



DCJS

Virginia Department of Criminal Justice Services

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Virginia Center for School
and Campus Safety

SRO/SSO INCENTIVE GRANT PROGRAM

FY26 SRO and SSO Guidelines and Application Procedures

WHAT TO EXPECT?

Reminders for FY26

Application Requirements

Priorities for New Applications

Application Restrictions

Completing an application in On-line Grants Management System (OGMS)

Application Instructions

Technical Assistance

Application Review

FY26 REMINDERS

- Applications are for continuation grants only, for up to four years.
 - Applications must be submitted under the **locality's** registration in OGMS and not the school division's.
 - SSOs and SROs must comply with training requirements within 60 days of serving in a school building.
-
- **SRO:** TRACER Complete Historical Record (CHR) is required.
 - **SRO:** Process for certification and recertification of school resource officers (effective January 1, 2024).
 - **SRO:** applicants do not need to provide General Orders.

FY26 REMINDERS

- Match is required.

- Maximum amount per position is for state special funds and does not include match.

\$100,000 per SRO position

\$50,000 per SSO position

- Equipment, training, and programming expenses are allowable under state special funds for grant-funded staff only (Low priority).



Application Guidelines

APPLICATION REQUIREMENTS

- **Due March 18, 2025, by 5:00 p.m.**
- Must be completed and submitted through DCJS On-line Grants Management System (OGMS).
- Application is for a **position**, not a specific school.
- May not exceed \$100,000 per SRO and \$50,000 per SSO.
- Local Match can include existing local costs for personnel, equipment, training, or other local costs.
- Grants may not exceed a total of 48 months/four years.

MATCH REQUIREMENT

- Use the Composite Index of Local Ability-to-Pay to determine the amount of your required match.
- May use in-kind contributions or cash to meet the requirement.
 - In-kind = the value of an item or service received or provided that pertains to or directly supports the specific project activities funded by the grant.
 - Cash = the locality's own funds allocated for the project.
- Non-federal sources.
- Must be reported on quarterly claims and be fully met by the end of the grant year.
- Match is included in the total budget (state funds + match = total budget).

MATCH REQUIREMENT

EXAMPLE 1

The total cost to implement the project is \$100,000 including salary, fringe benefits, supplies, and training. ABC City's 2022–2024 Composite Index of Local Ability-to-Pay is .3032.

- Calculate the amount of required local match by multiplying the total project costs by the locality's composite index (.3032)
 - Total Project Costs x Composite Index = Total Local Match
 - \$100,000 x .3032 = \$30,320
- Calculate the amount the locality can request under Special Funds by subtracting the local match from the total project costs.
 - Total Project Costs - Total Local Match = Total Special Funds
 - \$100,000 - \$30,320 = \$69,680

Therefore, ABC City can request \$69,680 in Special Funds and must provide a local match of \$30,320 for a total project cost of \$100,000.

MATCH REQUIREMENT

EXAMPLE 2

To implement the project, ABC City must receive \$50,000 for salary and fringe benefits and \$3,000 for supplies for a total request of \$53,000 in Special funds from DCJS. ABC City's 2022–2024 Composite Index of Local Ability-to-Pay is .3032.

- Calculate the special funds portion by subtracting the composite index from 1.00.
 - $1.00 - \text{Composite Index} = \text{Special Funds portion}$
 - $1.00 - .3032 = .6968$
- Calculate the total project costs by dividing the special funds needed by the special funds portion.
 - $\text{Special Funds} / \text{Special Funds portion} = \text{Total Project Costs}$
 - $\$53,000 / .6968 = \$76,062$
- Calculate the local match by multiplying the total project costs by the locality's composite index.
 - $\text{Total Project Costs} \times \text{Composite Index} = \text{Total Local Match}$
 - $\$76,062 \times .3032 = \$23,062$

Therefore, ABC City must provide a local match of \$23,062 to request \$53,000 from Special funds for a total project cost of \$76,062.

APPLICATION REQUIREMENTS: SRO

- Must be certified law enforcement officers as defined in the *Code of Virginia* §9.01-101 and employed by a lawfully established public police department or sheriff's office.
- Must comply with the minimum training standards established by the Board as required under the *Code of Virginia* §9.1 - 114.1 within 60 days of first date serving in a school building.
- Must serve one designated school.
- Must have an MOU, pursuant to *Code of Virginia* §22.1 - 280.2.3, between the School Division and Law Enforcement agency that is reviewed at least once every two years.

APPLICATION REQUIREMENTS: SRO

- Certified law enforcement are expected to perform their duty as law enforcement officers and follow their agency's general orders or standard operating procedures.
- An SRO is full-time if employed as a certified law enforcement officer year-round and is dedicated to the school during school hours.
- For scheduled school breaks the agency has flexibility to assign the SRO as needed in other areas of the agency.

APPLICATION REQUIREMENTS: SSO



- An SSO is an individual who is responsible for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school and is employed by the local school board to:
 - Maintain order and discipline
 - Prevent crime
 - Investigate violations of school board policies
 - Detain students violating the law or school board policies on school property or at school-sponsored events

APPLICATION REQUIREMENTS: SSO

Must comply with requirements set out in the Virginia Administrative Code, Title 6, Agency 20, Chapter 240: Regulations for School Security Officers.

- The SSO must complete first aid training, compulsory minimum entry-level training, and pass all portions with 80% or higher within 60 days of hiring date.
 - Not exempt from holiday or break from the academic year.
 - Must request an extension if training is not available within initial 60 days.
- Once certified, the SSO is required to complete 16 hours of DCJS-approved school security-related training (including a legal portion,) over a two-year period to maintain certification.

APPLICATION RESTRICTIONS

- Grant is to continue funded positions less than four years old.
 - Grant is for the **position** and not a specific school.
 - Changes to the assigned school must be reported.
- Grant funds cannot be used for staff that aren't performing the activities of the project.
- SRO grant funds cannot be used for general security or extracurricular/coaching activities.
- Grant funds cannot be used to fund positions at private schools or contracted schools.

ALLOWABLE: EQUIPMENT AND SUPPLIES

- **Equipment:** tangible personal property having a useful life of more than one year and a per-unit costs which equals or exceeds \$10,000. All other expenses should be itemized as supplies.
- **Pro-rate:** grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.
- Equipment and supply expenses can include, but are not limited to:
 - Computers/laptops
 - Locked filing cabinets
 - Safes/locked cases
 - Office supplies
 - Cellphones
 - Two-way radios
 - Uniforms
 - DUI goggles

ALLOWABLE: PROGRAMMING

State special funds can be used for **education-based** programming expenses that enhance the school-law enforcement partnership.

Expenses can include, but are not limited to:

- Training or awareness materials
- Educating students on public safety topics
- Virginia Rules
- Suicide prevention
- Bullying prevention
- Trauma-sensitive care of students

ALLOWABLE: TRAINING

- State special funds can be used for expenses related to attending DCJS-sponsored or facilitated trainings and professional development events relevant to school safety.
- Conferences must be in-state DCJS-sponsored conferences including, but not limited to:
 - School Safety Training Forum
 - First Responder Wellness Conference
 - Regional Threat Assessment Forums
 - Conference on Violent Crime

UNALLOWABLE EXPENSES

The following activities and/or expenses cannot be supported with these funds or used as local match*:

- Expenses related to the purchase of firearms, handcuffs or other wrist restraints, or any stun weapon as defined in *Code of Virginia* § 18.2 - 308.1
- Consultants
- Private security
- Food or beverage for any meeting, training, or event
- Vehicles or vehicle maintenance (*These expenses may be used as local match only)
- Capital expenses
- Hosting, coordinating, or organizing local or regional conferences and trainings

REGISTER IN OGMS



Every user who manages a DCJS grant will need to register for an account.



Includes individuals responsible for submitting a grant application, completing status reports, entering claims, and requesting funds.



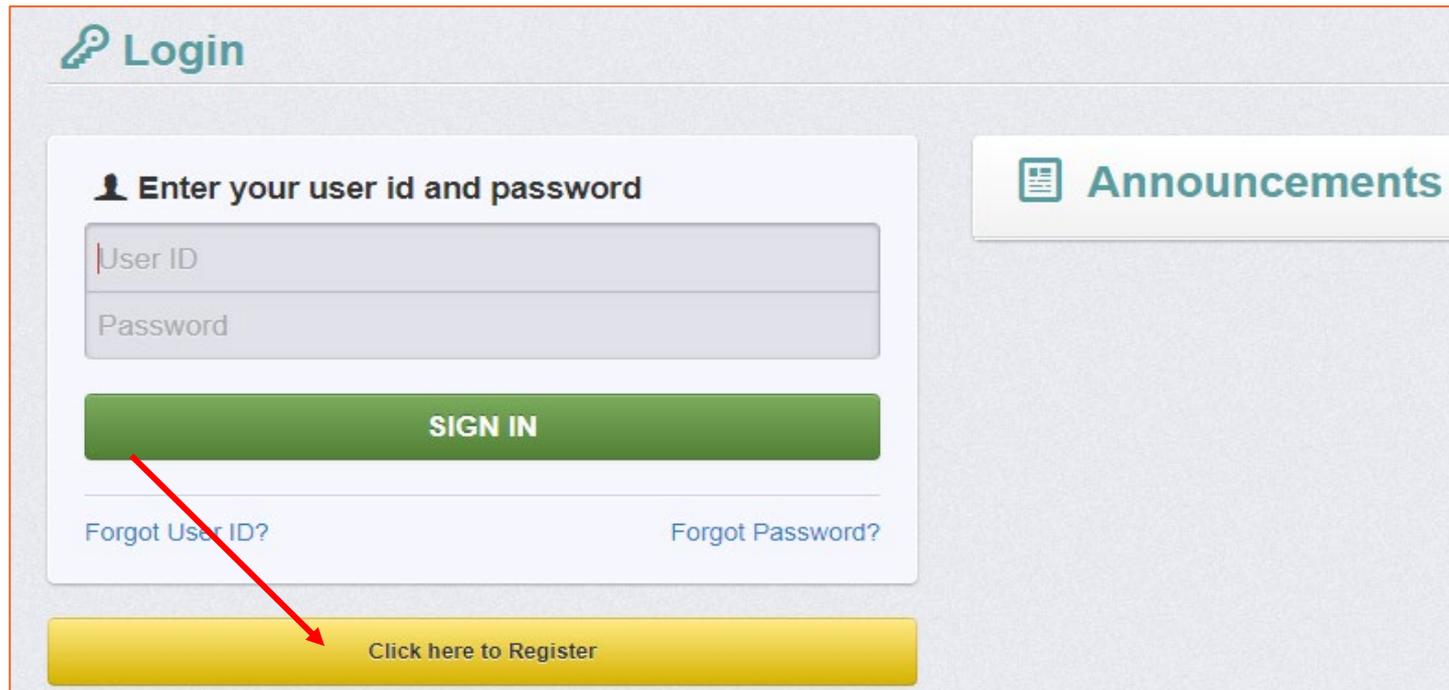
Project directors, project administrators, and finance officers are encouraged to register.



Individuals must be added as an additional contact on the application to have access.

REGISTER AS A NEW USER

- URL: www.ogms.dcjs.virginia.gov
- Click on, “Click here to Register”



The screenshot displays the login interface for the Virginia Department of Criminal Justice Services (DCJS). At the top left, there is a 'Login' header with a key icon. Below this, a white box contains the login form. The form is titled 'Enter your user id and password' and includes two input fields: 'User ID' and 'Password'. A green 'SIGN IN' button is positioned below the input fields. To the right of the login form is an 'Announcements' section with a document icon. At the bottom of the page, a yellow button labeled 'Click here to Register' is highlighted with a red arrow pointing to it from the bottom left.

REGISTER AS A NEW USER

- All required fields are shown with a red asterisk *

- Program Area of Interest is “FREE”

Registration Save Registration Information

Personnel Contact Information

Name*:
Salutation First Name Middle Name Last Name Suffix

Title*:

Email*:

Address*:

City State/Province Postal Code/Zip Zip +4

Phone*:
Phone Ext.

Fax*:
#####

What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.

Program Area of Interest*:

Copy Personnel Information to Organization?: Yes No

Organization Information

IMPORTANT: Check YES that you are affiliated with an Organization and enter the details for the Organization you represent which intends to apply for grant funds. Your profile will be linked to that Organization so you can conduct business on its behalf within this grant system.

Are you Affiliated with an Organization*?: Yes No

Federal ID Number*:

Organization Name*:

Organization Type*:

Unique Entity Identifier (UEI):

SAM Validation:

SAM Expiration Date:

SAM Type:

Restricted Expiration Date:

Organization Website: For example: <http://www.dcps.virginia.gov>

Address*:

City State/Province Postal Code/Zip Zip +4

Phone*:
Ext.

Fax*:
#####

Faith Based Organization*: Yes No

FIPS Code (Only Required for Local Government):

REGISTER AS A NEW USER

You will receive a confirmation of your registration stating an alert notification has been sent to your email address.

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.

You may now return to the **log in screen**.

REGISTER AS A NEW USER

Alerts/notifications
come from VAgrantsDCJS@webgrantsmail.com

Email #1: Your registration is under review.

Email #2: Provides your user ID and temporary
password.

Each email provides the URL for logging into
OGMS.

Log in.

Application Instructions



FIND A FUNDING OPPORTUNITY

After logging in, select “Funding Opportunities” and then click on the opportunity for which you want to apply.

#544221 FY26 School Resource Officer Continuation Grants – SRO

#547761 FY26 School Security Officer Continuation Grants – SSO

Tester External
Tester
Tester Role, Site Visitor, Grantee

Funding Opportunities

List of all current funding opportunities

Dashboard > Funding Opportunities > Applications > Grants > My Profile >

Back Print Online Help Log Out

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date.

ID	Status	Agency	Program Area	Title
1	Test	Virginia Department of Criminal Justice Services	599 Funds	599 F
3	Test	Virginia Department of Criminal Justice Services	Addiction Recovery Grant Program	Addic

FUNDING OPPORTUNITY

- In the Funding Opportunity, “Current Applications” shows any previously created applications for this opportunity.
- The Status column shows if an application has been submitted or is still in the editing phase.

Funding Opportunities
List of all current funding opportunities

← Back Print Online Help Log Out

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.

ID	Application Title	Organization	Status
34	Michelle_5-21-20	Grantee Organization	Submitted
87	DeAndrea_06-18-2020	Grantee Organization	Editing

FUNDING OPPORTUNITY

After clicking on the funding opportunity, the grant Description includes:

- Introduction
- Eligibility
- Grant Application Deadline
- Amount Available
- Priorities for New Applications
- Grant Period
- Match Requirements

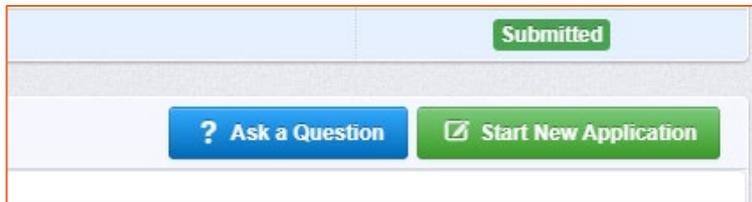
At the bottom of the page, **Attachments** and **Website Links** shows documents or website addresses that will assist you with completing the application.

The screenshot displays two sections: 'Attachments' and 'Website Links'. The 'Attachments' section has a table with one row: 'Description' with the text 'Virginia Department of Education's 2020-2022 Composite Index of Local Ability-to-Pay'. The 'Website Links' section has a table with one row: 'Description' with the text 'Virginia Department of Education 2020-2022 Composite Index of Local Ability-to-' and a 'Link' column with the text 'http://www.doe.virginia.gov/school_finance'.

Attachments	
<i>Attachments</i>	
Description	
Virginia Department of Education's 2020-2022 Composite Index of Local Ability-to-Pay	

Website Links	
<i>Website links</i>	
Description	Link
Virginia Department of Education 2020-2022 Composite Index of Local Ability-to-	http://www.doe.virginia.gov/school_finance

START AN APPLICATION



- **Ask a Question:** If this appears at the top right of the Funding Opportunity Details, you can ask questions that will appear at the bottom of the funding opportunity (FO) for other applicants.
- **Start New Application:** Click to create a new application. You must go through the Wizard before the application can be saved. Once saved, you can go back anytime to edit.

APPLICATION CREATION WIZARD

Application Title: Name your application with your locality's name

ex: ABC City-FY26-Continuation

Primary Contact: your Project Director

Organization: Select your organization

Application - General Information

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 501988

Program Area*: Training Program

Funding Opportunity*: 501846-SRO/SSO Test FO

Application Stage*: Final Application

Application Status*: Editing

Application Title*: ABC City-FY26-Continuation

Applicant*: VCSCS Test

Organization*: Virginia Department of Criminal Justice Services

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts: Add

APPLICATION CREATION WIZARD

Additional Contacts: Add people in your organization who need access to the grant. If someone is not listed as an additional contact, they will not be able to see the application or the grant in OGMS.

Application - General Information

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 501988

Program Area*: Training Program

Funding Opportunity*: 501846-SRO/SSO Test FO

Application Stage*: Final Application

Application Status*: Editing

Application Title*: ABC City-FY26-Continuation

Applicant*: VCSCS Test

Organization*: Virginia Department of Criminal Justice Services

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts: ✕ Jordy Nolan |

APPLICATION DETAILS

A green checkmark in the Complete column means that section is completed. If there is not a green check mark, you still have required info to enter. Your application cannot be submitted until all sections are complete.

Application Details			Preview Application	Ask a Question	Withdraw
Application cannot be Submitted Currently <ul style="list-style-type: none">Application components are not complete					
Component	Complete?	Last Edited			
General Information	✓	Dec 5, 2023 11:21 AM - VCSCS Test			
Face Sheet		Dec 5, 2023 11:37 AM - VCSCS Test			
Budget		Dec 5, 2023 11:52 AM - VCSCS Test			
Priority Areas		Dec 5, 2023 11:54 AM - VCSCS Test			
Annual Targets		Dec 5, 2023 11:52 AM - VCSCS Test			
Personnel and Employee Fringe Benefits		Dec 5, 2023 3:05 PM - VCSCS Test			
Travel		-			
Subsistence/Other Travel Costs		-			
Equipment		-			
Supplies & Other Expenses		-			
Non-Supplantation		-			
Attachments		-			
Authority Certification		-			

FACE SHEET EXAMPLE

 **Face Sheet** Save Form

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*:
 Choose all that apply.

Best Practice?:
 For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

Jurisdiction(s) Served*:
 Choose all that apply.

Program Title:

Click [here](#) to see if you are certified.

Certified Crime Prevention Community?*

FACE SHEET EXAMPLE

Type of Application*: Continuation of Grant ▾

If Continuation or Revision of a grant,
Grant Number: FY25-1234-TEST

If Continuation of a grant,
Performance Statement: During the 2024/2025 school year, the SRO provided law enforcement interventions to 15 students. 12 of those students received informal interventions. As a law-related educator, the SRO presented 5 DARE classes to a total of 80 students.
12 character(s) left

Check the box(s) that best describes the applicant service area.
Community Setting*: None selected ▾

In this space, provide a short description of the project.
Brief Project Overview
Refer to Guidelines
*:
Town of ABC is applying for the continuation of 1 SRO position at 1 public elementary school. The SRO activities include patrolling school grounds, interacting with students, presenting on relevant topics during classes, and serving as an informal role model. The SRO plans to continue participating in a program where students receive a ticket for good behavior and can choose to eat lunch with the SRO as a prize.
335 character(s) left

FACE SHEET EXAMPLE

Project Administrator Save Form

List the person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match.

Name: Jane Smith

Prefix First Name Middle Name Last Name Suffix

Title*: Town Manager

Address*: 1100 Bank Street

Address Line 2

Richmond Virginia 23215

City State Zip Code +4

Phone Number*: 804-555-9874

Fax Number:

Email Address*: jane.smith@dcjs.virginia

Is the mailing address the same as the physical address?

Mailing Address*: Yes No

FACE SHEET EXAMPLE

After completing all fields, click on the orange “Mark as Complete” button. If a field is not complete, you will receive an error message.

The screenshot shows a web form titled "Face Sheet" with a yellow background. At the top right, there are two buttons: "Mark as Complete" (orange) and "Edit Form" (green). The form contains several fields with labels in red and black text:

- Congressional District(s)*:** 1st (Choose all that apply.)
- Best Practice?:** For JJDP programs only.
- Jurisdiction(s) Served*:** STATEWIDE (Choose all that apply.)
- Program Title:** (Empty)
- Certified Crime Prevention Community?***: No
- Type of Application*:** Continuation of Grant
- Grant Number:** FY24-2614-TEST
- Performance Statement:** During the 2023/2024 school year, the SRO provided law enforcement interventions to 15 students and present 5 D.A.R.E. classes to a total of 80 students.
- Community Setting*:** (Empty)

A red arrow points to the "Community Setting*" field, indicating it is missing required information. An error message dialog box is overlaid on the bottom right of the form, titled "Message from webpage". The message contains a yellow warning icon and the text: "The following sections contain missing required fields, please enter the missing data before Marking as Complete. -Face Sheet". An "OK" button is at the bottom right of the dialog box.

BUDGET

- Enter the requested DCJS amount under the “Special” column.
- **Do not** enter anything under the Federal or State columns.



Budget - Edit Save Grid							
Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program	
Personnel	\$0.00	\$0.00	\$50,000.00	\$13,062.00	\$0.00	\$63,062.00	
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	\$131.00	\$0.00	\$0.00	\$131.00	
Subsistence	\$0.00	\$0.00	\$1,078.00	\$700.00	\$0.00	\$1,778.00	
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$9,300.00	\$9,300.00	
Supplies/Other	\$0.00	\$0.00	\$1,791.00	\$0.00	\$0.00	\$1,791.00	
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

BUDGET

After entering Special and Cash Match Amount, click Mark as Complete. The page will refresh, and your match percentage will automatically calculate. You may also enter Funds From Other Sources.

Budget - Grid

Mark as Complete Edit Grid

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$0.00	\$50,000.00	\$13,062.00	\$0.00	\$63,062.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$131.00	\$0.00	\$0.00	\$131.00
Subsistence	\$0.00	\$0.00	\$1,078.00	\$700.00	\$0.00	\$1,778.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$9,300.00	\$9,300.00
Supplies/Other	\$0.00	\$0.00	\$1,791.00	\$0.00	\$0.00	\$1,791.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$53,000.00	\$13,762.00	\$9,300.00	\$76,062.00

Last Edited By: VCSCS Test - Dec 19, 2023 8:29 AM Edit Grid

Match Percentage

Mark as Complete

Match Percentage: 30.32%

Funds From Other Sources - Multi-List

Mark as Complete Add Row

Funds from sources other than the grant program supporting this project - (itemize).

Source	Amount
No Data for Table	

Last Edited By: VCSCS Test - Dec 5, 2023 11:47 AM Add Row

PRIORITY AREAS– PROGRAM INFORMATION

- Enter the number of SROs or SSOs (both grant-funded and non-grant-funded staff) in the agency’s existing program.
- Enter how many of the positions are currently funded by any DCJS grant.
- Continuation
 - “Yes” if applying for the continuation of a grant funded SRO or SSO
 - Explain attempts to seek other funding for the position.

SRO Program Information

How many SROs are in the agency's program?

Number of SROs*:

How many of the SROs in your program are currently funded by DCJS grants?

DCJS Funded*:

Is this application for the continuation of a grant funded SRO position(s) whose 4-year grant cycle ended?

Continuation Funding*:

PRIORITY AREAS— SCHOOL INFORMATION

- SRO Applications: list the schools with an assigned SRO, both locally- and grant-funded.
- SSO Applications: list the schools with an assigned SSO, both locally- and grant-funded.
- Provide classification, grade levels, and the number of SROs/SSOs assigned to the school.

School Information - Multi-List				✓ Mark as Complete	+ Add Row
List the schools that have an assigned SRO and provide the classification, grade levels, and the number of SROs assigned to the school.					
School Name	Type of School	Grade Levels	Number of assigned SROs		
ABC Middle School	Middle	6-8	1.00		
Smith High School	High	9-12	2.00		
Stewart High School	High	9-12	2.00		

PRIORITY AREAS— DCJS FUNDED

- SRO Applications: List SROs in your program funded by any DCJS grant.
- SSO Applications: List SSOs in your program funded by any DCJS grant.

 **DCJS Funded SRO(s)**  Delete Row  Save Row

List any of the SROs in your program funded by DCJS and provide the grant number.

First Name*:

Last Name*:

Grant Number*:

PROJECT TARGETS: SRO

1

Law Enforcement Activities:

Enter the number of times, over the course of the grant year, the SRO(s) anticipates performing the activities in this section.

2

Law Related Educator:

Enter the number of presentations for the grant year that the SRO(s) plans to facilitate for each audience type.

3

Informal Mentor:

Enter the number of times, over the course of the grant year; the SRO(s) anticipates performing the activities in this section.

PROJECT TARGETS: SSO

📊 Access Control - Edit Save Grid	
Activity	Will this activity be assigned as part of the SSO's job responsibilities?
Check identify of visitors on school premises	<input checked="" type="radio"/> Yes <input type="radio"/> No
Escort visitors to the school office or other locations on school premises	<input checked="" type="radio"/> Yes <input type="radio"/> No
Lock and unlock the school building(s)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Save Grid	
📊 Patrolling of School Grounds and Building - Edit Save Grid	
Activity	Will this activity be assigned as part of the SSO's job responsibilities?
Visibly alert patrols using various routes at different frequencies	<input type="radio"/> Yes <input checked="" type="radio"/> No
Check hallways, restrooms, cafeteria, and remote areas for potential safety and security problems	<input type="radio"/> Yes <input checked="" type="radio"/> No
Check doors, windows, gates, and/or rook access points	<input type="radio"/> Yes <input checked="" type="radio"/> No
Investigate suspicious behavior and/or activities	<input type="radio"/> Yes <input checked="" type="radio"/> No
Investigate violation of school rules and/or polices	<input type="radio"/> Yes <input checked="" type="radio"/> No
Detect safety hazards (e.g. broken tree limbs, security door propped open, etc.)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Physically place yourself at a hot spot for violations	<input type="radio"/> Yes <input checked="" type="radio"/> No

PERSONNEL AND FRINGE BENEFITS

IMPORTANT : Enter a new row under 'Employee Information' and 'Employee Salary and Fringe Benefits' for all requested personnel. You do not have to request fringe benefits for employees but you do have to enter salary information. If you do not enter information under 'Employee Salary and Fringe Benefits', funding will not be awarded for the position.

Requested

 Save Form

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?:

Yes

No

 Save Form

PERSONNEL AND FRINGE BENEFITS

- Employee Information
- Employee Salary and Fringe Benefits

Employee Information - Multi-List												✓ Mark as Complete		+ Add Row	
New Position?	Is the position vacant?	Employee Name	Position Title	Position	TRACER: Complete Historical Record	SRO Basic Training Records	School Division	Assigned School Name	Type of School	Description of Position	Justification of Position				
No Data for Table												Last Edited By: VCSCS Test - Dec 5, 2023 12:01 PM			
														+ Add Row	

Employee Salary and Fringe Benefits - Multi-List																	✓ Mark as Complete		+ Add Row	
Employee Name	Total Hours per Year	Total Annual Salary	Total Salary Amount on Grant	Percent Being Requested	FICA	Retirement	Group Life	Health Insurance	Workers' Comp	Unemployment	Disability	Other	If Other, Please Describe	Salary and Fringe Benefits on Grant	Special Funds	Cash Match	In-Kind Match	Salary and Fringe Benefits Total		
No Data for Table																	Last Edited By: VCSCS Test - Dec 5, 2023 12:01 PM			
																			+ Add Row	

EMPLOYEE INFORMATION: SRO

Employee Information

New Position?*: Yes No

Is the position vacant?*: Yes No

If the position is vacant, and the grant is awarded, the Complete Historical Record from TRACER will be required.

Employee Name
If the position is vacant, enter TBD. If applying for multiple positions add a number that designates priority (E.g., TBD-1 and TBD-2)
*:

Position Title*:

Position*:

TRACER: Complete Historical Record
If completed, highlight SRO Basic training.
*:

SRO Basic Training Records
Provide SRO Basic training records if it does not show up on the TRACER Complete Historical Record.
*:

- Enter the employee's name/title
 - Enter TBD if the position is vacant.
- Considered full-time if they are employed as a certified law enforcement officer year-round and are dedicated to the school during all school hours.
 - Any variations to this schedule would be considered part-time for grant purposes.
- **Required:** TRACER: Complete Historical Record (CHR)
 - TBD: the CHR will be required when the position is filled.

EMPLOYEE INFORMATION: CHR

- How to find the Complete Historical Record (CHR) in TRACER

The screenshot shows a user interface for an employee's personnel page. The employee's name is Shawn Dow, with ID PL-0016-1917. The page is titled 'Personnel' and has columns for First Name, Middle Initial, Last Name, and Suffix. A red arrow points from a text box to the three-dot menu icon next to the name. Another red arrow points from a text box to the 'Complete Historical Records' option in the dropdown menu.

Step One:
Go to your Personnel Page

Step Two: Click the three dots for the drop-down menu.

Step Three: Click on complete historical records to download a copy of your DCJS training record.

Shawn Dow
PL-0016-1917

Personnel

First Name *	Middle Initial	Last Name *	Suffix
Shawn		Dow	

Options in dropdown menu:
Edit
Complete Historical Records

EMPLOYEE INFORMATION: SSO

Employee Information

Employee Information

New Position?*:

Is the position vacant?*:
If the position is vacant, and the grant is awarded, the certificate of Certification will be required when the position is filled.

Employee Name
If the position is vacant, enter TBD. If applying for multiple positions add a number that designates priority (E.g., TBD-1 and TBD-2)
*:

Position Title*:

Position*:

Certification certificate
(Not the certificate of training completion)
*:

- Enter the employee's name/title
 - Enter TBD if the position is vacant.
- Indicate if the position is considered full-time or part-time according to the applicant's human resource status.
- **Required:** certificate of Certification
 - TBD: the certificate will be required when the position is filled.
 - If not certified:
 - Provide proof of registration in an Initial Certification training.
 - Provide an approved extension request.

EMPLOYEE INFORMATION: SRO AND SSO

- Select the School Division
- Description of Position:
explain grant-related duties
- Justification of Position:
explain how it is essential
and how salary and fringe
are consistent with locality
policies

School Division*:	Accomack County Public Schools
Assigned School Name <small>NOTE: SRO can be assigned to only one school.</small>	ABC High School
Type of School*:	High
Description of Position*:	SRO Jones will be assigned to ABC High School located in the Town of ABC. Some of the job responsibilities include patrolling school halls, monitoring cafeteria during lunch period, presenting Virginia Rules curriculum, responding to request for assistance from school administration, and mentoring. 700 character(s) left
Justification of Position*:	SRO Jones has 5 years of certified law enforcement experience. The average salary in Town of ABC for a police officer with that experience level is \$60,000 to \$70,000. The salary for SRO Jones is in line with other SROs in the area. The position is essential in promoting a safe and secure learning environments for students and staff. The school division provides \$2,000 towards the SRO's annual salary for general security activities which are not paid with grant funds. 527 character(s) left

EMPLOYEE SALARY AND FRINGE BENEFITS

Employee Salary and Fringe Benefits

Employee Name*: Joe Jones ▾

Salary

Total Hours per Year*: 2080

Total Annual Salary
Do not include fringe in this field.
*: \$55,062.00

Total Salary Amount on Grant
Grant funded plus match
*: \$53,062.00

Percent Being Requested: 96.37%

- Total Annual Salary: total annual salary to include grant-funded, local match, and other funding sources, but don't include fringe
- Total Salary Amount on Grant: amount of salary you are requesting on the grant to include match

EMPLOYEE SALARY AND FRINGE BENEFITS

- Enter the amount of each benefit requested
- If “Other,” describe and break down the costs.
- Salary and Fringe Benefits on Grant auto calculated

Fringe Benefits

FICA:	<input type="text" value="\$4,059.00"/>
Retirement:	<input type="text" value="\$2,388.00"/>
Group Life:	<input type="text" value="\$85.00"/>
Health Insurance:	<input type="text" value="\$2,974.00"/>
Workers' Comp:	<input type="text" value="\$494.00"/>
Unemployment:	<input type="text" value="\$0.00"/>
Disability:	<input type="text" value="\$0.00"/>
Other:	<input type="text" value="\$0.00"/>

If Other, Please Describe
If more than one type of 'Other' benefit, please list the amount and description for each.

:

250 character(s) left

Salary and Fringe Benefits on Grant: \$63,062.00



EMPLOYEE SALARY AND FRINGE BENEFITS

- Break down “Salary and Fringe Benefits on Grant” into Special Funds and, if applicable, local match.

Salary and Fringe Benefits Breakdown

Breakdown the amount in "Salary and Fringe Benefits on Grant" into Special Funds and, if applicable, the appropriate match category.

Federal Funds:

State Funds:

Special Funds:

Cash Match:

In-Kind Match:

Salary and Fringe Benefits Total: \$63,062.00

This amount should equal "Salary and Fringe Benefits on Grant" listed above.

EMPLOYEE SALARY AND FRINGE BENEFITS

“Salary and Fringe Benefits on Grant” = “Salary and Fringe Benefits Total”

☰ Employee Salary and Fringe Benefits - Multi-List														✓ Mark as Complete		+ Add Row		
Employee Name	Total Hours per Year	Total Annual Salary	Total Salary Amount on Grant	Percent Being Requested	FICA	Retirement	Group Life	Health Insurance	Workers' Comp	Unemployment	Disability	Other	If Other, Please Describe	Salary and Fringe Benefits on Grant	Special Funds	Cash Match	In-Kind Match	Salary and Fringe Benefits Total
Joe Jones	2080	\$55,062.00	\$53,062.00	96.37%	\$4,059.00	\$2,388.00	\$85.00	\$2,974.00	\$494.00	\$0.00	\$0.00	\$0.00		\$63,062.00	\$50,000.00	\$13,062.00	\$0.00	\$63,062.00
														\$63,062.00	\$50,000.00	\$13,062.00	\$0.00	\$63,062.00

BUDGET CATEGORIES

Budget Categories:

- Travel
- Subsistence/Other Travel Costs
- Equipment
- Supplies and Other Expenses
- If requesting funding or providing match in a category other than personnel, answer “Yes” at the top of the form
 - If not, answer “No”
- Click “Save Form”



 Requested 

If this is not requested, please indicate that here and then mark this form as complete.

Is Travel being requested?*: Yes No

BUDGET CATEGORIES

- Totals for all expenses entered in the form
- Applicable line item on the Budget

Personnel Totals

Enter the totals below in the "Personnel" line item on the Budget.

DCJS FUNDS

Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$50,000.00

Match Funds

Cash Match:	\$13,062.00
In-Kind Match:	\$0.00

Personnel/Fringe Total

TOTAL:	\$63,062.00
--------	-------------

TRAVEL

- Follow local or state travel policy
- Travel = Mileage expenses
 - Local = travel within the school division or law enforcement jurisdiction
 - Non-Local = travel outside of the school division or law enforcement jurisdiction
- Break down “Total” under “Special” and/or the appropriate match field

Non-Local Mileage

Non-Local Mileage (travel outside of the school division or law enforcement jurisdiction).

Number of Miles*:	<input type="text" value="100"/>
Mileage Rate*:	<input type="text" value="0.655"/>
Total:	\$65.50

Non-Local Mileage Funding

Federal Funds:	<input type="text" value="\$0.00"/>
State Funds:	<input type="text" value="\$0.00"/>
Special Funds:	<input type="text" value="\$65.50"/>
Cash Match:	<input type="text" value="\$0.00"/>
In-Kind Match:	<input type="text" value="\$0.00"/>

Non-Local Mileage Total: \$65.50

TRAVEL

- Description of Mileage
 - Reason for travel
- Justification of Mileage
 - Why costs are necessary
 - Explain why local travel policy is different from the state policy

☰ Mileage Description and Justification

The description should explain the reason for travel.
Justify travel by explaining why costs are necessary and essential to achieving the goals and objectives of the grant.

Type*:

Description of Mileage*:
613 character(s) left

Justification for Mileage*:
554 character(s) left

SUBSISTENCE/OTHER TRAVEL COSTS

- Subsistence = lodging and per diem
 - Number of People Attending
 - Number of Nights (sum of all people attending)
 - Lodging Rate per night
 - Number of Days (sum of all people attending)
 - Per Diem Rate per day
- Other Travel Costs = parking, tolls, etc.
 - Airfare is unallowable

Subsistence

Itemize costs associated with lodging, meals and transportation necessary for grant-related activities.

Event Title*:

Number of People Attending*:

Lodging

Number of Nights
This number should be the sum of nights for the number of people attending listed above. For example, if training is 2 nights and 2 people attend then enter 4 nights.

Lodging Rate:

Total: \$1,070.00

Meals

Number of Days
This number should be the sum of days for the number of people attending listed above. For example, if training is 2 days and 2 people attend then enter 4 days.

Per Diem Rate:

Total: \$708.00

Total Subsistence: \$1,778.00

SUBSISTENCE/ OTHER TRAVEL COSTS

- Break down “Total Subsistence” under “Special” or appropriate match field
- “Total Subsistence” = “Subsistence Total”

☰ Subsistence - Multi-List ✓ Mark as Complete + Add Row

Itemize costs associated with lodging, meals and transportation necessary for grant-related activities.

Event Title	Number of People Attending	Number of Nights	Lodging Rate	Total	Number of Days	Per Diem Rate	Total	Total Subsistence	Special Funds	Cash Match	In-Kind Match	Subsistence Total
SRO Basic	2	10	\$107.00	\$1,070.00	12	\$59.00	\$708.00	\$1,778.00	\$1,078.00	\$700.00	\$0.00	\$1,778.00
	2	10		\$1,070.00	12		\$708.00	\$1,778.00	\$1,078.00	\$700.00	\$0.00	\$1,778.00

SUBSISTENCE/ OTHER TRAVEL COSTS



DESCRIPTION OF COSTS

Describe the event for which travel is required.
Provide location and dates if known.



JUSTIFICATION OF COSTS

Explain why the event and costs are necessary and essential.
If location and dates are unknown, explain how costs were determined.

EQUIPMENT

- Equipment = property with a useful life of more than one year and a per-unit cost of \$10,000 or greater
- Track, manage, and dispose of equipment consistent with locality policies
- Pro-rate items not exclusively used for the project

☰ Equipment - Multi-List

 Mark as Complete

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information.

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Special Funds	Cash Match	In-Kind Match	Equipment Tot
No Data for Table							
Last Edited By: VCSCS Test - Dec 8, 2023 1:58 PM							<input type="button" value="+ Add Row"/>

☰ Equipment Description and Justification - Multi-List

 Mark as Complete

Describe what the item is and how it will be used.
Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item	Description of Equipment	Justification for Equipment
No Data for Table		
Last Edited By: VCSCS Test - Dec 8, 2023 1:58 PM		<input type="button" value="+ Add Row"/>

📎 Additional Documentation - Other Attachments

 Mark as Complete

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

EQUIPMENT

- Enter equipment item
- Cost Per Item
- Total Number of Items
- The total cost will auto-calculate.

Equipment

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information.

Equipment Item*:

Cost Per Item/Monthly Rate*:

Total Number of Items/Number of Months*:

Total Cost: \$9,300.00

Equipment Funding

Federal Funds:

State Funds:

Special Funds:

Cash Match:

In-Kind Match:

Equipment Total: \$9,300.00

“Total Cost” = “Equipment Total”

Equipment - Multi-List								✓ Mark as Complete	+ Add Row
List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information.									
Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Special Funds	Cash Match	In-Kind Match	Equipment Total		
Police vehicle	\$9,300.00	1	\$9,300.00	\$0.00	\$0.00	\$9,300.00	\$9,300.00		
			\$9,300.00	\$0.00	\$0.00	\$9,300.00	\$9,300.00		

EQUIPMENT

REQUIRED:

- Description: Describe the item and how it will be used.
- Justification: Explain why necessary and how costs were determined.

Equipment Description and Justification

Describe what the item is and how it will be used.
Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item*:

Description of Equipment*:
The SRO will be assigned a 2015 Ford Sedan Police Interceptor. The vehicle will be used by the SRO to go to and from the assigned school and will be parked in front of the school for crime prevention purposes.
540 character(s) left

Justification for Equipment*:
The police department provides a vehicle to every officer for basic transportation while on duty. In addition, the SRO's assigned vehicle will be used for Criminal Prevention Through Environmental Design (CPTED) techniques. The police vehicle assigned to the grant funded SRO, has a fair market value of \$12,000, but we are using \$9,300 in In-Kind match. The car will only be used by the grant funded SRO.
344 character(s) left

SUPPLIES AND OTHER EXPENSES

☰ **Supplies & Other Expenses** - Multi-List ✓ Mark as Complete + Add Row

All costs should be itemized within this category by major types. See your grant funding opportunity for more information.

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Special Funds	Cash Match	In-Kind Match	Supplies & Other Expenses Total
School Safety Training Forum Registration	\$75.00	1	\$75.00	\$75.00	\$0.00	\$0.00	\$75.00
Cell Phone	\$50.00	12	\$600.00	\$600.00	\$0.00	\$0.00	\$600.00
Laptop	\$1,116.00	1	\$1,116.00	\$1,116.00	\$0.00	\$0.00	\$1,116.00
			\$1,791.00	\$1,791.00	\$0.00	\$0.00	\$1,791.00

- Supplies can include:
 - Registration fees
 - Office supplies
 - Cellphones
 - Uniforms
 - Items that don't meet the definition of equipment
- Pro-rate items not exclusively used for the project

SUPPLIES AND OTHER EXPENSES

Description of Supply/Item

- Describe the item and how it will be used

Justification of Supply/Item

- Explain why the item is essential and how the amount was determined

☰ Supply/Item Requested Description and Justification - Multi-List			✓ Mark as Complete	+ Add Row
Describe what the item is and how it will be used. Explain how the request is essential to completing the goals and objectives of the grant.				
Supply/Item	Description of Supply/Item	Justification for Supply/Item		
School Safety Training Forum Registration	We will be sending one grant-funded SRO to the School Safety Training Forum in Hampton, VA in July 2024. The conference focuses on topics in the fields of school and division leadership, school security, law enforcement, counseling and mental health, etc.	Attending the conference is necessary because the SRO will gain valuable information from renowned experts on school safety to bring back and apply to their role at the school. The registration fee for the School Safety Training Forum was announced to be \$75.		
Cell Phone	A cell phone, service, and a data plan will be purchased for the SRO. The police department has a contract with Verizon to provide an Apple iPhone with texting capabilities and unlimited data.	Cell phones are necessary because the cell phone is used to communicate with police department staff, school administration and to return calls from parents or students. Having a work issued phone allows SROs to provide students and parents a way to communicate with the SRO if/when needed. The cell phone and service are \$50 per month for one SRO.		
Laptop	The SRO will receive a Panasonic Toughbook which is standard issue for all officers in the department. The laptop will be used to access the police department's calls-for-service data system, for writing and receiving emails, and completing reports.	The laptop is important because it allows the SRO to have access to important data and to complete reports. A new laptop will be purchased because the current laptop is running slow, will randomly freeze, or will power down for no reason. The IT department indicated that it would cost more to repair the laptop than to purchase a new one. Based on the contract with the locality, the cost for a laptop will be \$1,000.		

ATTACHMENTS

- Required: SRO MOU
- Only if applicable: Signing authority letter

See the grant guidelines for a list of all required attachments.

Attachments Required? [✓ Mark as Complete](#) [✎ Edit Form](#)

Are additional attachments required by the funding opportunity?*: Yes

Last Edited By: VCSCS Test - Dec 20, 2023 8:18 AM [✎ Edit Form](#)

Attachments - Other Attachments [✓ Mark as Complete](#) [+ Add New Attachment](#)

Upload additional documentation required by the grant program. The description should explain the information provided in the file.

Description	File Name ✎	Type	Size	Upload Date	Delete
No files attached.					

ATTACHMENTS

The screenshot displays the DCJS On-line Grant Management System interface. The main header includes the DCJS logo and the text "DCJS On-line Grant Management System". A sidebar on the left contains navigation options: "Tester External" (with sub-items "Tester" and "Tester Role, Site Visitor, Grantee"), "Dashboard", "Funding Opportunities", "Applications", "Grants", and "My Profile". The main content area is titled "Attachments - Current version" and shows a list of attachments under the heading "Attachments Required?". A modal window titled "Attach File" is open in the foreground, featuring a yellow background. This modal contains an "Upload File*" input field with a "Select file" button, a "Description*" text area with a "500 character(s) left" indicator, and "Save File" and "Cancel" buttons. The background interface includes buttons for "Mark as Complete", "Edit Form", and "Add New Attachment", along with a "Previous" and "Next" navigation bar at the bottom.

AUTHORITY CERTIFICATION

- Signing authority documentation should be uploaded under Attachments.

Authority Certification ✓ Mark as Complete ✎ Edit Form

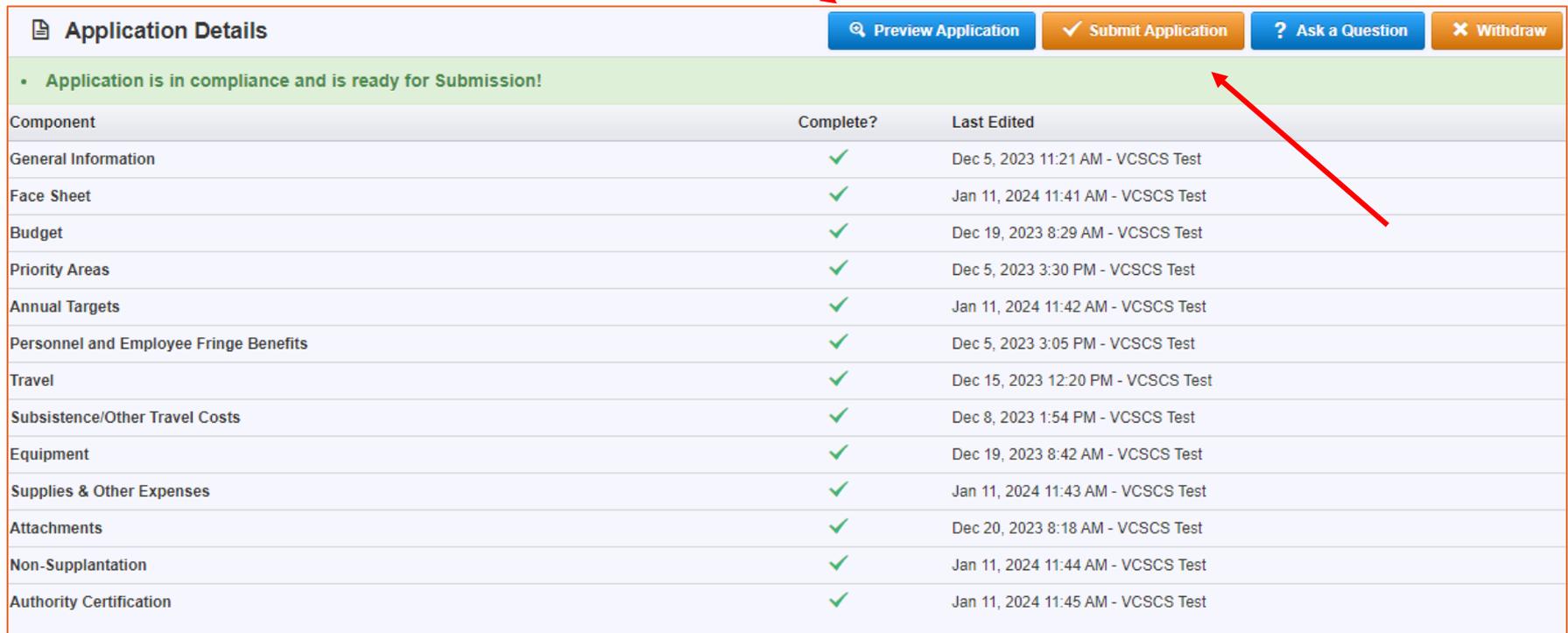
To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with all grant requirements if funding is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and the accuracy of the representations made in this application.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of the person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Authorized Individual*: Jane Smith
First Name Last Name
Town Manager 01/11/2024
Title Date

SUBMITTING THE APPLICATION



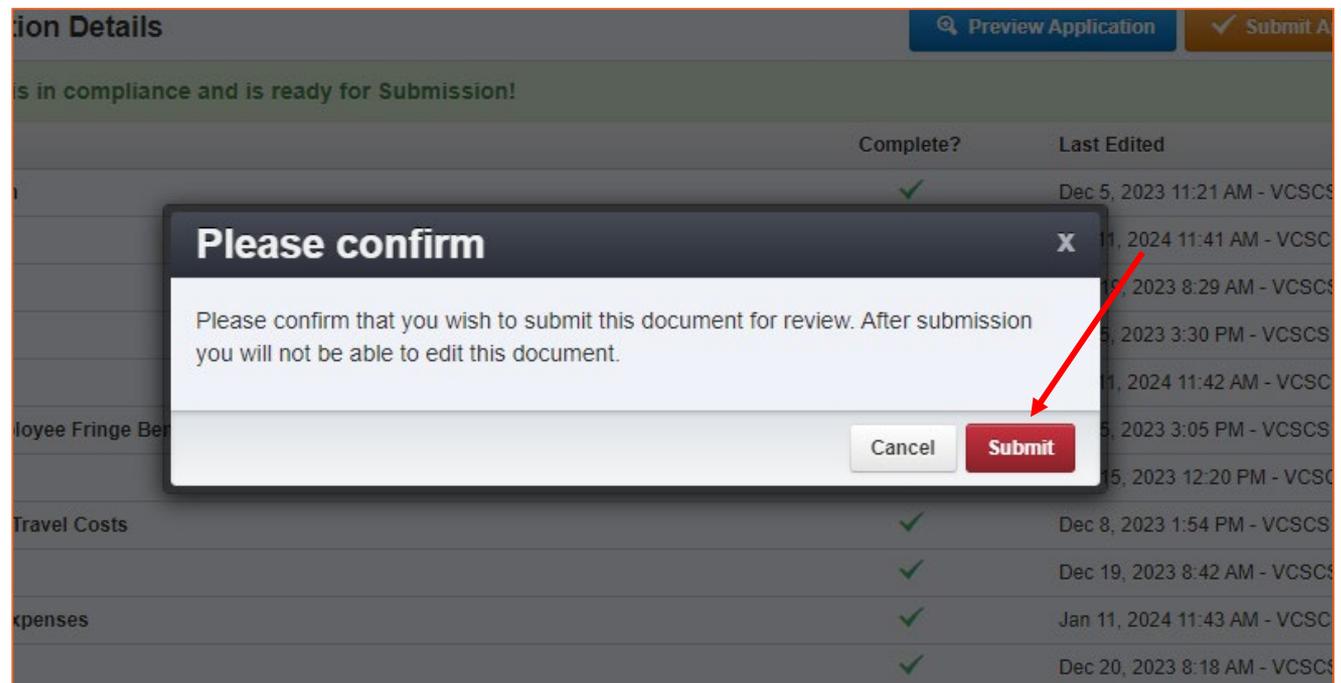
The screenshot displays the 'Application Details' page. At the top right, there are four buttons: 'Preview Application' (blue), 'Submit Application' (orange, highlighted with a red arrow), 'Ask a Question' (blue), and 'Withdraw' (orange). Below the buttons, a green banner states 'Application is in compliance and is ready for Submission!'. The main content is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. All components are marked as complete with a green checkmark.

Component	Complete?	Last Edited
General Information	✓	Dec 5, 2023 11:21 AM - VCSCS Test
Face Sheet	✓	Jan 11, 2024 11:41 AM - VCSCS Test
Budget	✓	Dec 19, 2023 8:29 AM - VCSCS Test
Priority Areas	✓	Dec 5, 2023 3:30 PM - VCSCS Test
Annual Targets	✓	Jan 11, 2024 11:42 AM - VCSCS Test
Personnel and Employee Fringe Benefits	✓	Dec 5, 2023 3:05 PM - VCSCS Test
Travel	✓	Dec 15, 2023 12:20 PM - VCSCS Test
Subsistence/Other Travel Costs	✓	Dec 8, 2023 1:54 PM - VCSCS Test
Equipment	✓	Dec 19, 2023 8:42 AM - VCSCS Test
Supplies & Other Expenses	✓	Jan 11, 2024 11:43 AM - VCSCS Test
Attachments	✓	Dec 20, 2023 8:18 AM - VCSCS Test
Non-Supplantation	✓	Jan 11, 2024 11:44 AM - VCSCS Test
Authority Certification	✓	Jan 11, 2024 11:45 AM - VCSCS Test

SUBMITTING THE APPLICATION

Review the entire application!

- Make sure budgets match, information is correct, and all required items are provided.



SUBMITTING THE APPLICATION

Current Applications listing:

522969	Submitted	Final Application	Town of ABC-FY25 Continuation	Virginia Department of Criminal Justice Services	FREE-School Resource Officers	521288-FY25 - School Resource Officer Grants - SRO (Test)	Feb 29, 2024 5:02 PM
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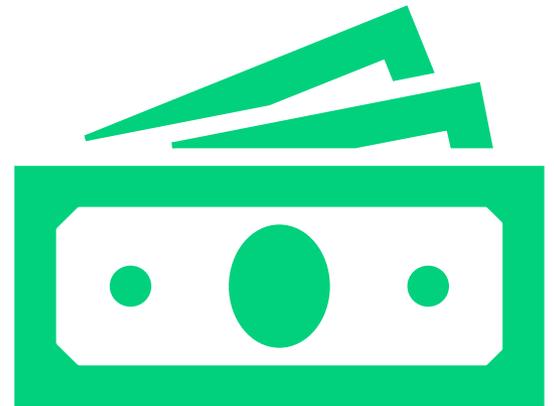


What's Next?

APPLICATION REVIEW

Grant awards are contingent on the availability of funding within the SRO Fund as appropriated by the state budget bill.

- Grants may be funded in full or in part based on the number of qualifying applications, available funding, number of current SRO/SSOs in the agency, and geographical representation.
- Only continuation grants with FY25 grant numbers ending in A, B, or C will be funded.
- DCJS reserves the right to change program budgets to remove positions that remained vacant in the FY25 grant year.



CRIMINAL JUSTICE SERVICES BOARD (CJSB)



Grants Committee reviews

Brief project overview
Staff evaluation summaries
Grant application scores for competitive applications



Grants Committee makes funding recommendations to the full CJSB



Full CJSB makes final grant award decisions

Meeting in May/June 2025

TECHNICAL ASSISTANCE

Please contact the following DCJS staff for questions regarding your SRO/SSO grant application:

- SRO: Jordy Nolan: jordy.nolan@dcjs.virginia.gov or (804) 845-1156
- SSO: Beth Polak: elizabeth.polak@dcjs.virginia.gov or (804) 659-6487

For specific questions regarding training, certification, and/or roles and responsibilities, please contact the following DCJS staff:

- (SRO) Derrick Mathis: derrick.mathis@dcjs.virginia.gov or (804) 802-9084
- (SSO) Danielle Clark: danielle.clark@dcjs.virginia.gov or (804) 877-6638

For assistance with the OGMS system: email ogmssupport@dcjs.virginia.gov.
(This should not include grant application-specific questions.)

For additional resources, refer to “Attachments” and “Website Links” under the Funding Opportunity in OGMS.