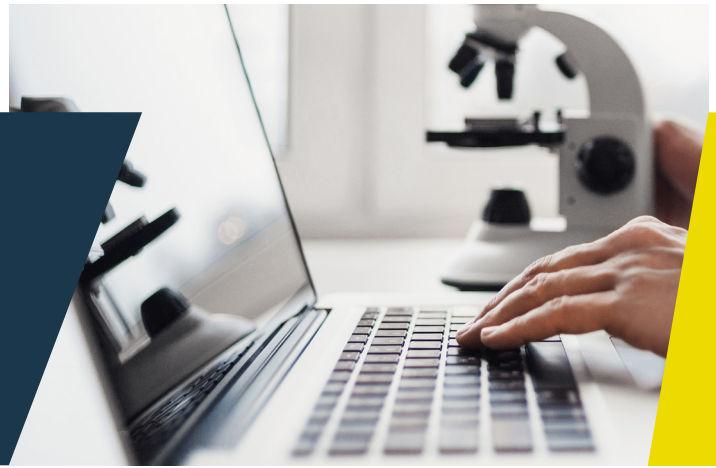


# FAQs



Kite\_rin/Shutterstock.com

## FISCAL YEAR (FY) 2023 STRENGTHENING THE MEDICAL EXAMINER-CORONER SYSTEM PROGRAM FREQUENTLY ASKED QUESTIONS (FAQS) AND GUIDANCE

### General Solicitation

**Question:** What is the authorizing language for the Strengthening the Medical Examiner-Coroner (ME/C) System Program?

**Answer:** The Strengthening the Medical Examiner-Coroner (ME/C) System Program is a discretionary program.

**Question:** What are the submission deadlines for the [FY23 ME/C applications](#)?

**Answer:** Grants.gov Deadline—April 11, 2023, 8:59 p.m. Eastern Time

JustGrants Deadline—April 18, 2023, 8:59 p.m. Eastern Time

**Question:** Can one organization apply for both Purpose Areas outlined in the solicitation? If so, does that organization submit one application covering both Purpose Areas or one application for each Purpose Area?

**Answer:** An applicant may apply for both Purpose Areas. However, an applicant must submit a separate application for each Purpose Area (see page 9 of the solicitation under “Goals, Objectives, Deliverables, and Timeline”).

**Question:** How long is the project period once the award is made?

**Answer:** The period of performance duration for awards made under this program is 36 months (see page 11 of the solicitation under “Federal Award Information”).

**Question:** When will applicants be notified of the funding decisions?

**Answer:** It is anticipated that awards will be announced prior to September 30, 2023 (refer to the [OJP Grant Application Resource Guide](#)).

**Question:** Do the title page, the table of contents, and bibliography/references count toward the Proposal Narrative?

**Answer:** A title page and table of contents are not required for the Proposal Narrative (see page 15 of the solicitation, under “Proposal Narrative” of the “Application and Submission Information” section, for requirements). Regarding bibliography/reference, that information can be included (cited) within the 15-page Proposal Narrative to support specific content that is necessary for the applicant to address the application and submission information requirements. However, if the applicant has an extensive



listing of bibliography/reference material, they can include it as a separate attachment. The applicant should clearly title the separate attachment and reference it in the Proposal Narrative as needed. This will help ensure that during the basic minimum requirements process, subsequent peer review process, and internal review by Department of Justice (DOJ) program managers, DOJ is clearly aware of its existence as a separate attachment.

**Question:** How should technical issues experienced with grants.gov and JustGrants be addressed?

**Answer:** If you experience technical issues with grants.gov or JustGrants, please contact the appropriate customer support referenced on page 2 of the solicitation under “Contact Information.”

**Question:** If an applicant was previously awarded funding under this program, can they still apply for FY 2023 funding?

**Answer:** Yes.

## Allowable Uses of Funding

### Purpose Area 1 (Fellowships)

**Question:** Under Purpose Area 1, can funding be used for forensic pathologist assistants, as well as forensic pathology fellowships?

**Answer:** No. Under Purpose Area 1, funds may be used only for forensic pathology fellowships.

**Question:** Under Purpose Area 1, are applicants required to have an accredited forensic pathology fellowship program?

**Answer:** Yes, eligible applicants for Purpose Area 1 must have a current Accreditation Council for Graduate Medical Education (ACGME)–accredited forensic pathology fellowship program (see page 2 of the solicitation under “Eligibility”). Also see <https://www.acgme.org/What-We-Do/Accreditation/Common-Program-Requirements>.

**Question:** Under Purpose Area 1, is the purchase of minor equipment/supply items (e.g., microscopes) an allowable cost for fellows?

**Answer:** Yes, these types of items are an allowable cost. However, all purchases will need to be justified,

and the applicant will need to include information within their application materials that the purchase of the item(s) is needed for that individual to complete the fellowship program.

**Question:** Under Purpose Area 1, if one fellow is funded through the grant and a second fellow is funded through the applicant’s organization, are both fellows eligible for the loan repayment offered by the ME/C Program?

**Answer:** Under Purpose Area 1 (forensic pathology fellowships), applicants may apply for one fellowship position (for up to \$150,000), or they may apply for two fellowship positions (for up to \$300,000 = \$150,000 each). To offset the financial burden associated with educational debt and assist with recruiting qualified candidates, applicants may use up to \$75,000 for fellowship loan repayments.

Therefore, applicants may use up to \$75,000 in loan repayments for each fellowship position that they are applying for (either one or two fellowship positions). If the applicant is applying for two fellowship positions, the applicant may use up to \$75,000 in loan repayments for fellowship position #1 and also use up to \$75,000 in loan repayments for fellowship position #2.

### Purpose Area 2 (Accreditation)

**Question:** Under Purpose Area 2, can award funds be used for improvements to the facilities to become eligible to apply for accreditation?

**Answer:** Yes, award funds may be used for improvements to the facilities as long as the applicant can justify that the improvements are necessary to achieve accreditation.

**Question:** Under Purpose Area 2, the solicitation notes that BJA expects to make 10 awards at a dollar amount of \$100,000 per award. Does this mean you have to apply for \$100,000?

**Answer:** No. You can apply for any amount below \$100,000. However, the request may not exceed \$100,000.

**Question:** Under Purpose Area 2, can award funds be used to purchase equipment?

**Answer:** Yes, award funds may be used to purchase equipment under Purpose Area 2 as long as the

applicant can justify that the equipment is necessary to achieve accreditation.

**Question:** Under Purpose Area 2, can award funds be used to maintain existing accreditation?

**Answer:** Yes, funds may be used to maintain existing accreditation under this program.

**Question:** Under Purpose Area 2, can an application be submitted pending the outcome of an inspection by an appropriate ME/C accrediting agency?

**Answer:** Applicants need to be able to meet the eligibility requirements at the time of the application submission. As noted on page 7 of the solicitation under Purpose Area 2, “Funds may be used to support new ME/C office accreditation.”

**Question:** Under Purpose Area 2, can an application be submitted if a potential applicant received information from ACGME stating, “Status: Continued Accreditation with Warning”?

**Answer:** The applicant will need to meet the eligibility requirements at the time of the application submission.

**Question:** Under Purpose Area 2, can award funds be used to pay personnel who are not certified but are working toward certification?

**Answer:** Funds may be used for the purpose of paying personnel within the ME/C agencies that are seeking certification.

**Question:** Under Purpose Area 2, can award funds be used for travel?

**Answer:** Travel costs may be allowable under Purpose Area 2 if funds are used to support ME/C office accreditation.

**Question:** Under Purpose Area 2, if an applicant is accredited by the National Association of Medical Examiners but not by the International Association of Coroners and Medical Examiners (IACME), can funds be used for IACME accreditation?

**Answer:** As noted in the solicitation, through this funding opportunity, applications are being solicited from ME/C agencies seeking to obtain or maintain accreditation

through an appropriate ME/C accrediting agency. Under “Eligibility” on page 2 of the solicitation, it notes, “Eligible applicants for Purpose Area 2: Medical Examiner-Coroner (ME/C) Office Accreditation are limited to domestic medical examiner and coroner offices actively seeking or maintaining accreditation through an independent accrediting organization such as the National Association of Medical Examiners, the International Association of Coroners and Medical Examiners, or other appropriate accrediting bodies.”

## Associated Application Documents

**Question:** What is the federal requested amount in the SF-424?

**Answer:** The federal requested amount in the SF-424 is the funding amount the applicant is requesting in their application.

**Question:** Is there guidance on completing the SF-424 form?

**Answer:** Refer to the [SF-424 guidance](#) found on [grants.gov](#) for instructions on completing the form.

**Question:** One of the questions on the SF-424 form is whether this solicitation is subject to Executive Order 12372. What is the appropriate response to this question?

**Answer:** This solicitation is not subject to [Executive Order 12372](#). As noted in the solicitation, an applicant is to answer that question by selecting the response that the “Program is not covered by E.O. 12732” (see page 14 of the solicitation under “Application and Submission Information,” “Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov”).

**Question:** What if the required forms (e.g., the “Disclosure of Lobbying Activities” form) do not apply to the applicant’s organization?

**Answer:** Please refer to the “Application and Submission Information” section and “Application Checklist” of the solicitation to determine what documents are required for the application. With regard to the “Disclosure of Lobbying Activities” form, all applicants must submit the form but can enter “not applicable” in questions 10a and 10b. For

further guidance, please refer to the [OJP Grant Application Resource Guide](#). (See page 20 of the solicitation under “Application and Submission Information,” and see page 29 of the solicitation under “Application Checklist.”)

**Question:** What other attachments should be included in the application?

**Answer:** Refer to the “Application Checklist” in the solicitation to ensure that all items required for the respective Purpose Area are included in your application. (See page 27 of the solicitation under “Application Checklist.”)

**Question:** In the “Additional Application Components” section of the solicitation, are all items in that section required for both Purpose Areas?

**Answer:** The “Additional Application Components” are required if they are applicable to the applicant’s agency and the respective Purpose Area of the solicitation. Items in the “Additional Application Components” section, such as the list of key personnel and a timeline, are required for all applicants under this solicitation. (See page 29 of the solicitation under “Additional Application Components.”)

**Question:** Should an applicant upload an organizational chart as an individual PDF file, named as such, in JustGrants under “Additional Application Components”?

**Answer:** Yes, please refer to page 19, which lists the organizational chart as an additional application component that the applicant should attach as a separate attachment in JustGrants.

**Question:** Should applicants provide position descriptions and résumés for individuals with significant responsibilities as two distinct file uploads, or should they provide résumés only for named staff?

**Answer:** Please refer to page 19 of the solicitation, where it states, “Position Descriptions and Résumés—Curriculum vitae, résumés, or biographical sketches for key personnel. Attach this as a separate PDF file titled ‘Curriculum Vitae or Resumes.’”

## Performance Metrics Guidance

### Purpose Area 1: Fellowships

\*The list below matches the respective metric numbers in BJA’s Performance Measures Table found at: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/MEC-Measures.pdf>.

**Metric 7:** Total number of death investigations performed by the medical examiner-coroner office during the 6-month period prior to the award start date.

**BJA Guidance:** The reported metric should reflect the 6 months prior to the beginning of the period of performance. For example, for FY 2023 awards, the period of performance starts on October 1, 2023, so this metric should reflect data collected from March 31, 2023, to September 30, 2023. The reported metric should be the same for every reporting period over the lifetime of that award.

**Metric 8:** Total number of death investigations performed by the medical examiner-coroner office during the reporting period.

**BJA Guidance:** The reporting period for this award is semi-annually, or every 6 months. Therefore, the number of death investigation performed metric would cover only those 6 months of the reporting period for the entire office (not just the BJA-funded forensic pathology fellow(s)).

**Metric 9:** Total number of death investigations performed by BJA-funded forensic pathology fellow(s) during the reporting period.

**BJA Guidance:** The reporting period for this award is semi-annually, or every 6 months. Therefore, the number of death investigation performed metric would cover only those 6 months of the reporting period for ONLY the BJA-funded forensic pathology fellow(s).

**Metric 10:** Total number of death investigations performed by the medical examiner-coroner office during the entire project.

**BJA Guidance:** This metric will be the cumulative total of the hours reported by the ME/C office for each subsequent reporting period. Therefore, if you reported X in Progress Reporting Period 1 and Y in Progress Reporting Period 2, the metric reported here in Progress Reporting Period 2 would be X + Y.

**Metric 11:** Total number of death investigations performed by BJA-funded forensic pathology fellow(s) during the entire project.

**BJA Guidance:** This metric will be the cumulative total of the metrics reported for the BJA-funded forensic pathology fellow(s) for each progress reporting period. Therefore, if you reported X in Progress Reporting Period 1 and Y in Progress Reporting Period 2, the metric reported here in Progress Reporting Period 2 would be X + Y.

**Metrics 12–17:** Follow the same guidance provided above for number of autopsies performed.

## Purpose Area 2: Accreditation

**Metric 22:** Number of individuals in the medical examiner-coroner (ME/C) office in medicolegal death investigation (MDI) supporting positions at the beginning of the award period.

**BJA Guidance:** The FY 2023 award's period of performance starts on October 1, 2023. Therefore, you would report how many individuals in the ME/C office were in MDI supporting positions on October 1, 2023. The reported metric should be the same for every reporting period over the lifetime of that award.

**Metric 23:** Number of certified individuals in the medical examiner-coroner office in medicolegal death investigation supporting positions at the beginning of the award period.

**BJA Guidance:** The FY 2023 award's period of performance starts on October 1, 2023. Therefore, you would report how many certified individuals in the ME/C office were in MDI supporting positions on October 1,

2023. The reported metric should be the same for every reporting period over the lifetime of that award.

**Metric 24:** Target number of individuals to be certified with Strengthening the Medical Examiner-Coroner System Program funding at the beginning of the award period.

**BJA Guidance:** The FY 2023 award's period of performance starts on October 1, 2023. Therefore, you would report how many individuals you plan to certify, using BJA funding, on October 1, 2023. The reported metric should be the same for every reporting period over the lifetime of that award.

**Metric 25:** Number of individuals who initiated the certification process with Strengthening the Medical Examiner-Coroner System Program funding during the reporting period.

**BJA Guidance:** The reported metric should reflect the total number of individuals who have started and/or are currently undergoing the certification process, using BJA funding, at the end of the progress reporting period.

**Metric 26:** Number of individuals who achieved certification with Strengthening the Medical Examiner-Coroner System Program funding during the reporting period.

**BJA Guidance:** For this metric, report the total number of individuals who achieved certification using BJA funding during the current reporting period. Do not include individuals certified during previous reporting periods.

**Metric 27:** Number of individuals who achieved certification with Strengthening the Medical Examiner-Coroner System Program funding during the entire project.

**BJA Guidance:** This metric will be a cumulative total for the entire project. For example, if you reported X individuals achieved certification in Reporting Period 1 and Y individuals achieved certification in Reporting Period 2, this metric would be X + Y in Reporting Period 2.

## Past Funding

Funding and awards made under the Strengthening the Medical Examiner-Coroner System Program since FY 2017 can be found at the following links:

- [FY 2022 Strengthening the Medical Examiner-Coroner System Program Awards](#)
- [FY 2021 Strengthening the Medical Examiner-Coroner System Program Awards](#)
- [FY 2020 Strengthening the Medical Examiner-Coroner System Program Awards](#)
- [FY 2019 Strengthening the Medical Examiner-Coroner System Program Awards](#)
- [FY 2018 Strengthening the Medical Examiner-Coroner System Program Awards](#)
- [FY 2017 Strengthening the Medical Examiner-Coroner System Program Awards](#)

## Contacts and Resources

### JustGrants

**Website:** [justicegrants.usdoj.gov](http://justicegrants.usdoj.gov)

**Email:** [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

**Customer Support:** 833-872-5175

[JustGrants User Support](#)

[JustGrants Application Submission training resources page](#)

[DOJ Application Submission Checklist](#)

## Grants.gov

**Website:** [www.grants.gov](http://www.grants.gov)

**Support:** [www.grants.gov/support.html](http://www.grants.gov/support.html)

**Email:** [support@grants.gov](mailto:support@grants.gov)

**Customer Support:** 800-518-4726, 606-545-5035

## ABOUT BJA

BJA helps America's state, local, and tribal jurisdictions reduce and prevent crime, lower recidivism, and promote a fair and safe criminal justice system. BJA provides a wide range of resources—including grants, funding, and training and technical assistance—to law enforcement, courts and corrections agencies, treatment providers, reentry practitioners, justice information sharing professionals, and community-based partners to address chronic and emerging criminal justice challenges nationwide. To learn more about BJA, visit [bjajustice.org](http://bjajustice.org) or follow us on Facebook ([www.facebook.com/DOJBJA](https://www.facebook.com/DOJBJA)) and Twitter ([@DOJBJA](https://twitter.com/DOJBJA)). BJA is a component of the Department of Justice's Office of Justice Programs.