

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics



FY 2022 Census of Medical Examiner and Coroner Offices

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JustGrants Deadline:	June 14, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics \(BJS\)](#) seeks applications for funding for the Census of Medical Examiner and Coroner Offices (CMEC). This program furthers the DOJ's mission by providing information on the country's medicolegal death investigation (MDI) system, which is a critical component of criminal justice and public safety systems. The MDI system contributes to the investigation of all suspicious or violent deaths, determines whether to pursue criminal investigations surrounding deaths, and acts as an early warning system to identify increased mortality related to matters such as violence, substance abuse, or biological or chemical terrorism.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

For profit organizations other than small businesses, Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Small businesses

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact Connor Brooks, BJS Statistician, by telephone at 202-307-0765, or by email at AskBJS@usdoj.gov. Include "CMEC22" in the subject line.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

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

The Bureau of Justice Statistics (BJS) seeks applications for the administration of the 2023 Census of Medical Examiner and Coroner Offices (CMEC). The goal of the project is to obtain updated information about the workload, staffing, training, policies, and procedures of all publicly funded medical examiner and coroner (ME/C) offices responsible for providing medicolegal death investigation (MDI). The award recipient will be responsible for 1) developing an up-to-date, reliable, multi-mode survey form; 2) updating the existing frame of ME/C offices to ensure a complete enumeration of all eligible offices; 3) fielding the CMEC for a 2023 reference year, with reasonable efforts to maximize response rates; and 4) providing interim and final clean and accurate datasets.

Statutory Authority

34 U.S.C. §10132

Specific Information

Statutory Authority:

Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to “make grants to, or enter into cooperative agreements or contracts with, public agencies, institutions of higher education, private organizations, or private individuals” for purposes of collecting and analyzing criminal justice statistics. BJS is authorized to issue this solicitation under 34 U.S.C. § 10132.

Specific Information

ME/C offices are responsible for the investigation of suspicious, violent, or unexpected deaths, or deaths with no attending physician. ME/C offices support public safety by providing death investigation services, death scene investigations, medical investigations, and determinations of cause and manner of death. They are, in part, responsible for determining whether criminal investigation is warranted following deaths. They also support public safety and health by providing early warning systems on mortality rates related to drug overdoses and biological or chemical terrorism.

The purpose of the CMEC data collection is to gather and report information on—

- administration of ME/C offices, including but not limited to accreditation and budget.
- staffing, including but not limited to employee training and certification.
- workload, including but not limited to referred and accepted cases, backlogs, and autopsies.
- policies and procedures, including but not limited to those for disposition of remains, unidentified decedents, record keeping, and standardization of data.

This will be the third census BJS has conducted on this topic, with prior iterations for 2004 and 2018. Additional information on the CMEC program can be found at <https://bjs.ojp.gov/data-collection/census-medical-examiner-and-coroner-mec-offices>.

Goals, Objectives, Deliverables, and Timeline

Goals

The goal of this cooperative agreement solicitation is to select a data collection agent that will support BJS in updating and fielding the CMEC in order to provide timely and accurate statistics about the number of ME/C offices and their staffing, budget, workload, resources, policies, and procedures with a 2023 reference year.

Objectives

Through this cooperative agreement, the recipient of funds will be responsible for working closely with BJS on the CMEC in 1) developing an up-to-date, reliable, multi-mode survey form; 2) updating the existing frame of ME/C offices to ensure a complete enumeration of all eligible offices; 3) fielding the CMEC for a 2023 reference year, with reasonable efforts to maximize response rates; and 4) providing interim and final clean and accurate

datasets. All of these objectives will be completed while the award recipient provides quality project management as described in the deliverables below.

Deliverables

Consistent with the use of a cooperative agreement, BJS will be substantially involved in the program. This includes direct oversight and involvement in implementing the program, but does not involve day-to-day program management. The following statement of work describes the scope of work necessary for the successful applicant to prepare, design, and carry out the CMEC, and includes the main program deliverables with target end dates.

Applicants should briefly describe how they would accomplish each deliverable in the time frame specified and estimate the costs associated with the deliverables. This should include a description of the specific strategies and/or approaches the applicant would use to meet each deliverable, a description of the capabilities and expertise that enable the applicant to successfully achieve objectives and deliverables, and cost estimates for performing the work. The application should describe the applicant's knowledge of the challenges and complexities associated with 1) developing and testing a national administrative data collection form, 2) developing a comprehensive census frame of ME/C offices, 3) developing and fielding a national data collection, 4) achieving adequate response rates to minimize bias in the national estimates, and 5) collecting, cleaning, and analyzing data for quality and providing national estimates.

Key target dates (subject to change as events necessitate) for the 36-month award of the CMEC are:

- Performance Period: January 1, 2023–December 31, 2025
- Office of Management and Budget (OMB) clearance materials: January 2024
- Field data collection: May 2024–April 2025
- Final dataset delivered: July 2025

The specific task and deliverables are described below. Applicants should discuss how they would address these tasks.

Task 1. Project management. The award recipient will be responsible for establishing and maintaining the project schedule and budget, and for keeping BJS informed of progress, setbacks, and changes to the schedule, as well as other administrative duties.

Project schedule. Within 3 weeks of the award start date, the award recipient will meet with BJS to discuss the proposed project, tasks, and schedule. The award recipient will develop and propose for BJS approval a detailed timetable outlining the dates for completing each task, deliverable, and status report.

Communications. The award recipient will be responsible for maintaining communications with BJS. This includes meetings and performance reports.

Meetings. Award recipients should prepare meeting agendas and meeting minutes to document any decisions and assigned action items resulting from the following meetings.

- A kickoff meeting in-person, as events allow, at BJS to discuss plans and schedule activities for the project period.
- Biweekly check-in meetings during the data collection period and until the final dataset is delivered.
- Ad-hoc meetings as necessary.
- A wrap-up meeting at the end of the project period to present findings and recommendations to BJS.

Performance reports. Award recipients will provide the following performance reports:

- Monthly performance reports to the BJS program manager detailing project status, expenditures, response rates, collection issues, and any items of importance to the projects, due 15 days after the end of each month or at a time mutually determined between BJS and the award recipient
- Weekly performance reports to the BJS program manager during the data collection, with response rates, nonresponse follow-up, data quality follow-up, and other related metrics
- Quarterly financial reports uploaded to JustGrants
- Semi-annual reports on status of the award, deliverables, and expenditures uploaded to JustGrants.

Decision memos. Award recipient will provide decision memos to BJS regarding major decisions in awards (such as when a survey form is deemed final) or when changes to planned work are required.

Data management plan: The recipient of funds is required to develop and maintain a BJS-approved data management plan (DMP). The DMP should provide general program information and describe the specific procedures by which the data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed during the award period. For programs including information identifiable to a private person or personally identifiable information (PII), the DMP should complement the information provided in the Privacy Certificate (28 C.F.R. 22.23) to describe controls in place to protect data security and confidentiality. The recipient of funds will complete the DMP in collaboration with the BJS Program Manager and must submit it to BJS for review and approval no later than 60 days after the award start date. The award recipient must maintain an updated version of its DMP throughout the program period and must receive written BJS approval prior to making changes to the approved plan. The award recipient must submit, as applicable, an updated copy of the DMP for review with its semi-annual performance reports and at any time upon the request of BJS.

Required deliverables under Task 1: 1) A written project schedule for the entire program (all tasks) with the design and program tasks fully specified; 2) Meeting agendas and minutes to document decisions and action items (biweekly during active data collection); 3) Monthly performance reports; 4) Weekly performance reports during active data collection; 5) Quarterly financial reports as required by OJP; 6) Semi-annual reports as required by OJP; 7) Decision memos for major project milestones, deliverables, and changes; 8) a DMP due within 60 days of the award start date.

Task 2. Instrument development and stakeholder engagement. Award recipients will develop a multi-mode census form, which should include testing and feedback from stakeholders and practitioners.

- A. **Data quality assessment.** The award recipient will review the 2018 CMEC form and data to assess how the questionnaire performed, including item and unit nonresponse.
- B. **Stakeholder engagement.** The award recipient will identify and engage with stakeholders, practitioners, and other subject matter experts (SMEs) to review the questionnaire and gather suggestions for changes. This input should help inform whether the topics covered on the form are relevant and if the questions are appropriate and answerable. It should also help the award recipient and BJS come up with ways to increase participation by potential respondents in the data collection. The award recipient and BJS will assess and incorporate findings from this engagement to develop an up-to-date, relevant, and easy-to-answer questionnaire. After a questionnaire is drafted, the award recipient will test the instrument with additional SMEs to assess performance. Applicants should discuss how they plan to engage stakeholders both to develop an updated census form and to test it.
- C. **Final census form.** Following any testing and gathering of feedback, the award recipient will work with BJS to construct a multi-mode questionnaire. This web form should:
 - Have a user-friendly interface that minimizes respondent burden with less than a 2-second response time and supports the expected load of concurrent users
 - Work across browsers
 - Provide clear instructions
 - Allow respondents to download a printable copy of the form
 - Allow respondents to easily save progress and return to where they left off in subsequent visits
 - Support roles for administrators, staff, testers (including BJS staff), and respondents
 - Provide respondents with a summary of answers for verification before final submission
 - Provide respondents a filled form for their recordsEnsure privacy of submitted questionnaires and provide respondents with secure and private sign-in
 - Be able to handle validation and cross-check logic.

The award recipient will provide user-testing documentation and specifications, including validation logic of questions, of the web survey prior to the fielding of the survey and allow BJS to fully test and provide feedback on the survey.

Required deliverables under Task 2: 1) Data quality assessment of 2018 CMEC; 2) Plans for SME engagement; 3) Plans for testing draft questionnaire; 4) Draft materials for OMB clearance if required for testing; 5) Iterative drafts of census forms; 6) Final version of survey, including web specifications and logic.

Task 3. Frame development. The award recipient will update and maintain a roster that is a complete enumeration of ME/C offices.

The award recipient will update the 2018 CMEC frame to include all eligible ME/C offices at the federal, state, and local levels, including offices that may cover only tribal jurisdictions. BJS will provide the 2018 frame. The award recipient will maintain this frame over the course of the project. Applicants should discuss sources they propose to use to validate the roster of eligible ME/C offices and how they would keep the frame up-to-date as the project progresses. Over the course of the data collection, the award recipient should be prepared to provide BJS with updated frames indicating responses and follow-up at a case level. Additionally, the award recipient should be prepared to submit any OMB clearance materials required to conduct frame verification activities. At the close of the project, the award recipient will deliver a final frame file indicating participation and eligibility.

Required deliverables under Task 3: 1) A report/memo fully documenting the frame creation, including frame verification activities, data sources, and notes on ME/C office inclusion or exclusion; 2) Draft materials for OMB clearance if required; 3) Iterative and final frame files.

Task 4. OMB Clearance. The award recipient will prepare draft materials for any activities requiring OMB clearance.

The award recipient will provide BJS with draft materials for OMB clearance for the CMEC. These materials include, but are not limited to, the 30- and 60-day notices; form 83-I; supporting statements; and copies of all survey documents, including questionnaires, instructions, follow-up correspondence, and telephone scripts. BJS will provide sample documents as needed. Additionally, this may also include generic clearance materials as addressed in Task 2 or Task 3.

Required deliverable under Task 4: Draft materials for OMB clearance for administering the CMEC and any other activities requiring clearance.

Task 5. Census Administration. The award recipient will field the CMEC with all reasonable efforts to maximize participation.

A. Census administration plan. The award recipient will provide a detailed plan on census data collection protocols, including contact and follow-up procedures and timelines, quality control processes, and efforts to minimize nonresponse. The plan will discuss how the award recipient will engage stakeholders to encourage participation. It will also discuss efforts to minimize bias and propose nonresponse bias analyses and weighting methods. The plan should include processes to document how follow-up efforts are being monitored and tracked. As the data collection is fielded, the plan should detail which nonresponse adjustments are used and document all data edits. Data edits and processing procedures should be thoroughly documented for verification and replication.

BJS aims to have a nationally representative dataset with minimal bias in unit and item response rates, subject to cost and time restraints. As such, the plan should discuss approaches to identify and

minimize bias, including a discussion of nonresponse bias assessment options. The award recipient should plan on providing BJS data files at 50% and 75% completion rates. Applicants should discuss how they propose to carry out the CMEC, including efforts to identify and minimize bias and what measures can be taken if response rates fall below 80%.

B. Outreach and communication. The award recipient will conduct an outreach and communications program to maximize response rates. These efforts should be included in a marketing plan. This plan includes making connections with professional associations and stakeholders in the practitioner community to promote participation in the data collection. The marketing plan should also detail how the award recipient will conduct follow-up with non-responders to encourage participation and advertise the CMEC to a wide audience of practitioners.

Deliverables under Task 5: 1) Census administration plan, which can be regarded as an iterative, living document that includes at a minimum: census protocols, contact and follow-up procedures and timeline, data quality control procedures, nonresponse adjustment procedures, nonresponse bias analyses as necessary, and data processing and cleaning documentation; 2) Outreach and communication plan; 3) Preliminary data files at 50% and 75% completion.

Task 6. Final Verification and Dataset. The award recipient will provide a final, clean dataset and an end-of-study technical report.

- A. Final data set.** The award recipient will provide a raw dataset to BJS at the close of the collection. The award recipient will then conduct final verification procedures prior to delivering a final dataset to BJS. Any data issues must be reported to BJS for resolution prior to delivering this file. The award recipient will provide a justified approach to addressing item-specific missing or incomplete data, including any proposed data allocations, imputations, or other nonresponse adjustments. The delivery of the final dataset should include a codebook that details the variables contained in the dataset, including item response rates and any weighting adjustments necessary for analyses. The data file should include flags to clearly identify any data that were imputed. The data set should be ready for archiving, with logical variable names and types, labels assigned to those variables, and values assigned to variable levels as needed. The final dataset should be provided no longer than 3 months after the close of the data collection.
- B. Nonresponse bias study.** If needed, the recipient of funds will conduct and report on a bias assessment for unit and item nonresponse. This analysis will include recommendations for any weighting or imputation procedures used in compiling the final data set.
- C. End of study report.** The award recipient will provide an end-of-study technical report that includes at a minimum overview of the program with an actual project timeline, lessons learned, challenges encountered in the data collection, and an assessment of unit and item response rates and nonresponse error.

Deliverables under Task 6: 1) Raw dataset; 2) Final dataset and codebook, along with any documentation for data cleaning, weighting, and adjustments; 3) Nonresponse bias study as needed; 4) End-of-study technical report.

This solicitation provides an outline of the major project goals, objectives, and deliverables that are expected. Applicants are encouraged to provide detail about how they will successfully address the scope of work. This includes details on activities like designing a survey to encourage maximum participation, methods of identifying the entire universe of eligible ME/C offices, devising a census administration plan that engages the field to achieve a high response rate, and ensuring that data quality will meet BJS standards.

BJS award recipients that serve as data collection agents may need to pass an OJP background check. They may also be required to complete some of their work on the OJP network using OJP-hosted applications. OJP may request copies of the codebook, database, and related documentation for any applications developed using BJS funds. Required documentation includes functional specifications and installation instructions.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

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, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$1,000,000.00

Period of Performance Start Date

1/1/23 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$1,000,000.00

Continuation Funding Intent

BJS may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award, and the award-funded work’s progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications 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.

Types of Awards

BJS expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

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 [OJP Grant Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Information System Security and Privacy Requirements

Award recipients and subrecipients that serve as BJS data collection agents to collect, receive, handle, maintain, transfer, process, store, or disseminate information under BJS's authority in conjunction with the funded activities, including information identifiable to a private person and personally identifiable information (PII) (e.g., names, Social Security numbers, last-known addresses, or FBI, state, or Department of Correction (DOC) ID numbers), must maintain the appropriate administrative, physical, and technical safeguards to ensure that information systems are adequately secured and protected against unauthorized disclosure, in accordance with applicable federal laws, regulations, and other authorities.

Specifically, BJS award recipients and subrecipients are required to, as applicable—

- Comply with the data security and confidentiality provisions detailed in 28 C.F.R. Part 22.
- Follow the [DOJ Cybersecurity and Privacy Rules of Behavior for General Users](#), which pertain to the use, security, and acceptable level of risk for DOJ systems and applications.
- Adhere to National Institute of Standards and Technology ([NIST](#)) guidelines to categorize the sensitivity of all data collected or maintained on behalf of BJS.
- Once the system has been categorized, secure data in accordance with the Risk Management Framework specified in [NIST SP 800-37 rev. 2](#).
- Employ adequate controls to ensure data are not comingled with any other data set or product without the express written consent of BJS.
- Reduce the volume of PII collected, used, or retained to the minimum necessary.
- Limit access to identifiable data to only those individuals who must have such access.
- Limit use of identifiable data to only the purposes for which it was approved.
- Follow BJS's established security incident notification procedures, including notifying BJS and the appropriate DOJ officials, within one hour of discovery, of all security incidents involving PII or other sensitive information collected or maintained in conjunction with BJS-funded activities.
- Log all computer-readable data extracts from databases holding sensitive information and ensure that each extract including sensitive data has been erased within 90 days or that its use is still required.

- Ensure all contracts involving the processing and storage of PII comply with DOJ policies on remote access and security incident reporting.
- Complete data security and confidentiality trainings, as applicable.
- Employ formal sanctions for anyone failing to comply with DOJ policy and procedures, in accordance with applicable laws and regulations.

Further, BJS award recipients that receive funding for projects that involve collecting, acquiring, storing, receiving, or transferring data under BJS's authority are required to develop and maintain a BJS-approved Data Management Plan (DMP) that describes how the data collected under BJS's authority for the program will be collected or acquired, received, handled, processed, stored, transferred, and disposed.

Applicants are advised that OJP may audit the information systems that are used by award recipients during the performance period, to assess compliance with federal laws and regulations related to data management and security.

BJS encourages prospective applicants to review the relevant security and privacy provisions of the BJS Data Protection Guidelines, which summarize the federal statutes, regulations, and other authorities that govern data collected and maintained under BJS's authority. The guidelines are available at: https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjs_data_protection_guidelines.pdf.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

See the "Application Elements and Formatting Instructions" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 must be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant 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 solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

Standard Applicant Information (JustGrants 424 and General Agency 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 its 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

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 font; have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJS may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue OR Statement of the Problem if research is involved

This section should include a description of the purpose, goals, and objectives of the CMEC.

Applicants should demonstrate their knowledge of BJS and the CMEC as well as the current state of the MDI system in the U.S., relevant issues in the field, current research in the field, what importance the CMEC has to the field, and a review of relevant literature.

b. Project Design and Implementation

Applicants should describe how they will achieve the goals, objectives, and deliverables outlined in this solicitation. This includes all aspects of the project: project management, instrument development, frame verification, administration of census and protocols, outreach to stakeholders, progress monitoring, and data processing. Applicants should provide a detailed description of how they would achieve the deliverables and objectives discussed in this solicitation and briefly describe the administrative costs of activities proposed.

c. Capabilities and Competencies

Applicants should demonstrate their capabilities and competencies at carrying out a national-level data collection and with the subject areas of MDI, medical examiners, and coroner offices. This section should demonstrate:

- i. Substantive expertise about the work of medical examiner and coroner offices
- ii. Experience carrying out successful national level data collections, particularly related to forensics, law enforcement, or the MDI community
- iii. Capacity to meet BJS data quality guidelines, including the use of a DMP

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

Applicants should briefly describe how they will track project performance and how deliverables will be met on time and in a manner consistent with BJS expectations. This may include who will monitor delivery status, the schedule, reports, and other project management tasks.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found under the performance measure section of this solicitation.

BJS will require award recipients to submit performance measure data and performance reports in JustGrants. BJS will provide further guidance on the post-award submission process, if selected for award

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the CMEC’s goals, objectives, deliverables and timelines in the JustGrants web-based form.

Budget and Associated Documentation**Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Employee Compensation Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Appendices (appendices do not count in the 30-page program narrative limit).

- Bibliography or references
- Any tools, instruments, questionnaires, tables, charts, graphs, or maps pertaining to the proposed project that are supplemental to items included in the main body of the narrative
- Curriculum vitae or résumés of principal investigator, all co-principal investigators, and all other individuals who will be significantly involved in substantive aspects of the project (e.g., SMEs acting as consultants)
- A detailed proposed project timeline with expected milestones and level of staff effort for each phase of work
- List of any previous and current BJS awards to applicant organization and investigator(s), including BJS-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from the work funded under the BJS award(s)
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project
- If applicable, list of other agencies, organizations, or funding sources to which this proposal has been submitted

Applicants should attach the Appendices in JustGrants.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

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 submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Human Subjects Protection

BJS requires the funding recipient to submit proper documentation certifying that the research project meets the federal requirements for human subjects protections set forth in 28 CFR Part 46. Applicants should complete the Human Subjects Protection Certification of Compliance form, available at <https://bjs.ojp.gov/funding/human-subjects-and-confidentiality-requirements>. Applicants should attach the completed certification form in JustGrants.

Privacy Certificate

The Privacy Certificate is a funding recipient's certification of compliance with federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable information. Applicants must specify in the Privacy Certificate the specific controls used to safeguard directly identifiable information against unauthorized disclosure. All project staff, including information technology personnel, subcontractors, and/or consultants, with access to identifiable data collected in conjunction with the BJS-funded activities are required to sign a Privacy Certificate to affirm their understanding of and agreement to comply with the terms of access and privacy requirements. Award recipients are responsible for maintaining an updated list of individuals with access to identifiable information and for ensuring that new staff who gain access to such information during the project period sign a Privacy Certificate. A model certificate is located at: <https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjsmpc.pdf>. Applicants should attach the completed Privacy Certificate in JustGrants.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

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

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

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

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, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in JustGrants.usdoj.gov.

For additional information, see the “How to Apply” section in the [OJP Grant 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 8:59pm ET June 7, 2022.

The **full application** must be submitted in JustGrants by 8:59pm ET June 14, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevents application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

Applicants experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the Grants.gov Customer Support Hotline
- SAM.gov - contact the SAM Help Desk (Federal Service Desk)
- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175

Applicants requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with 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. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;
Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what

date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)

- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (35%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJS include available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

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 (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJS recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

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 [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

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

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 typically 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. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant 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), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

PERFORMANCE MEASURES

Objective	Performance Measure(s)	Data Recipient Provides
Provide accurate and timely statistics on the administrative operations of medical examiner and coroner offices by conducting the Census of Medical Examiner and Coroner Offices (CMEC)	<p>Percentage of deliverables (including final reports and data files) that are completed on time</p> <p>Percentage of deliverables (including final reports and data files) that meet expectations</p> <p>Number and variety of subject matter experts consulted</p> <p>Achieve a 95% survey response rate</p> <p>Number of agencies that complete surveys on time and adhere to data quality standards</p> <p>Percent of records in the database that are complete and accurate</p> <p>Develop and maintain a web-based reporting system that meets BJS's standards for effectiveness and efficiency</p>	<p>As detailed in the solicitation deliverables section:</p> <p>Task 2: a) Develop and test a multi-mode census form b) engage and incorporate stakeholders' feedback</p> <p>Task 3: Develop a frame which contains a complete enumeration of potentially eligible ME/C offices.</p> <p>Task 4: Field the CMEC including obtaining OMB clearance</p> <p>Task 5: Conduct data collection and nonresponse follow-up as detailed in the solicitation deliverables section to include the following:</p> <ul style="list-style-type: none"> a) Census administration plan b) Outreach and communication plan c) Preliminary data files at 50% and 75% completion <p>Number of agencies participating in the survey</p> <p>Number of agencies that responded to the survey</p> <p>Number of agencies submitting data in a timely fashion</p> <p>Complete and accurate data based on criteria outlined in Task 5</p> <p>Web-based version of survey instrument, complete with user testing documentation</p>

Objective	Performance Measure(s)	Data Recipient Provides
<p>Provide statistical support to BJS to strengthen research and data collection activities</p>	<p>Percentage of deliverables (including final reports and data files) that are completed on time</p> <p>Percentage of deliverables (including final reports and data files) that meet expectations</p> <p>Quality of project management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs were maintained within approved funds</p>	<p>As detailed in Task 6 provide the final CMEC data files and associated documentation to BJS including:</p> <ul style="list-style-type: none"> a) Raw dataset b) Final dataset and codebook, along with any documentation for data cleaning, weighting, and adjustments c) Nonresponse bias study as needed d) End-of-study technical report <p>As defined under Task 1 to include but not limited to:</p> <ul style="list-style-type: none"> a) Written project schedule for the entire project b) Meeting agendas and minutes, including biweekly meetings during active data collection c) Monthly performance reports d) Weekly field reports during active data collection e) Quarterly financial reports uploaded into JustGrants f) Semi-annual reports uploaded into Just Grants g) Data management plan

Application Checklist

FY 2022 Census of Medical Examiner and Coroner Offices

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

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

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of 1,000,000

Review Eligibility Requirement:

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- Contact BJS or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

The following items are critical application elements required to pass the basic minimum requirements review. If OJP

determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

Budget and Associated Documentation:

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Application Components:

- Tribal Authorizing Resolution (if applicable) ([see OJP Grant Application Resource Guide](#))
- Certification of Human Subjects Protection (see <https://bjs.ojp.gov/funding/human-subjects-and-confidentiality-requirements>)
- Privacy Certification form (see <https://bjs.ojp.gov/sites/g/files/xyckuh236/files/media/document/bjsmpc.pdf>)
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances:

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

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission, validation, or error notifications are received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.