



Fiscal Year 2023 School Resource Officer Grant Program and Fund

**Guidelines and Application Procedures for
School Resource Officers
Second Round Funding Opportunity**

***Application Due Date
July 15, 2022***

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

Issued June 22, 2022

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering state grants to provide funding for School Resource Officer (SRO) positions to establish, enhance, and continue the partnerships between local law enforcement agencies and school divisions.

A “**School Resource Officer**” means a certified law enforcement officer hired by a local law enforcement agency to provide law enforcement and security services to Virginia public schools. An SRO may be a full-time or part-time employee of a law enforcement agency.

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund and instructions for completing and submitting your application.

II. Eligibility

These instructions are applicable to School Resource Officer Grant Program applicants to provide guidance on the preparation and submission of a grant application.

This funding is available for new SRO positions on a 4-year grant cycle. Funding is also available for grantees whose funding ended in FY22 for continuation on an annual basis, as funding is available, but priority is given to new positions. Grantees whose funding ended prior to FY22 can apply for a new 4-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO. If the locality is applying for a new SRO position and a continuing position then they must be on separate applications.

Units of local government are eligible to apply for and receive these funds. A police department or sheriff’s office will manage an SRO position, however, the grant application must be submitted by, and the funds awarded to, a local unit of government.

III. Grant Application Deadline

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on July 15, 2022. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment.

IV. Amount Available

The total amount requested in an application may not exceed \$125,000 per SRO position. The only allowable expenses for these grants are salary and benefits for full-time or part-time SRO positions to provide coverage during routine school hours, which does not include school-sponsored activities outside the instructional day.

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

V. Priorities for New Applications

Priority will be given to localities that meet one or more of the following criteria:

- Localities requesting SRO positions for middle schools and high schools.
- Localities requesting SRO positions in a school where no such personnel are currently in place.
- Localities without existing positions currently funded by this grant program.

VI. Grant Period

For new positions, successful applicants will be funded for a period of 48 months. After which, funding will be available for continuation on an annual basis, as funding is available, but priority is given to new positions.

For grantees whose funding ended in FY22, continuation is on an annual basis, as funding is available, but priority is given to new positions.

Grants will be awarded on a competitive basis for one (1) 12-month period beginning July 1, 2022, and ending on June 30, 2023.

VII. Match Requirement

A local match is not required for FY23. Future match requirements should be considered when planning for continuation years.

VIII. Restrictions

- These grant funds are for SRO positions to be funded by the SRO Grant Fund.
- Under this funding opportunity, funds may be requested for more than one SRO at a high school but will only be considered if funding is available.
- The state grant funds cannot be used to supplant or replace state or local funds that are allocated by a local unit of government to fund an SRO.
- The state grant funds can only be used for salary and fringe benefits for full- or part-time SROs. Funds must be used to fund the SRO position and cannot be used for employees who are not performing the activities of the project.
- For SROs, grant funds **cannot be used** to pay for general security during school sponsored events or overtime. Funds also **cannot be used** for extracurricular and coaching activities where a monetary supplement is paid to the SRO or would be paid to school employees.
- The state grant funds may not be used to purchase equipment, supplies, firearms, vehicles, training or other non-personnel related costs.
- The state funds may be awarded up to a maximum of four (4) years, to support an SRO position in any public school, provided funds are available (see VI. Grant Period).

IX. Availability of Continuation Funding

The award of an SRO grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a project's implementation, performance, compliance with reporting requirements and any encumbrances placed on the grant are key factors in determining eligibility for continuation funding.

X. Application Requirements

School Resource Officer (SRO) positions must be based on the most current version of [Virginia School – Law Enforcement Partnership Guide](#) and incorporate the following components:

1. SROs must be certified law enforcement officers as defined in Va. Code § 9.1-101, and employed by a public police department or sheriff's office.
2. SROs must be 21 years of age or older and have at least three (3) years of certified law enforcement experience and the demonstrated ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems.
3. SROs must comply with the minimum training standards established by the Board as required under § 9.1-114.1 of the *Code of Virginia* within the first 120 days of the grant period. A list of current available training sessions is on the [DCJS VCSCS Training website](#).
4. Each SRO must serve one designated school but may provide assistance to other schools.
5. A Memorandum of Understanding (MOU), pursuant to § 22.1-280.2:3 of the *Code of Virginia*, must be established between the school division and the law enforcement agency and reviewed at least once every two years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the most current version of the [DCJS Model MOU](#). The MOU must include provisions that recognize that the SRO shall not be involved in enforcing school discipline rules and that the principal will consider alternatives to suspension for incidents of student misconduct.
6. If an MOU is not in place at the time of application submission, the applicant must submit letters signed by the chief of police or sheriff and the school superintendent indicating the intent to have an MOU in place within 30 days after the grant start date. DCJS must receive the executed MOU within 30 days of the grant start date.
7. SROs shall adhere to the tenets of the MOU signed by their school divisions and law enforcement agencies. SROs shall also fulfill the roles of the SRO as outlined below:
 - **Law enforcement officer**

The SRO's primary role in schools is as a law enforcement officer. SROs assume primary responsibility for responding to requests for assistance from administrators and coordinating the response of other law enforcement resources to the school. SROs should work with school administrators in problem solving to prevent crime and promote safety in the school environment. SROs should also collaborate with school personnel to reduce student involvement with the juvenile justice system and divert students from the courts when appropriate.
 - **Law-related educator**

SROs should strive to offer presentations for school personnel on law-related topics such as law enforcement practices, relevant laws, crime trends, crime prevention, school safety, and crisis response procedures. SROs may also provide law-related education to students using approved lessons or curricula. In all cases, responding to incidents or conducting investigations will take precedence over educational presentations.
 - **Informal mentor and role model**

Students often seek approval, direction, and guidance from adults in the school setting about various problems. Through formal and informal interaction with students, SROs serve as informal mentors and role models. SROs are expected to communicate clearly to students about acceptable and unacceptable behavior, to set a positive example in handling stressful situations and resolving conflicts, to show respect and consideration of others, and to express high expectations for

student behavior. Students who may need additional assistance should be encouraged to seek the help of available school or community resources.

8. **School Resource Officer Position Type:** Certified law enforcement officers would be expected to perform their duty as law enforcement officers and follow their law enforcement agency's general orders or standard operating procedures. Under this grant program, a School Resource Officer is full-time if they are employed as a certified law enforcement officer year-round and are dedicated to the school during all school hours. For scheduled school breaks, to include summer, the law enforcement agency has flexibility to assign the SRO as needed in other areas of the agency. Any variations to this schedule would be considered part-time for grant purposes.
9. **In the event of an unscheduled school closure or alternative scheduling during the grant year,** such as with COVID-19, SROs are required to spend at least 75% of their time performing school-related activities or activities that directly support their students. In this case, the applicant should notify their grant monitor and provide assurances that the SRO will meet these conditions. If the applicant is unable to meet the above requirements, it could result in a reduction or rejection of funding.

XI. Application Forms and Instructions

Each application for SRO funding **must be submitted using the DCJS On-line Grant Management System (OGMS)**. Email files or paper applications will not be accepted. All required fields must be completed in order to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

General Information: The OGMS Application Creation Wizard will assist you in completing the application's General Information form.

- *Step 1:* The Wizard requires an application title and a primary contact. The application title should include the locality's name and fiscal year (e.g. Town of ABC-FY23 or DEF City-FY23).

The primary contact is the person who has the day-to-day responsibility for managing the grant. It is recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded.

Once the information has been entered, click "Save Form" to enter Step 2.

- *Step 2:* Under this step, an Application ID will be assigned and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Select the organization for whom you will be submitting this application. Click "Save Form Information" to start Step 3.
- *Step 3:* Under "Additional Applicants," select any additional contacts within your organization that will also manage the grant and work on the application, to include the Project Administrator and Finance Officer (definitions under Face Sheet). Once you click "Save Form Information" on Step 3, you will have completed the General Information component of the application.

After General Information has been finished, you have the ability to complete the application in any order or save to return at another time.

Face Sheet: Required

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This **does not apply** to this grant program.
- *Jurisdiction(s) Served:* Select all jurisdiction (s) served.
- *Program Title:* The program title must include the assigned school's name.
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *Type of Application:* Choose "New" or "Continuation of Grant." Please note, continuation funding is only available for grantees whose full grant ended in FY22. Grantees whose funding ended prior to FY22 can apply for a "New" 4-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO.
- *Grant Number:* If this is a **continuation** of a 4-year cycle that ended in FY22, provide the grant number.
- *Performance Statement:* For **continuation** grants, provide a brief description of the accomplishments for the FY22 grant year.
- *Community Setting:* Check the box(s) that best describes the applicant service area.
- *Brief Project Overview:* Provide a short description of the project including the name of the assigned school(s).
- *Project Director:* List the person who will have the day-to-day responsibility for managing the project and provide all required contact information.
- *Project Administrator:* List the person who has authority to formally commit the locality to complying with all the terms of the grant applications. **This must be the local unit of government's chief elected official or the County Administrator, City Manager, Town Manager or Mayor (not the Sheriff, Chief of Police or School Superintendent).**
- *Finance Officer:* List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Budget: Required

- *Budget:* Click "Edit Grid" and enter your requested state amount under the "**Special**" column. Local match is not required for FY23 but will be required in subsequent continuation years.
- *Match Percentage:* Match is not required for FY23. The percentage should equal zero (0).

Priority for New Applications: All questions in this section are **required**.

- *SRO Program Information:* Provide the following information on the current SRO program in your agency.

- How many SROs are in the agency's program?
- How many of the SROs in your program are currently funded by DCJS grants?
- Is this application for the continuation of a grant funded SRO?
 - If yes, provide a brief description of attempts to seek other funding for the position and how those attempts were unsuccessful.
- *DCJS Funded SRO(s)*: List any of the SROs in your program funded by DCJS and provide the grant number(s).
- *School Information*: List the schools that have an assigned SRO and provide the type, grade levels, and the number of SROs assigned to the school.
- *Sustainment Plan*: By checking the box, you acknowledge that continuation years will have a match requirement. In FY24 the maximum amount allowed by the grant will include state funds and the required local match, which will potentially lower the state funding portion of the award. For example, if the FY23 award is \$80,000 in state funds and in FY24 the local match is 20% then the FY24 award would be \$64,000 in state funds and \$16,000 local match.

Project Targets: This section is **required** under this grant program. Enter project targets (goals) for the upcoming grant year under each section. The targets should be realistic and include all SRO positions requested in the application. Activities should only be grant funded and performed in the role as an SRO.

- *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.
- *Law Related Educator*: Enter the number of presentations, for the grant year, that the SRO(s) plans to facilitate for each audience type.
- *Informal Mentor*: Enter the number of times, over the course of the grant year; the SRO(s) anticipates performing the activities in this section.

Personnel and Employee Fringe Benefits: A new row is required for each SRO under the grant. You should answer, "Yes" when asked, "Is Personnel being requested?" Reminder: grant funds **cannot be used** to pay for general security during school sponsored events or overtime. Funds also **cannot be used** for extracurricular and coaching activities where a monetary supplement is paid to the SRO or would be paid to school employees.

Personnel: To request funding for staff click "Add Row."

- *Employee Name*: Enter the name of the SRO. If the position is not currently filled, or it is a new position, enter "To Be Determined" or "TBD." If there are more than one TBD then distinguish the names by adding a number. (E.g. TBD-1 and TBD-2). If applying for multiple positions add a number that designates priority.
- *Position Title*: Indicate the official title/rank for the employee (E.g. Deputy, Captain, Lieutenant, Sergeant, or Officer).
- *Date of DCJS certification in the category of Law Enforcement*: Enter the SRO's date of DCJS certification in the category of Law Enforcement. If the position is not currently filled, enter zero (0). A date of certification must be submitted to your grant monitor when the SRO is hired.

- *Assigned School Name:* Enter the name of the school where the SRO serves. Each SRO must be assigned to one designated school but is allowed to provide assistance to other schools.
- *Type of School:* Indicate the classification of the assigned school as an elementary, middle, elementary/middle, high, or alternative school.
- *Position:* Indicate whether the position is full-time or part-time. Under this grant program, a full time School Resource Officer is a certified law enforcement officer, employed 12 months of the year, and dedicated to the school during all school hours. For scheduled school breaks, to include summer, the agency is given flexibility to assign the SRO as needed. Any variations to this schedule would be considered part-time for grant purposes.
- *Total Hours Per Week:* Include the number of hours the SRO will be dedicated to the school per week.
- *Total Hours Per Year:* Enter the total number of hours the SRO works per year. **Do not include overtime or general security hours or other unallowable activities (See VIII. Restrictions above).**
- *Total Annual Salary:* Enter the **total annual salary** for the SRO to include grant-funded and other funding sources. This figure **should not** include fringe benefits.
- *Total Salary Amount Requested from Grant:* Enter the total annual salary you are requesting the grant to cover. **Do not** include fringe benefits.
- *Percent being requested:* This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Total Salary Amount Requested from Grant.”
- *Number of Grant-Funded Hours:* This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Total Salary Amount Requested from Grant.”
- *New Position:* If this is a continuation grant, the response should be “No.” For new grant applications, the response should be “Yes.”
- *Personnel Funding:* Enter the “Total Salary Amount Requested from Grant” into **Special Funds**. The “Personnel Total” will auto calculate when you save the row.

Employee Fringe Benefits: To request fringe benefits click “Add Row.”

- *Employee Name:* Choose the name of the employee from the drop down box.
- *Enter the amounts of each benefit requested:* If you enter “Other,” you will need to describe and breakdown the costs of the benefits in the text box labeled. “If Other, Please Describe.”
- *Requested Employee Fringe Benefits Total:* This figure will auto calculate after you save the row.
- *Fringe Benefits Funding:* Enter the “Requested Employee Fringe Benefits Total” into Special Funds. The “Employee Fringe Benefits Total” will auto calculate when you save the row.

Position and Justification: This section is required and you click “Add Row.”

- *Employee Name:* Choose the name of the employee from the drop down box.

- *Description of Position:* The position description should briefly describe grant-related duties performed by the SRO.
- *Justification for Position:* The justification should explain how the position is essential and how the requested salaries are consistent with the locality's human resource policies. Grantees whose funding ended prior to FY22 and are applying for a new 4-year cycle must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO.

Attachments: This section is **required** under this grant program.

1. *SRO Memorandum of Understanding:* Applicants requesting funds for one or more SRO positions must submit a [Memorandum of Understanding \(MOU\)](#) pursuant to § 22.1-280.2:3 of the *Code of Virginia*, between the school division and the law enforcement agency to be reviewed at least once every two years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the most current version of the DCJS Model MOU. **This requirement must be met within 30 days of the award date of the grant. Grant funds will not be distributed until this requirement is met.**

The MOU should at a minimum include the following and be consistent with the Model MOU:

- Description of the chain of command for the SRO(s);
 - Definitions of the roles and responsibilities of school officials and of law enforcement officers;
 - Communication between the SRO(s) and the school and the school and the law enforcement agency;
 - Language about the role of the SRO that is consistent with DCJS's Model MOU and section IX of these grant guidelines;
 - Dates for reviewing and renewing the MOU and date the MOU is effective; and,
 - Signatures of authorized officials representing all parties to the agreement.
2. *SRO Departmental General Order:* Applicants must submit a law enforcement agency departmental general order that outlines the operation of their SRO program. **This requirement must be met within 30 days of the award date of the grant. Grant funds will not be distributed until this requirement is met.**
 3. *SRO Training Certification Form:* Indicate the dates the designated SRO attended a DCJS-approved SRO Basic Training or dates the designated SRO will attend training within the first 120 days of the grant cycle. Encumbrances may be entered to ensure training and certification requirements are met. Additional information can be found on the DCJS [SRO Basic Training](#) website.

Non-Supplantation: The section is **required** under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purposes.

Authority Certification: The section is **required** under this grant program. If the person completing the application is not the Project Administrator, as defined above, information regarding the signing authority, or the delegation of such authority, should be submitted under *Attachments*.

XII. Reporting Requirements

Grant recipients must submit quarterly financial and progress reports through OGMS. Both quarterly reports are due within 15 days after the end of each calendar quarter. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant.

XIII. Submitting the Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on Friday, July 15, 2022. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Plan time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

XIV. Technical Assistance

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

- Michelle Miles: email michelle.miles@dcjs.virginia.gov or telephone (804) 225-1846

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

- Kim Simon: email kim.simon@dcjs.virginia.gov or telephone (804) 997-1717

For assistance with the OGMS system, email ogmssupport@dcjs.virginia.gov and include the grant program in the subject line. This should be used for general system questions and not grant application-specific inquiries.

A copy of this solicitation is available on OGMS and the [DCJS website](#).

For additional resources, refer to the Attachments and Website Links under the Funding Opportunity.

XV. Grant Application Review Process

DCJS staff will utilize an application review form to review all grant applications. Grant applications will be reviewed as part of a competitive review process. The competitive review process may include DCJS staff who will rate each application based on the information provided, adherence to the funding opportunity, and the listed funding priorities (see V. Priorities for New Applications). Reviewers may consider geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, number of current SROs in the agency, and geographical representation. Each submitted grant application will be rated on its quality and adherence to these guidelines.

Funding decisions will be made by DCJS staff by August 1, 2022 and presented to the Criminal Justice Services Board (CJSB) for final approval. Funding decisions made are final and may not be appealed.

XVI. Grant Submission Advisory

Please read all grant guidance carefully. Because funding is limited, the following technical errors in grant preparation and/or submission will likely result in your grant application not being considered for funding.

- Failure to provide all requested grant components.

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- Failure to designate the correct official as the Program Administrator.
- Exceeding the budget limits established for the SRO (\$125,000) positions.
- Requesting state funding for items other than personnel and benefits.
- Failure to submit your grant application in OGMS and by the deadline (5:00 pm on July 15, 2022).