



Grant Proposal Notification

GPN Number: 026-25
(Completed by Finance Department)

Date of Notification: 10/29/2025
(MM/DD/YYYY)

Parent Committee Agenda Date: 11/18/2025
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 10/24/2025
(MM/DD/YYYY)

Name of Grant: BJA PY26 Strengthening the Medical Examiner-Coroner System Program

Name of Grantor: Bureau of Justice Assistance

Originating Entity: U.S. Department of Justice
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: DuPage County Coroner's Office

Department Contact: Diane Hewitt, Administrative Assistant x2630
(Name, Title, and Extension)

Parent Committee: JPS

Grant Amount Requested: \$ 93,558.00

Type of Grant: Competitive
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: ☒ Yes ☐ No

Source of Grant: ☒ Federal ☐ State ☐ Private ☐ Corporate

If Federal, provide CFDA: 16.037 If State, provide CSFA: _____

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1. Justify the department's need for this grant.

DuPage County is the second most populous county in Illinois, with a population greater than that of five other states. Currently, the DuPage County Coroner's office is not accredited by any organization. This grant is to obtain accreditation by the International Association of Coroners and Medical Examiners (IACME).

We are mandated by state law to conduct investigations into many of the deaths in our county. Funding from this grant will enable us to provide American Board of Medicolegal Death Investigators (ABMDI) training to our deputy coroners. ABMDI training is vital to fulfill state statutes and will enable us to follow and improve on best practices, leveling up the quality and scope of our investigations.

Funding from this grant would help pay for updated equipment that is necessary to meet IACME standards, as well as cover personnel costs involved in the process. Accreditation will bolster the people of DuPage County's confidence in our office.

2. Based on the County's [Strategic Plan](#), which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

Through the leadership of Coroner Lukas on this initiative, obtaining accreditation through IACME will assist our office in striving to attain a level of excellence in our death investigations. This level of excellence correlates with the County's Strategic Plan of accountability and quality. Investigating and identifying causes of death other than natural causes will enhance the safety of our community.

It is fiscally responsible to seek federal funding for this initiative. Heeding fiscal responsibility falls under both the County's Strategic Plan and the guidelines of IACME accreditation.

3. What is the period covered by the grant?

11/01/2025 to: 03/01/2027
 (MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. 12/25 and 2 years
 (MM/YY) (Duration)

4. Will the County provide "seed" or startup funding to initiate grant project? (Yes or No)

NO

4.1. If yes, please identify the Company-Accounting Unit used for the funding

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront) ☐

5.2. After expenditure of costs (reimbursement-based) ☒



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6. Does the grant allow for Personnel Costs? (Yes or No) YES

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary \$89,721.56 Percentage covered by grant 46.32%

6.1.2. Total fringe benefits \$13,288.54 Percentage covered by grant 46.32%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): NO

6.1.3.1. If yes, which ones are disallowed?

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

1000-4100

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): NO

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time _____ Part-time _____ Temporary _____

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit?
(Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

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6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No)	NO
6.3.1. If yes, please answer the following:	
6.3.1.1. How many years beyond the grant term?	_____
6.3.1.2. What Company-Accounting Unit(s) will be used?	_____
6.3.1.3. Total annual salary	_____
6.3.1.4. Total annual fringe benefits	_____
7. Does the grant allow for direct administrative costs? (Yes or No)	YES
7.1. If yes, please answer the following:	
7.1.1. Total estimated direct administrative costs for project	\$15,000.00
7.1.2. Percentage of direct administrative costs covered by grant	46.32%
7.1.3. What percentage of the grant total is the portion covered by the grant	7.42%
8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost?	41.37%
9. Are matching funds required? (Yes or No):	NO
9.1. If yes, please answer the following:	
9.1.1. What percentage of match funding is required by granting entity?	_____
9.1.2. What is the dollar amount of the County's match?	_____



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9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? _____

10. What amount of funding is already allocated for the project? \$0.00

10.1. If allocated, in what Company-Accounting Unit are the funds located? _____

10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): tbd

11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? \$201,977.00