



2018-2019
School Resource Officer and
School Security Officer
Incentive Grant Program
GUIDELINES AND APPLICATION
PROCEDURES

*For New Programs and
Continuation Programs*

Applications Due May 11, 2018

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

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2018-2019
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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering state funds through the School Resource Officer/Security Officer Incentive Grant Program to establish new and continue existing School Resource Officer (SRO) positions in local law enforcement agencies, and School Security Officer (SSO) positions in local school divisions for fiscal year 2018/2019. A primary goal of this grant program is to establish, enhance, and continue the partnerships between local law enforcement agencies and local school divisions.

These guidelines contain the rules and requirements governing the School Resource Officer/School Security Officer Incentive Grant Program, the required grant application forms, and instructions for completing and submitting your application.

A "School Resource Officer" means a certified law-enforcement officer hired by the local law-enforcement agency to provide law-enforcement and security services to Virginia public schools. Localities are encouraged to consider School Security Officer positions when additional security presence is merited yet the full functions of a School Resource Officer may not be suitable.

A "School Security Officer" is defined as an individual who is employed by the local school board for the purpose of maintaining order and discipline, preventing crime, investigating violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events. **New for 2018-2019, the SSO may be a full-time or part-time employee.**

II. Eligibility

Units of local government are eligible to apply for and receive these funds. A police department, sheriff's office or school division may manage the SRO/SSO program but the grant application must be submitted by and the funds awarded to a unit of local government. **Priority will be given to localities requesting SRO/SSO positions in schools where no such personnel are currently in place. Localities with a current grant funded SRO position are eligible to apply for an SSO position if the need is sufficiently documented and funding is available.**

Level funding of up to forty-eight (48) months (as funds are available) is the maximum length of time that grant funds will be awarded to support an SRO/SSO position in any school. These grant funds are to be used to establish new SRO/SSO positions where one does not currently exist or to support continuation of existing SRO-SSO positions that are eligible for continuation funding. These funds may not be used to supplant or replace other funding sources used to fund current SRO/SSO positions.

III. Grant Application Deadline

Applications must be **received** by DCJS **no later than 11:59 p.m. on Friday, May 11, 2018**. E-mail application packet (saved as one PDF versus multiple separate documents) to:

grantsmgmt@dcjs.virginia.gov

IV. Amount Available

Grant funds are to be used to pay only salary and benefits for SRO/SSO positions. The total amount requested in an application for a new or continuation SRO program may not exceed \$50,000 per SRO position, including the required local cash matching funds. The total amount requested for a new SSO program may not exceed \$22,000 per SSO position, including the required local cash matching funds.

Localities may apply for both SRO and SSO positions in the same application. However, the needs assessment portion of the application must address how each SRO/SSO position will help meet the localities' overall goal of improving school safety. The only allowable expenses for this grant are salary and benefits for a full-time SRO or a full-time or part-time SSO position in public school.

V. Grant Period

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning July 1, 2018 and ending June 30, 2019.

VI. Match Requirement

Applicants should consult the Virginia Department of Education's "**2018-2020 Composite Index of Local Ability-to-Pay**" to identify their grant match requirement, which is equal to the locality's 2018-2020 Composite Index.

http://www.doe.virginia.gov/school_finance/budget/compositeindex_local_abilitypay/2018-2020/compositeindex1820.pdf (link)

Use your locality's 2018-2020 Composite Index to calculate your required local cash matching funds for this year's SRO/SSO Incentive Grants Fund application. Grant recipients must provide the local cash matching funds from non-federal sources. In-kind contributions may not be used to meet the required local cash match.

The example below shows how cash matching funds for each line item are calculated on the **DCJS Itemized Budget Form**.

The town of Virginiaville's annual salary rate for a full-time SRO is \$30,000 with fringe benefits equaling \$5,000. Virginiaville's 2018-2020 Composite Index of Local Ability-to-Pay is .3032. To calculate the amount of local matching cash funds required, Virginiaville would multiply the total salary (\$30,000) by its composite index (.3032) and repeat this process for each line item.

Total per line item x Composite Index = Local cash match per line item: (\$30,000) x .3032 = \$9,096

ITEMIZED BUDGET								
1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		
a. Names of Employee	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	Total
Dep. J. Smith	SRO	\$30,000	2080		\$20,904	\$9,096		\$30,000
TOTAL:					\$20,904	\$9,096		\$30,000
b. Fringe Benefits		\$5,000						
FICA % =10%					\$348	\$152		\$500
Retirement = 20%					\$697	\$303		\$1,000
Other (itemize) = 70%					\$2439	\$1,061		\$3,500
					\$3,484	\$1,516		\$5,000
TOTAL PERSONNEL (a + b):					\$24,388	\$10,612		35,000

VII. Restrictions

- Grant funds shall not be used to supplant state or local funds that would otherwise be available for the same purposes.
- The maximum length of time that grant funds can be used to support an SRO or SSO grant funded position is 48 months of level funding, as funding is available.
- Grant funds may be used **only** for salary and fringe benefits for a full-time SRO or a full-time or part-time SSO. No equipment, supplies, firearms, vehicles, training, etc. will be funded by this grant.

VIII. Availability of Continuation Funding

Approval of a prior grant does not guarantee continuation funding in subsequent years. In addition to a project's implementation, performance, and the availability of funds, compliance with grant reporting requirements and timely submission of any special condition documentation attached to the current award are key factors in determining eligibility for continuation funding.

No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than thirty (30) days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

All special conditions for the current award must be completed and approved by DCJS by the time of review in order for the continuation grant to be considered.

IX. Application Requirements

A. **SRO; School Resource Officer positions** must be based on the [Virginia School – Law Enforcement Partnership Guide](#) (link) and incorporate the following components:

1. SROs who are certified, sworn law enforcement officers as defined in § 9.01-101 employed by a lawfully established public police department or sheriff's office on a full-time or part-time basis;
2. SROs who have at least (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 have attended a DCJS approved SRO Basic Training or will attend one within the first four months of the grant cycle;
4. SROs must be assigned to one secondary or elementary school.
5. There must be a Memorandum of Understanding (MOU) [Memorandum of Understanding \(MOU\)](#) (link) between the School Division and the Law Enforcement agency. While it is not required that agencies use the specific language in the Model MOU developed by DCJS, it is expected that the principles expressed in the MOU regarding the role of the SRO and school administrator are consistent with the intent of the Model MOU developed by DCJS and be incorporated into any local MOU. The MOU must include statements that recognize that the SRO shall not be involved in enforcing school discipline incidents and the principal will consider alternatives to suspension to incidents of student misconduct.
6. If a current 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 intent to have an MOU in place within 30 days of the grant award. The executed MOU,

consistent with the intent of the Model MOU offered by DCJS, must be received by DCJS within 30 days of the date of the grant award, and before any grant funds will be disbursed.

7. SROs shall adhere to the tenets of the signed by both the school divisions and law enforcement agency. SROs shall also fulfill the roles of the SRO as outlined below:

- **Law enforcement officer**

As a sworn public 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 engagement with the juvenile justice systems and divert students from the courts when possible.

- **Law-related educator**

As resources permit, SROs should strive to assist with presentations for school personnel on law-related topics such as law enforcement practices, changes in relevant laws, crime trends, crime prevention, school safety strategies, and crisis response procedures. SROs may also deliver law-related education with students using lessons/curricula approved in advance by the SRO Supervisor. In all cases, responding to incidents or conducting investigations will take precedence over delivery of 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 shall be encouraged to seek the help of available school and community-based resources.

- B. **SSO; School Security Officer positions** are to be compliant with requirements set out in the [Virginia Administrative Code, Title 6, Agency 20, Chapter 6: Regulations for School Security Officers](#) (link).

X. Application Forms and Instructions

Each application for new **SRO or SSO** funding must contain the following items and be submitted in the order listed below. For the Budget and Project Narrative sections of your application use the titles and headings specified in these guidelines. **Please submit one PDF packet versus several separate documents.**

- A. **Grant Application Form:** The first page of your application is the [Grant Application Form](#) (link), a one-page form. Please do not alter this form. It is extremely important that you provide fax numbers, e-mail addresses and telephone numbers for each person listed. Use the table below to assist you in completing the Grant Application Form.

Information Block	Content
Grant Program	“School Resource Officer/School Security Officer Grant Program ”
Congressional District	Indicate the Congressional District(s) in which the project will operate.
Applicant	Provide the name of the locality applying.
Faith Based organization?	Select “No”
Applicant FIN	Provide applicant’s Federal Identification Number.
Best Practice?	Leave blank
Jurisdiction(s) Served and Zip Codes	List all jurisdictions and Zip Codes in which the project will operate.
Program Title	“School Resource Officer” or “School Security Officer”
Grant Period	“July 1, 2018 to June 30, 2019”
DUNS Number	Provide your locality or organization’s Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a DUNS number, go to http://fedgov.dnb.com/webform .
Type of Application	Select the appropriate checkbox.
Rural, Urban, Suburban	Select the check the box that best describes the applicant locality.
Project Director	Provide name and all requested contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
Project Administrator	Provide name and all requested contact information for the person who has authority to formally commit the locality to comply with the terms of the grant application including provision of the required cash match. 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 or Chief of Police.
Finance Officer	Provide name and all requested contact information for the person responsible in the locality for fiscal management of the funds associated with this grant.
Signature of Project Administrator	Signature of the County Administrator, City Manager, Town Manager or Mayor.
Brief Project Description	In 100 words or less , provide a description of the proposed project. Include the name of the school in which the SRO/SSO will be working.
Project Budget Summary	This grant only provides salary and fringe benefits. Figures should be in the Personnel category only. Figures on this form must match those on the “Itemized Budget” form. Please round figures to the nearest dollar.

Itemized Budget Form: You must submit the [DCJS Itemized Budget](#) (link), a two-page form, to detail all proposed project expenditures, including matching funds. Alternative forms will not be accepted. This grant only provides salary and benefits. On the Itemized Budget Form, provide line item breakdowns of salary and benefit figures, listing the figures in the “State” column under “DCJS Funds” and in the “Cash” column under “Applicant Match.” *The proposed grant budget must reflect match on a line-by-line basis.* Please round figures to the nearest dollar. The Itemized Budget Form is an Excel spreadsheet that will automatically calculate the totals by line and column.

On the Itemized Budget Form:

#1. Personnel/Employees

a.) **Salaries:** list the position(s) by title and provide the name of the SRO(s) or SSO(s) designee(s), if known. Show the local annual salary rate for a full-time SRO/SSO and the number of hours for a full-time SRO/SSO position. SRO and SSO job descriptions and qualifications should be on file at the implementing agency.

b.) **Fringe Benefits:** Indicate each type of fringe benefit that the grant-funded SRO/SSO will receive, calculating the state funds and local cash match line-by-line.

#7. Cash Funds (if supporting this project from sources other than the grant program.) ***This item is optional*** and is included so that applicants wishing to do so may describe any additional support provided to the proposed project.

B. Budget Narrative: In addition to completing the Itemized Budget Form, provide a separate Word document titled "**Budget Narrative**" with two subheadings: 1) Personnel/Employees and 2) Fringe Benefits; which explains and justifies each budget item and states the basis for the amounts requested.

C. Project Narrative:

The Project Narrative includes the Needs Assessment, Project Description and Program Goals, Objectives and Activities. Frame your discussion of information in the Project Narrative to reflect the type of application, new or continuation. Provide a concise, clear and compelling case for the need for an SRO/SSO position at the specified school. If applying for both SRO and SSO positions, describe how the use of both types of positions will be coordinated to enhance school safety.

Needs Assessment

- Specifically describe the nature and extent of the school safety, security and juvenile delinquency issues that exist in the school or schools for which grant funds are being requested.
- Describe your existing resources and services that are available to address the identified school safety and security problems, and state why those resources and services are inadequate to address your school safety issues.
- Factors such as local response time due to the remote location of school buildings and factors in the community surrounding a school building may be used to address the need for grant funded positions.

Project Description

- Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the capabilities of your organization to implement and manage the project.
- The project description should tie implementation activities to project goals and objectives.
- Identify the school(s) where the activities will be and any key community partners responsible related to the proposed project.

[Project Goals and Objectives Form](#) (link)

- Describe the proposed SRO/SSO project in the specified school(s) for 2018-2019.
- Failure to provide specific, measurable objectives and performance measures may result in the elimination of your application from consideration. (The form's text boxes will expand to accommodate text).

- To assist you in filling out the form, please refer to the chart below.

1. Purpose Area	“Not applicable for this program”
2. Goal	Complete the “Goal” section of the Project Goals and Objectives Form, include the full name of the school(s) where the SRO project will occur. Sample Goal Statement “Virginiaville’s police department and public school system will continue their partnership to promote school safety and reduce juvenile violence through the continuation of the school resource officer program at XYZ High School.”
3. Objective	Objectives identify the project’s focus and targeted outcomes. Objectives should address the continuing safety, security and juvenile delinquency problems and issues identified in the Project Narrative. Number each objective. Objectives must be stated in terms that are Specific/numeric, Measurable, Achievable, Related to the stated goal and Time-bound (SMART) .
4. Grant Start/ End Dates	“July 1, 2018 to June 30, 2019”
5. Activities	Provide a specific list of activities and tasks that will be undertaken each quarter to accomplish each objective and to complete the project successfully.
6. Implementation Steps	The Implementation Steps section should include details such as when and where an activity will occur, who and how many will participate in the activity and what resources and materials will be used in the activity.

A. SRO Memorandum of Understanding for 2018-2019: Applicants requesting an SRO position must submit an up-to-date [Memorandum of Understanding \(MOU\)](#) (link) between the local law enforcement agency and the school division per the SRO guidelines. This requirement must be met within 30 days of approval of the grant and before grant funds are distributed.

The MOU should include at minimum the following:

- a 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, the SRO(s) and the parent law enforcement agency, and the school and the law enforcement agency;
- language about the role of the SRO in the school consistent with language discussed in DCJS’s Model MOU and in section IX of these grant guidelines;
- dates for reviewing and renewing the MOU and date the MOU is effective;
- signatures of authorized officials representing all parties to the agreement.

B. SRO Departmental General Order: Applicants must submit a departmental general order that outlines the operation of their SRO program.

C. Certification Form indicating dates the SRO attended a DCJS-approved SRO Basic Training or dates the officer(s) will attend training within the first four months of the grant cycle. Grants may be special conditioned to ensure training and certification requirements are met. The DCJS SRO Basic Training link is [SRO Basic Training](#).

D. Sustainment Plan to support the grant funded position after grant funding ends.

E. Name of school(s) where the position(s) will be placed must be included in the application.

XI. Reporting Requirements

Grant recipients must submit quarterly financial and progress reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award.

XII. How and Where to Submit Application

The completed DCJS Grant Application packet must be **received by 11:59 p.m. on Friday, May 11, 2018**. Applications received after the deadline will not be considered. Application packet (one PDF versus numerous attachments, must be e-mailed to:

grantsmgmt@dcjs.virginia.gov

Please put the name of your locality (***and your grant number if this is a continuation grant***) in the subject line of the email. You will receive an automated reply once you email your grant. Early submissions are appreciated.

All parts of the application should a) be complete, b) comply with any page limitations, c) use the forms provided, and d) be submitted as one PDF with the name of your locality (and your grant number for continuations) as the title of the PDF document. (i.e., "Richmond 15S6375FR15;" spaces are allowable or "Richmond NEW"). Please submit the application packet (one PDF versus numerous attachments, please) in the following order:

Grant Application Face Sheet: [DOC](#) (DCJS online form)
Itemized Budget Form: [XLS](#) (DCJS online form)
Budget Narrative
Project Narrative: Needs Assessment and Project Description
Project Goal and Objectives Form: [DOC](#) (DCJS online form)
SRO Memorandum of Understanding
SRO Departmental General Orders
Training Certification Form
Sustainment Plan

Links to grant preparation instructions:

- Grant Application Instructions: [DOC](#)
- Itemized Budget Instructions: [DOC](#)

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet and they must sign the application face sheet.

Faxed applications will *not* be accepted.

Number all pages and ***please submit the application as one PDF document.***

XIII. Technical Assistance

Please contact one of the following DCJS staff for questions regarding your SRO grant application.

Patrick Harris: email patrick.harris@dcjs.virginia.gov or telephone (804)786-5367

James Christian: email james.christian@dcjs.virginia.gov or telephone (804)786-4303

XIV. Grant Application Checklist

- Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county executive, mayor or chairman of the board of supervisors]
- Have all applicable parts of the Grant Application Itemized Budget been completed?
- Does each entry on the Itemized Budget form show the state fund amount and cash match amount as well as the total?
- Has a Project Budget Narrative been provided, explaining each item in the Itemized Budget?
- Is the Project Narrative no more than 5 pages in length?
- Does the Project Narrative contain the following?
 - Need Assessment
 - Project Description
 - Name of the School where the position will be placed
- Goals and Objectives Forms
- SRO Memorandum of Understanding for 2018-2019
- SRO Departmental General Order
- Training Certification Form
- Sustainment Plan

Applications for funding must be received by the Department of Criminal Justice Services **no later than 11:59 p.m. on Friday, May 11, 2018.** Applications received after that deadline will not be considered. Faxed copies will not be accepted.