

August 13, 2024

Strengthening the Medical Examiner-Coroner (ME/C) System Program Office Hours Session #1

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Disclaimer

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Today's Agenda:

- Introductions & Overview
- Forthcoming TTA & Updates
- Navigating Reporting to BJA, Monte Evans
- Questions for the Presenter
- Open Discussion
- Poll Questions
- Additional Resources & Session Wrap-Up

Forensics TTA – ME/C TTA Lead Coaches



Erica Christensen
Forensic Scientist

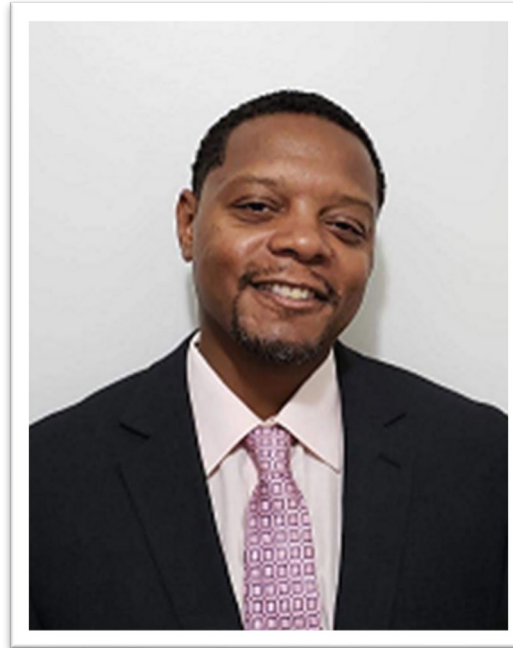


Kelly Keyes
Research Forensic Scientist

BJA – ME/C Team



Thurston Bryant
Senior Policy Advisor



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State Policy Advisor



Lindsay DePalma
Associate Contractor

Updates from the BJA ME/C Team

- Fiscal Year (FY) 2024 Awards – BJA anticipates making award announcements in the coming months, for those entities that submitted applications under this year’s program.
- BJA anticipates administering a FY 2025 ME/C Program solicitation. However, this will ultimately be based on officially available funding.
- While we are conducting ME/C Office Hours today, we are also available to talk independently with grantees in more detail about their project, so just let us know.
- We need your help – Please continue to contact us with your success stories! Also, continue to make us aware of any webinar or annual virtual grantee training topics of interest.
- Remember that your views are important with enhancing other grantees’ efforts and the overall ME/C Program as well.

Resources Available to BJA Grantees

- Specific performance measure reporting guidance
- Training videos
- Data collection best practices
- Managing subrecipient reporting tip sheet
- And more!



<https://bja.ojp.gov/funding/performanceasures>

<https://www.youtube.com/dojbjja> - YouTube Channel

Poll Question #1

What is your role in preparing grant reports? Select all that apply.

- Data Reporting
- Data Collection
- Report Writing
- Report Editing
- Report Submission
- Not Involved



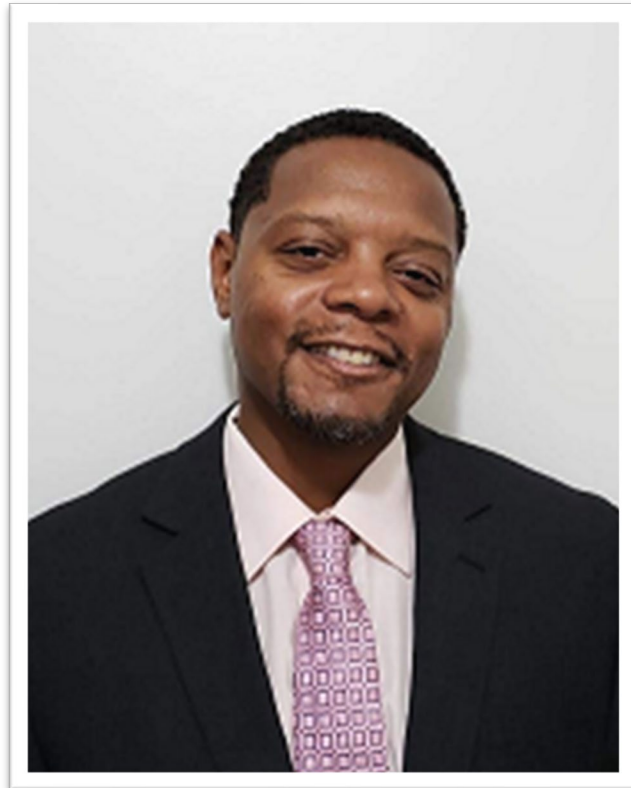
Poll Question #2

The ME/C grant has 2 purpose areas, which purpose area do you fall under?

- Purpose Area 1: Fellowships
- Purpose Area 2: Accreditation
- We have both Purpose Areas 1 and 2



Navigating Reporting to BJA



Monte Evans
State Policy Advisor

JUSTGRANTS ROLES MANAGEMENT

There are six (6) roles in JustGrants, each with unique duties and abilities. An entity user can be assigned multiple JustGrants roles.

Entity Administrator (1 per entity)

Confirms entity profile information is current. Manages users and assignments. Confirms the Authorized Representative has legal authority to accept or decline an award.

Authorized Representative (1–2 per application & award)

Accepts or declines awards on behalf of an entity. Must have legal authority to enter contracts, grants, and cooperative agreements with the federal government on behalf of the entity.

Grant Award Administrator (1 per award)

Submits programmatic award requirements, including Performance Reports (PRs), Grant Award Modifications (GAMs), and portions of the Closeout.

Alternate Grant Award Administrator (1 per award [optional])

Supports the Grant Award Administrator completing programmatic award requirements, including submitting GAMs, deliverables, and assigned PRs.

Financial Manager (1 per award)

Certifies and submits the Federal Financial Report (FFR) on an entity's behalf.

Application Submitter (1 –3 per application)

Completes and submits applications on behalf of an entity, including Entity Disclosures, Assurances, and Certifications requirements.

What is Performance Management?

- **Performance management** is the process by which grantees regularly collect data on their grant activities to determine whether they are implementing activities as intended and achieving their desired goals and objectives.
- **Performance measures** are the data that are collected using a questionnaire established by the BJA for each individual program.
- Each program's questionnaire can be found on the **BJA Performance Measures Webpage**: <https://bja.ojp.gov/funding/performance-measures>.

Overview of Performance Metrics and Progress Reports

- Metric questions can be located here: <https://bja.ojp.gov/funding/performance-measures/MEC-Measures.pdf>
- **Due: Semi-Annually** – Include:
 - **Successes**
 - **Challenges**
 - **Any links** to publications/media coverage of cases
- Ensure your narrative matches your numeric metrics
- Your **FINAL** report will be cumulative of the entire award
 - You will submit your last 6 month (semi-annual) regular report + a FINAL report

Why Performance Measures?

Purpose for BJA:



To identify areas of success and potential areas of improvement.



To track grant activity and progress toward program goals.



To understand how funds are being distributed.



To comply with the law.

Benefit to Grantees:



Identifies areas for improvement to focus internal efforts.



Promotes the ability to proactively request Training and Technical Assistance to address challenges.



Generates evidence of progress toward program goals, which can enhance resource advocacy for sustainability.

What are the ME/C Performance Measures?

Purpose Area Selection Area

- In the Just Grants performance reporting system, grantees will select whether their agency's purpose area is dedicated for fellowship or accreditation activities.
- Once this selection is provided only performance metric questions dedicated to that purpose area will be viewable.

Purpose Area 1: BJA Forensic Pathology Fellowship

- 10 performance metrics regarding participants and activities performed using grant funds
- Question type: Integer

Purpose Area 2: Medical Examiner-Coroner Office Accreditation

- 14 performance metrics regarding training, accreditation, and other activities performed using grant funds.
- Mixture of yes/no, narrative, option selection, and integer questions.

Questionnaire Structure (Static)

- BJA Award Administration questions remain consistent
- BJA Narrative questions remain consistent

Link: <https://bja.ojp.gov/funding/performance-measures/MEC-Measures.pdf>

Reporting Requirements: Overview

Report Type	Reporting Period	Due Date	JustGrants Role
Federal Financial Report (SF-425) – Submitted in JustGrants	<ul style="list-style-type: none"> • Jan 1 – Mar 31 • Apr 1 – Jun 30 • Jul 1 – Sep 30 • Oct 1 – Dec 31 	<ul style="list-style-type: none"> • April 30 • July 30 • October 30 • January 30 	Financial Manager
Semi-Annual Performance Report – Submitted in JustGrants	<ul style="list-style-type: none"> • Jan 1 – Jun 30 • Jul 1 – Dec 31 	<ul style="list-style-type: none"> • July 30 • January 30 	Grant Award Administrator (Alternate GAA can edit but not submit)

NOTE – The Final FFR and Final Performance Reports will be due 120-days from the project end date.

Important Reporting Reminders

Federal Financial Reports (SF-425)

- Report funds obligated and/or expended, NOT draw-down amounts.
- Ensure funds that have been obligated align with approved budget.
- Report for every quarter regardless of whether or not expenses were incurred.
- Report CUMULATIVE amounts each quarter.

Performance Reports

- Answer performance measure questions specifically written in the solicitation.
- Provide BJA Grant Manager accurate snapshot of implementation.
- Report must be submitted even if no activities occurred in report period.

JustGrants automatically freezes grant funds for delinquent reports. It is important to submit reports on time. Late reports also influence how your award risk is assessed by OJP and may affect subsequent applications.

Subrecipient Monitoring and FFATA Reporting Requirements

Recipients must have written policies and procedures for subrecipient award process per 2 C.F.R. § 200.303 and 200.331. Post-award procedures must:

- Contain a risk-based approach for selecting subrecipients to monitor,
- A process for monitoring,
- A monitoring checklist that satisfies administrative, financial, and programmatic elements,
- Process for documenting findings in a report, and
- Procedures for follow-up on issues for resolution.

The grantee's subrecipient policies and procedures should include a process for closing out subawards.

FFATA Reporting:

- Prime recipients of awards \$30,000.00 or more, must report on any first-tier subawards and subcontracts of \$30,000.00 within one month following subaward.
- To help navigate the submission process, user guides, FAQs, and online demos are available at www.fsrs.gov/resources.

Grant Award Modifications (GAM) Overview

- A GAM is used to request project changes that require prior approval.
- The assigned GAA must submit GAMs in JustGrants.
- GAM types include:
 - Budget Modification
 - Change Project Scope
 - Project Period Extension
 - Sole Source Approval
 - Programmatic Costs



BEST PRACTICE: Contact your State Policy Advisor/Grant Manager if you have questions prior to submitting a GAM.

Grant Award Modifications (GAM)

Programmatic

- Programmatic Costs GAM
- Scope Change GAMs alter programmatic activities, change the purpose of the project, change the project site, or change key staff

Financial

- Budget Clearance GAM
- Budget Modification GAM
- Sole Source GAM requires substantial justification, must receive prior approval for any sole source procurement in excess of simplified acquisition threshold (currently \$250,000)

GAM: Project Period Extension

- Must be requested through JustGrants at least 45 days prior to the current end date.
- Must include narrative justification and a revised timeline. **Extensions should not be requested solely to expend remaining funds.**
- Generally, no more than one extension not to exceed 12-months is approved.
- See Financial Guide for all requirements.
- OJP will consider exceptions on a case-by-case basis.





Questions for the Presenter



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Open Discussion



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Poll Question #3

Please select the type and frequency of meetings that would best serve your agency.

- Meet one-on-one, twice per year
- Meet one-on-one, once per year, and have a yearly Office Hours Session
- More Office Hours Sessions and one-on-one check-in calls upon request



Poll Question #4

From the options below, please select all topics for future Office Hours Sessions, Webinars, Resources, and other types of TTA that your agency would be interested in.

- Grant Administration and Management
- ME/C Testing and Ancillary Services (e.g., Toxicology, Neuropathology, Anthropology, Crime Laboratory Testing, Genetics)
- Academic Partnerships
- ABMDI Approved Trainings
- AMA Approved Trainings
- Hiring and Staffing
- Pathologists Assistants
- Office Management (e.g., Budgeting, Writing Policies)
- New Building Considerations
- Operation-Specific Topics (e.g., Advanced Fingerprint Techniques, Next of Kin Notification)



Poll Question #5

Please list any additional topics or focus areas that were not included in the previous question, or feedback regarding Office Hours Session frequency.

- Short answer response



Poll Question #6

If your office would be interested in meeting one-on-one with the Forensic TTA Team to discuss ways we could assist with your project's success, please include your contact information below or type N/A.

Short answer response:

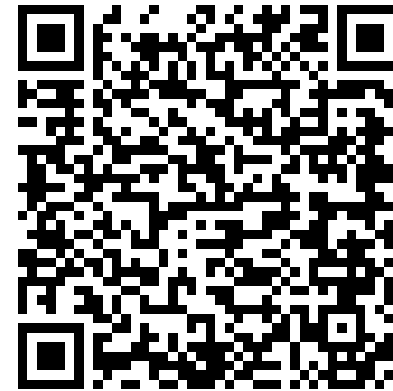
- Name, Agency, and Email
- N/A, if not interested



In The Forensics TTA Community

Missing Migrant Casework 5-Part Webinar Series

- Past Webinars (archived):
 - U.S. Border Patrol (USBP) Foreign Operations Division Missing Migrant Program (MMP)
 - Overview of Migrant Casework and Challenges at the Pima County Office of the Medical Examiner
- Upcoming Webinar:
 - Texas State University's Operation Identification (OpID)



Scan the QR to be routed to the USBP MMP Webinar archive!



Scan the QR to be routed to the Pima County Webinar archive!

In The Forensics TTA Community

- **Archive Now Available:** 2nd Annual BJA Forensics Programs Grantees Meeting!



Scan the QR to be routed to 2nd Annual BJA Forensics Programs Grantees Meeting event information page!

To view more resources and learn more about the Forensics TTA Program, visit us at forensicstta.org or scan the QR code to be routed to our Home page!

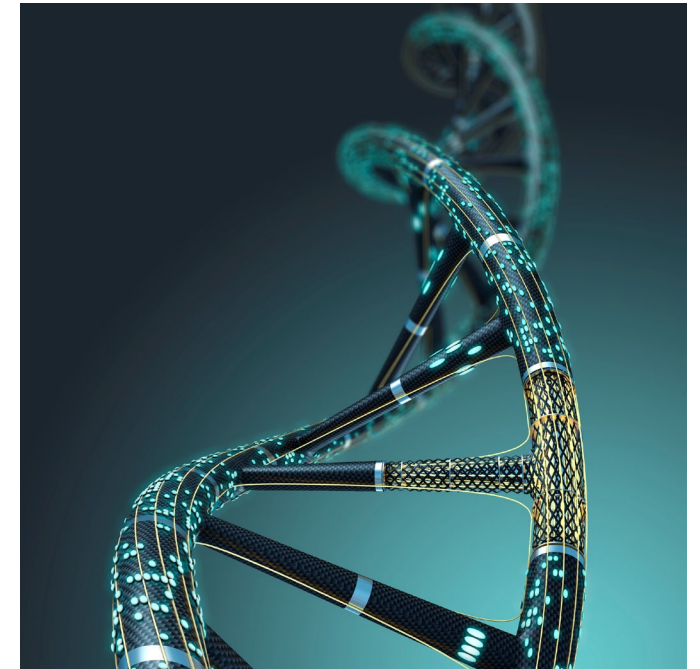


Office Hours Session Wrap-Up

Key Takeaways:

- Empowering the field with impactful TTA is our mission, we are here to support you in achieving your goals.
- Together, we can tackle the current challenges head-on. Your insights matter, so let's hear from you!

Thank you for your time, attention, and participation!



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