland, NIJ Senior Social Science Analyst, by telephone at (202) 532-3436 or by email at christine.crossland@usdoj.gov.

Application Submission Information

Registration

Before submitting an application, all applicants must register with the [System for Award Management \(SAM\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for](#)

[Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](#). See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

With this solicitation, NIJ seeks a proposal for rigorous research to support the development of objective and independent knowledge and validated tools to reduce violence against women and children, promote justice for victims of crime, and enhance criminal justice responses. For that reason, this solicitation seeks an application for grant funding to conduct research on a project titled “Safe Transitions for Teens: Assessing the Impact of Intimate Partner Transitional Housing on Adolescent Residents.”

Statutory Authority

Pub. L. No. 117-103, 136 Stat 49, 121; 28 USC 530C.

Specific Information

The project is entitled “Safe Transitions for Teens: Assessing the Impact of Intimate Partner Transitional Housing on Adolescent Residents.” Adolescents exposed to adult intimate partner violence (IPV) are at high risk for teen dating violence (TDV), bullying perpetration and victimization, peer violence, and juvenile justice system (JJS) involvement, creating the potential for polyvictimization experiences with consequences across the lifespan. Housing and homelessness are pressing issues for families exposed to IPV. However, there is a gap in research on community-level interventions to reduce risk and increase protective factors for exposed teens. IPV transitional housing (IPVTH) programs provide housing and support services to families who have experienced IPV but remain primarily untested— especially for the impact on adolescent residents. To address these gaps, the research team will use the structure of an Office on Violence Against Women (VAW)-funded study, “Safe Transitions,” which examines the longitudinal effects of IPVTH among adult residents, to recruit an adolescent cohort of IPVTH residents and analyze the impact of supportive housing on adolescent violence. This project, “Safe Transitions for Teens,” will develop knowledge on trajectories of risk behaviors for teens in IPVTH, parent-child relationship impacts, and the role of IPVTH in addressing risk and increasing protective factors for interpersonal violence victimization and perpetration in a high-risk group of adolescents.

The investigators will conduct semi-structured interviews with 40 adult parents enrolled in the “Safe Transitions” study, 40 of their adolescent children, and 30 IPVTH service providers. Using learning from qualitative analysis, the research team will recruit and longitudinally follow 250 adolescent IPVTH residents (aged 12-17) whose parents are enrolled in Safe Transitions. The study will employ a mixed-method, multi-generational, longitudinal approach to examine the prevalence of TDV, peer violence, bullying, and JJS involvement at five time points over two years among adolescent IPVTH residents. In addition, they will test the impact of IPVTH on adolescent and family risk and protective factors for adolescent violence. Repeated measures hierarchical linear modeling will be used to assess outcomes over time and differences in risk and protective factors for parent-adolescent dyads. Thematic analysis will be used for qualitative data.

Adolescents living with their parents in IPVTH will be recruited from existing Safe Transitions sites in five states – Florida, Indiana, Kentucky, Michigan, and Texas – and additional sites

being onboarded. An advisory board of subject matter experts, including the National Coalition Against Domestic Violence, will guide the study. Additions to the Safe Transitions website (i.e., <https://ccie.ucf.edu/safe-transitions/>) will facilitate real-time dissemination. Manuscripts, brief reports, webinars, and conference presentations will be produced for academic and practitioner outlets, participating agencies, and NIJ. In addition, the final research report and study data will be archived at the National Archive of Criminal Justice Data (NACJD).

Solicitation Goals and Objectives

Goals

The ultimate goal of this project is to gain an understanding of the role of IPV-specific transitional housing and supportive services in interrupting risk and increasing protective factors related to interpersonal violence victimization and perpetration in a high-risk group of teens exposed to IPV.

Objectives

This solicitation seeks to support a rigorous study that will result in independent knowledge and validated tools and disseminate them to stakeholders and policymakers to formulate strategies and practices to reduce VAWC. Using a mixed method, multi-generational, longitudinal approach, the research team will 1) examine the prevalence of sexual, physical, psychological, and cyber TDV, peer violence, bullying, and JJS involvement in a group of adolescents living in IPVTH and 2) test the impact of IPVTH intervention on teen and family risk and protective factors for teen violence, including parental safety from IPV.

Specific objectives are to:

- Assess prevalence rates and changes over time of TDV victimization and perpetration among adolescent 250 IPVTH residents recruited from parents enrolled in the current *Safe Transitions* study through longitudinal assessments spanning 24 months and semi-structured interviews.
- Assess prevalence rates of peer violence, bullying, and JJS involvement among adolescent IPVTH residents.
- Examine intergenerational changes in risk and protective factors for IPV and TDV, including parental safety from IPV, through linked analysis of adolescent participants in *Safe Transitions for Teens* and adult participants in *Safe Transitions*.
- Examine IPVTH housing program efficacy to increase protective factors and decrease risk factors related to TDV, peer violence, bullying and JJS involvement through longitudinal survey assessments, interviews, and agency data review.

Deliverables

Final Research Report. Any recipient of an award under this solicitation will be expected to submit a final research report. Additional information on the final research report requirement for the solicitation is posted on NIJ's [webpage](#).

Required Data Sets and Associated Files and Documentation. Any recipient of an award under this solicitation will be expected to submit to the National Archive of Criminal Justice Data (NACJD) all data sets that result in whole or in part from work funded by the award, along with associated files and any documentation necessary for future efforts by others to reproduce the

project's findings and/or to extend the scientific value of the data set through secondary analysis. In addition to these deliverables (and the required reports and data on performance measures), NIJ expects scholarly products to result from each award under this solicitation, taking the form of one or more published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products. NIJ expects that there will be an equal effort to make the research findings accessible to practitioner and policymaker audiences.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables please see the [How To Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 1

Anticipated Maximum Dollar Amount per Award: Awards will be up to \$842,337.

Period of Performance Start Date: 6/1/2024

Period of Performance Duration (Months): 36 months

Anticipated Total Amount to be Awarded Under Solicitation: \$842,337

Additional Information: The proposed project is expected to begin on (or about) July 1, 2024, and end on June 30, 2027.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants as soon as possible. Some of the required sections of the application will be entered directly into

JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59pm ET on May 17, 2024.

The **full application** must be submitted in JustGrants by 8:59pm ET on May 24, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.

- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant’s Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

Application and Submission Information

Content of the SF-424 in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant Information

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested with Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 30 numbered pages. Program narrative tables, charts, and graphs should also comprise legible font (i.e., 12-point).

The Proposal Narrative must include the following sections:

a. Statement of the Problem

The statement of the problem should address the need for research on adolescents exposed to adult intimate partner and other violence (e.g., teen dating violence, bullying perpetration and victimization, peer violence, and juvenile justice system involvement) and the consequences across the lifespan. Specifically, the problem statement should discuss how adolescents' experiencing housing insecurity and homelessness is a pressing issue. Applicants should discuss current gaps in data, research, and knowledge. As part of this discussion, applicants should demonstrate thorough knowledge of the extant scientific literature in the field related to the(se) problem(s) using primary and secondary sources.

b. Project Design and Implementation

Applicants should also provide a detailed description of the strategies to implement this research project and address the research questions. Design elements should follow directly from the research project's goals and objectives and address the program-specific information noted in the solicitation. Applicants should describe the research methods and analysis plan in detail and demonstrate the validity and usefulness of the data they will collect. Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the proposed research and address the feasibility of the proposed project and potential challenges or problems in carrying out the activities. Applicants must address all sensitive human subjects' privacy, protection, and confidentiality issues.

c. Capabilities and Competencies

This section should describe the experience and capabilities of the applicant organization, all key staff, and any proposed subgrantees (including consultants) that the applicant will use to implement and manage this effort and the federal funds under this award, highlighting any previous experience implementing projects of similar scope, design, and magnitude. The applicant should also outline the management plan and organization that connects to the goals and objectives of the project. Among other factors, that plan should include a description of the anticipated level of effort of key personnel.

d. Plan for Collecting the Data Required for This Solicitation's Performance Measures

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measures for this project can be found below. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Award Recipients

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

Funding Restrictions

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the "[Application Resource Guide](#)" section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES

Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide curriculum vitae or resume for all investigators regardless of status (i.e., PI, subaward PI, Co-PI, subaward Co-PI, co-investigator Co-I, subaward Co-I, I, and subaward-I), senior staff (e.g., project leader/director/manager, senior technical advisor), and any other technical staff (e.g., consultants, statistician, project coordinator, research associate, data coordinator).

Letters of Support and Commitment

Applicants should include, for each named entity, a signed letter of support or commitment that outlines the entity’s reasons for supporting or committing to the project. The letters should include the following: (1) a description of the relationship and terms of the collaboration (e.g., type of support or resources) between the applicant entity and the supporting entity including level of responsibility; (2) a description of the need and what benefits would be gained from the project and collaboration; (3) a description of the applicant’s capacity to complete the proposed project; (4) an understanding that final, de-identified project data will be archived with the National Archive of Criminal Justice Data (NACJD).

Letters of support and commitment should be signed by the relevant decision-maker or authorized representative and then submitted as one separate attachment to the application. Applications submitted from two or more entities are encouraged to submit signed letters that describe why the proposed project should receive federal funding. Letters of support and commitment must also have wet signatures, e-signatures, or digital signatures; otherwise, they will be considered invalid.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

Data Archiving Plan

The applicant should include a brief plan—labeled “Data Archiving Plan”—that describes how they will comply with data archiving requirements to submit final data sets and supporting

documentation to NACJD at the end of the project. The plan should not exceed two pages in length and should explain the types of data expected to be produced (including any associated metadata and data standards to be used); proposed management of data during the project (including data security and integrity); plans to prepare all files and documentation necessary for others to use for secondary analysis and/or to review and reproduce the project's findings after the project's completion; and location where pertinent data files and documentation will be archived. See NIJ's Data Archiving Web page for more information.

Note that recipients are strongly encouraged to submit required data sets at least 90 days before the end of the period of performance.

Bibliography/References

Provide a bibliography of any references cited in the Project Narrative.

Any Tools/Instruments, Questionnaires, Tables/Charts/Graphs, or Maps

Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.

List of Individuals in the Application

To assist NIJ in assessing actual or apparent conflicts of interest (including such conflicts on the part of prospective reviewers of the application), provide a complete list of the individuals named or otherwise identified anywhere in the application (including in the budget or in any other attachment) who will or may work (or advise or consult) on the proposed research, development, or evaluation project. Applicants should use the "Proposed Project Staff, Affiliation, and Roles" form available on the NIJ webpage to prepare this list.

Human Subjects Protection

Human Subjects Protection paperwork (i.e., documentation and forms related to Institutional Review Board, or IRB, review) as a separate attachment. For further guidance, see the [Human Subjects Protection Web page](#) on NIJ's website. Note: Final IRB approval is not required at the time an application is submitted.

Privacy Certificate

Privacy Certificate as a separate file. For further guidance, see the [Privacy Certificate Guidance Web page](#) on NIJ's website.

Request to Use Incentives or Stipends

Applicants proposing to use incentives or stipends payments as part of their research project design must submit an incentive or stipend approval request, as a separate document, according to the requirements set forth at <https://nij.ojp.gov/funding/participant-support-costs-and-incentives-social-science-research>.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant, at its option, may review and comment on any information about itself that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by

the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Final award decisions for research and statistics programs will be made by the Director of the National Institute of Justice. For purposes of this Guidance for Invited Applications, this “[final] award decisions” provision expressly modifies the “final award decisions” provision in the “Application Review Information” section of the [OJP Grant Application Resource Guide](#).

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil

Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “[Program Description](#)” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. In addition, the applicant must submit a final research report. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

Objective	Performance Measure(s)	Data Recipient Provides
Conduct research in social and behavioral sciences having clear implications for criminal justice policy and practice in the United States.	1. Relevance to the needs of the field as measured by whether the project's substantive scope did not deviate from the funded project or any subsequent agency-approved modifications to the scope.	1. Quarterly financial reports, semiannual and final progress reports, and products of the work performed under the NIJ award (including, at minimum, a final research report). If applicable, an annual audit report.
	2. Quality of the research as demonstrated by the scholarly products that result in whole or in part from work funded under the NIJ award, such as published, peer-reviewed, scientific journal articles, and/or (as appropriate for the funded project) law review journal articles, book chapter(s) or book(s) in the academic press, technological prototypes, patented inventions, or similar scientific products.	2. List of citation(s) to all scholarly products that resulted in whole or in part from work funded under the NIJ award.
	3. Quality of management as measured by such factors as whether significant project milestones were achieved, reporting and other deadlines were met, and costs remained within approved limits.	3. If applicable, each data set that resulted in whole or in part from work funded under the NIJ award.

Application Checklist

NIJ FY24 Invited to Apply – Safe Transitions for Teens: Assessing the Impact of Intimate Partner Transitional Housing on Adolescent Residents Study

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System for Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$842,337.

Review Eligibility Requirement

- Review "Eligibility" in the Synopsis section and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt
- A validation receipt
- A grantor agency retrieval receipt
- An agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- Data Requested with the Application
- Proposal Narrative Attachment
- Proposal Narrative: Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

- Budget Detail and Narrative web-based form
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- List of procurement contracts

Additional Application Components

- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- List of Individuals in the Application
- Curriculum Vitae or Resumes of Key Personnel
- Management Plan/Organizational Chart
- Letters of Support or Commitment
- Data Archiving Plan
- Bibliography/Reference
- Any Tools/Instruments, Questionnaires, Tables/Charts/Graphs, or Maps (as needed)
- Human Subjects Protection

- Privacy Certificate
- Request to Use Incentives or Stipends

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received—

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.