



2015-2016  
School Resource Officer and  
School Security Officer  
Incentive Grant Program  
GUIDELINES AND APPLICATION  
PROCEDURES

*For New Programs and  
Continuation Programs*

*Application Due May 1, 2015*

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, VA 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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**2015-2016**  
**School Resource Officer and School Security Officer**  
**Incentive Grants Program**  
**GUIDELINES AND APPLICATION PROCEDURES**

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering state funds through the School Resource 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.

These funds will be used to promote school safety and security by supporting School Resource Officer (SRO) and School Security Officer (SSO) positions assigned to public elementary, middle, and high schools in the Commonwealth of Virginia. A primary goal of this grant program is to establish, enhance, and continue the partnerships between local law enforcement agencies and local school divisions. This grant program is focused on funding new SRO/SSO positions in schools where none currently exist and to continue successful new programs funded in 2015-2016.

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.

Localities are encouraged to consider School Security Officer positions when the situation deems an additional security presence is merited yet the full functions of a School Resource Officer may not be suitable. For purposes of definition, a School Security Officer means an individual who is employed by the local school board for the singular 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 and who is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school.

## II. Eligibility

Units of local government are eligible to apply for and receive these funds. A police department, Sheriffs' 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 an SRO position are eligible to apply for an SSO position if the need is sufficiently documented and funding is available.**

Forty-eight (48) months is the maximum length of time that grant funds will be awarded to support an SRO/SSO position in a specific elementary, middle, or high school. These grant funds are to be used to establish new SRO/SSO positions in public school buildings where one does not currently exist. These funds may not be used to supplant or replace other funding sources used to fund current SRO/SSO positions.

## III. Grant Deadline

Applications, whether mailed or hand-delivered, must be **received** by DCJS **no later than 4:00 p.m. on Friday, May 1, 2015**. Faxed or E-mailed applications will **NOT** be accepted.

## IV. Amount Available

For SRO/SSO program applications:

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 in an application 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 SSO position in an elementary, middle, or high school.

## V. Grant Period

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning July 1, 2015 and ending June 30, 2016.

## VI. Match Requirement

The grant match requirement is the localities "Composite Index of Local Ability to Pay". Applicants should consult the Virginia Department of Education's "**2014-2016 Composite Index of Local Ability-to-Pay**" to identify their locality's 2014-2016 Composite Index.

[www.doe.virginia.gov/school\\_finance/budget/compositeindex\\_local\\_abilitypay/index.shtml](http://www.doe.virginia.gov/school_finance/budget/compositeindex_local_abilitypay/index.shtml)

Use your locality's 2014-2016 Composite Index to calculate your required local matching cash funds for this year's SRO/SSO Incentive Grants Fund application.

Grant recipients must provide the local matching cash funds from non-federal sources. In-kind contributions may not be used to meet the required local cash match.

The **hypothetical DCJS Itemized Budget Form (below)** shows how matching cash funds for each line item are calculated.

### Hypothetical:

The town of Virginiaville's annual salary rate for a full-time SRO is \$30,000 with fringe benefits equaling \$5,000. Virginiaville's 2014-2016 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		TOTAL
a. Names of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Dep. J. Smith	SRO	\$30,000	2080		\$20,904	\$9,096		\$30,000
<b>TOTAL:</b>					\$20,904	\$9,096		\$30,000
<b>b. Fringe Benefits \$5,000</b>								
FICA % =10%					\$348	\$152		\$500
Retirement = 20%					\$697	\$303		\$1,000
Other (itemize) = 70%					\$2439	\$1,061		\$3,500
<b>TOTAL:</b>					\$3,484	\$1,516		\$5,000
<b>TOTAL PERSONNEL (a + b):</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.
- Grant funds may be used **only** for salary and fringe benefits for a full-time SRO or SSO. No equipment, supplies, firearms, vehicles, training, etc. will be funded by this grant.

## VIII. Availability of Continuation Funding

Approval of one grant does not imply or guarantee funding awards 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.

1. 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.

2. 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.

Please note the following information has changed to better assist localities with SRO/SSO program implementation. The cash match for each year will derive from the composite index only. The graduated cash match in addition to the Composite Index has been eliminated.

## IX. Application Requirements

- A. **SRO; School Resource Officer positions** must be based on the Virginia School Resource Officer Program Guide and incorporate the following components:
  1. SROs who are certified, sworn law enforcement officers employed by a lawfully established police department or sheriff's office;
  2. SROs who have at least one (1) year 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 School or will attend one within the first four months of the grant cycle;
  4. SROs will be assigned to **one** secondary or elementary school. There must be a Memorandum of Understanding (MOU) between the School Division and the Law Enforcement agency. 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 grant award. The executed MOU must be received by DCJS within 30 days of the date of the grant award, and before any grant funds will be disbursed.
- 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.](#)

## 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.

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

Information Block	Content
Grant Program	Put "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?	N/A
Applicant FIN	Provide applicant's Federal Identification Number.
Best Practice?	N/A
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, 2015 to June 30, 2016
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 <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> .
Type of Application	New
Rural, Urban, Suburban	Check the box that best describes the applicant locality.
Project Director	Provide name and all requested contact information for 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	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 governments chief elected official or the County Administrator, City Manager, Town Manager or Mayor, not the Sheriff or Chief of Police.
Finance Officer	The individual 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 <b>100 words or less</b> , 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.

- B. Itemized Budget Form:** You must submit DCJS' **DCJS Itemized Budget**, 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 calculate the totals by line and column automatically.

**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—** (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, beyond the state and matching funds presented in the grant application.

- C. 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.
- D. Project Narrative:** Each grant application must include a project narrative to include two sections with the following headings: 1) Needs Assessment and 2) Project Goals and Objectives. The Project Narrative must present 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, please describe how the use of both types of positions will be coordinated to enhance local school safety. The Project Narrative must describe the capabilities of your organization to implement, carry out and manage the project. Applications must include a section titled "Needs Assessment" ***no more than 5 pages in length***, which includes two sub-headings: ***Need Justification and Project Description***. Applicants are also required to complete the Project Goals and Objectives form using as many pages as necessary.

1. Accomplishments and Needs Assessment: (No more than 5 pages in length)

Under the **Accomplishments and Need Justification** heading, the applicant must identify and describe in specific terms the nature and extent of the school safety, security, juvenile crime/delinquency and crime prevention problems and issues that exist in the school or schools for which grant funded positions are being requested, **as well as a detailed description of the progress made toward accomplishing each objective of the current grant year.** In addition, other 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. Statistics and other quantifiable information may be used to support the need for positions. Sources for statistics may include: school discipline records; school



detention, suspension and expulsion data; juvenile crime statistics; calls for service to local law enforcement agencies; annual school safety audit information; student and/or staff safety surveys; parent and/or community input; school and community population and economic demographics, etc. Describe 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 local school safety issues.

Describe how the locality/agency intends to sustain funding for the requested position(s).

Under the **Project Description** of the **Needs Assessment**, provide a detailed complete description of the project design and planned implementation activities, fully describing how the project will reach the stated goals. The project description should tie implementation activities to the project’s goals and objectives. Identify the school(s) where the activities will be and any key community partners responsible related to the proposed project.

2. Project Goals and Objectives Form:

Applicants must complete and submit a **Project Goals and Objectives Form**, using as many objectives and pages as necessary to thoroughly describe the proposed SRO/SSO project in the specified school(s) for the 2015-2016 grant period. 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 verbiage). To assist you in filling out the form, please refer to the chart below.

<b>1. Purpose Area</b>	Not applicable for this program
<b>2. Goal</b>	Complete the “Goal” section of the Project Goals and Objectives Form and include the full name of the school(s) where the SRO project will occur. <b>Hypothetical Goal Statement</b> “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.”
<b>3. Objective</b>	Objectives identify the project’s focus and targeted outcomes; specify who will benefit from or be changed by the proposed project; state the anticipated behavior change or result; state the projected degree of change from current conditions; and state what the project’s beneficiaries will learn or be able to do as a result of the project. Objectives should address the continuing safety, security, juvenile crime/delinquency and crime prevention problems and issues identified in the Project Narrative section of the application. Number each objective. Objectives must be stated in terms that are <b>Specific/numeric, Measurable, Achievable, and Related to the stated goal and Time-bound (SMART)</b> .
<b>4. Grant Start/ End Dates</b>	July 1, 2015 to June 30, 2016
<b>5. Activities</b>	Provide a thorough, specific list of activities and tasks that will be undertaken each quarter to accomplish each objective and to complete the project successfully.
<b>6. Implementation Steps</b>	The Implementation Plan 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. Important dates and milestones should be identified. The applicant should provide specific information about project-related training that the SRO(s)/SSO(s) will receive. Provide a thorough, specific list of activities and tasks that will be undertaken each quarter to accomplish each objective and to complete the project successfully.

- E. **SRO Memorandum of Understanding for 2015-2016:** Applicants requesting an SRO position must submit an up-to-date Memorandum of Understanding (MOU) 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;
- dates for reviewing and renewing the MOU;
- signatures of authorized officials representing all parties to the agreement;
- date the MOU is effective.

- F. **SRO Departmental General Order:** Applicants must submit a departmental general order that outlines the operation of their SRO program.
- G. **Certification Form** indicating dates attended DCJS-approved SRO Basic School or dates the officer(s) will attend training within the first four months of the grant cycle. SSOs must include the Certification Form indicating dates attended DCJS certified SSO training or when the SSO(s) will attend training. Grants may be special conditioned to ensure training and certification requirements are met.
- H. **Sustainment Plan** to support the grant funded position after grant funding ends.
- I. **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.

DCJS intends to conduct an evaluation to examine the impact of SROs/SSOs funded by these grants. Grantees (schools and law enforcement agencies) selected to participate in the evaluation may be required to provide additional information on factors such as incidents of discipline, crime and violence, suspensions and trancies, and measures of school climate. It is anticipated that most of these measures will be available through existing reporting systems such as the Department of Education's Discipline, Crime and Violence (DCV) reports and law enforcement crime and arrest incident reports. **DCJS will notify the SRO, SSO or school administrator of the specific data required to meet grant reporting requirements at the time of the grant award.**

## **XII. How and Where to Submit Application**

Please **submit an original and three (3) copies** of the complete grant application to:

**Virginia Department of Criminal Justice Services  
Grants Administration Section  
1100 Bank Street  
Richmond, VA 23219**

Faxed or E-mailed applications will **not** be accepted. Consider mailing your application via FedEx, UPS or certified mail, return receipt requested. Applications, whether mailed or hand-delivered, must be **received by DCJS no later than 4:00 p.m. on Friday, May 1, 2015.**

## **XIII. Technical Assistance**

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

Shelia Anderson – by email at [shelia.anderson@dcjs.virginia.gov](mailto:shelia.anderson@dcjs.virginia.gov) or by phone at 804.786.9469

Heather Smolka – by email at [heather.smolka@dcjs.virginia.gov](mailto:heather.smolka@dcjs.virginia.gov) or by phone at 804.371.0635

Shellie MacKenzie – by email at [shellie.mackenzie@dcjs.virginia.gov](mailto:shellie.mackenzie@dcjs.virginia.gov) or by phone 804.225.1863

Donna Michaelis – by email at [donna.michaelis@dcjs.virginia.gov](mailto:donna.michaelis@dcjs.virginia.gov) or by phone 804.371.6506

## 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 shown in the Itemized Budget?
- Is the Project Narrative no more than 5 pages in length?
- Does the Project Narrative contain the following?
  - Need Justification
  - Project Description
  - Name of the School where the position will be placed
- Completed DCJS Goals and Objectives Forms
- SRO Memorandum of Understanding for 2015-2016
- SRO Departmental General Order
- Training Certification Form
- Sustainment Plan
- Does the material being submitted include one (1) original and three (3) copies (4 total) of the completed Grant Application?
- Applications for funding must be received by the Department of Criminal Justice Services, 1100 Bank Street, Richmond, VA 23219, **no later than 4:00 p.m. on Friday, May1, 2015**. Applications received after that deadline will not be considered. Faxed copies will not be accepted.