



Fiscal Year 2025 School Resource Officer Incentive Grant Program

Guidelines and Application Procedures for School Resource Officers

***Application Due Date
February 29, 2024***

Virginia Department of Criminal Justice Services
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www.dcjs.virginia.gov

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering a new cycle of state grants to continue funding and establish new 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 an application. **Applications for new SRO positions must be submitted separately from continuation applications.**

II. Eligibility

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

This funding is available for new SRO positions on a four-year grant cycle but must be applied for annually. Continuation applications are also being accepted for grantees whose four-year grant cycle ended. These applications must be submitted on an annual basis and will be awarded based on the availability of funding, with priority given to new positions. Grantees whose funding ended prior to FY22 can apply for a new four-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 position(s). If the locality is applying for a new SRO position and a continuing position, then they must be on separate applications.

On continuation grants, DCJS reserves the right to change program budgets to remove positions that remained vacant in the FY24 grant year.

Units of local government are eligible to apply for and receive these funds. Grants awarded for law enforcement personnel, equipment, training, and/or programming shall be managed by the law enforcement agency; 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 February 29, 2024. 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 in DCJS Special funds may not exceed \$100,000 per position. All requested amounts must be reasonable and consistent with the locality’s or agency’s staff compensation policies and practices.

The total amount for expenses other than personnel, cannot exceed \$25,000 in DCJS Special funds. This includes expenses related to equipment, supplies, training, and programming. All requests must be reasonable and allowable under these grant guidelines.

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Grant awards are contingent on the availability of funding within the SRO fund as appropriated by the state budget bill. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Positions will be prioritized over non-personnel related expenses, such as equipment, training, programming, and supplies.

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

Grants will be awarded for one 12-month grant cycle beginning July 1, 2024, and ending on June 30, 2025. The award of a grant does not guarantee funding awards in subsequent years; therefore, funding must be applied for annually. Grants for the first year will be reviewed on a competitive basis.

Successful applicants will be eligible for funding of an initial award not to exceed a total of four grant cycles, including current and prior years' funding. After which, continuation applications will be accepted for grantees whose funding ended, but these applications must be submitted on an annual basis and will be awarded based on the availability of funding, with priority given to new grant applications.

Under this funding opportunity, **grants that started the same fiscal year**, under one locality, are encouraged to submit one grant application, combining those grants. Contact your grant monitor to see if your grants are eligible to be combined.

VII. Match Requirement

A local match is required for all applications. Localities may use in-kind contributions or cash to meet the requirement. **“In-Kind Match”** is 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 Match”** is the locality's own funds allocated for the project.

Applicants should use the Virginia Department of Education's [2024–2026 Composite Index of Local Ability-to-Pay](#) to determine the amount of their grant match requirement, which must be based on the locality's 2024–2026 Composite Index.

Grant applicants must provide the local cash match or in-kind match from non-federal sources. Match must be reported on quarterly financial reports and amounts must be fully met by the end of the grant period. Grant recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated.

The match can be based on existing local costs for personnel, equipment, training, or other local costs intended to support an SRO position. Match should be allocated under the appropriate budget category to include personnel, travel, subsistence, equipment, and supplies/other.

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The following examples show how the required amount of local match should be calculated.

EXAMPLE #1

The total cost to implement the project will be \$100,000 including salary, fringe benefits, supplies, and training. ABC City's 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.

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

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

VIII. Restrictions

- These grant funds are to continue or establish new SRO positions to be funded in part by the SRO Grant Fund. Note: funding is for a position and not a specific school.
- Under this funding opportunity, funds may be requested for more than one SRO at a high school but additional positions for one school will only be considered if funding is available.
- Funds made available through this funding opportunity cannot be used to replace State or local funds that would, in the absence of this grant, be made available for the same purposes.
- The state grant funds can be used for salary and fringe benefits for full-time 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.

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- For SROs, grant funds **cannot be used** to pay for general security during school-sponsored events nor 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.
- These funds **cannot be used to** fund positions at private schools nor contracted positions outside of local law enforcement agencies.

Equipment and Supplies

The state grant funds can be used for equipment and supplies necessary for **grant-funded** SROs but **cannot be used** for any expenses related to the purchase of firearms, handcuffs or other wrist restraints, or any stun weapon as defined in the *Code of Virginia* [§ 18.2-308.1](#).

For this funding opportunity, **equipment is defined** as tangible property having a useful life of more than one year and a per-unit cost which equals or exceeds \$5,000. All other expenses should be itemized as supplies.

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
- Locking filing cabinets
- Safes/locking cases
- Office supplies
- Cellphones
- Two-way radios
- Uniforms
- DUI goggles

Programming

The state grant 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

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Training

The state grant funds can be used for expenses related to attending DCJS-sponsored or facilitated trainings and professional development events relevant to school safety. Conferences are limited to in-state DCJS sponsored conferences including, but not limited to:

- School Safety Training Forum
- Impact of Trauma on Law Enforcement Officers Conference
- National Threat Assessment Conference for Educational Institutions
- Conference on Violent Crime

Unallowable Expenses

The following activities and/or expenses cannot be supported with these funds nor used as local match*:

- Expenses related to the purchase of firearms, handcuffs or other wrist restraints, or any stun weapon as defined in the *Code of Virginia* [§ 18.0-308.1](#).
- 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.

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.

DCJS reserves the right to change program budgets to remove positions that remained vacant in the FY24 grant year.

X. Application Requirements

School Resource Officer (SRO) positions must be based on the most current versions of the [Virginia School – Law Enforcement Partnership Guide](#) and the Process for Certification and Recertification of School Resource Officers (when effective), and must incorporate the following components:

1. SROs must be certified law enforcement officers as defined in the *Code of Virginia* [§ 9.1-101](#) and employed by a public police department or sheriff's office.
2. SROs must be 21 years old on or before their initial date of assignment to a Virginia public school and have at least two (2) years of experience as a certified law enforcement officer as defined in the *Code of Virginia* § 9.1.101.
3. SROs must comply with the compulsory minimum training standards for certification and recertification of law enforcement officers serving as SROs, established by the Board as required

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under the *Code of Virginia* [§ 9.1-114.1](#) of within 60 days of the first date the SRO begins serving in the school building. The employing agency must enter the SRO assignment date in the Department's electronic records management system. This shall be the date the certified law enforcement officer is assigned as an SRO. 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 on a limited basis.
5. A Memorandum of Understanding (MOU), pursuant to the *Code of Virginia* [§ 22.1-280.2:3](#), 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 school division 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

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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 the COVID-19 pandemic, SROs are required to spend at least 75% of their time performing school-related activities or functions that directly support their students. In this case, the applicant should notify their grant monitor and provide assurances that the SRO(s) 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) using only the forms provided**. Emailed files or paper applications will not be accepted. All required fields must be completed to submit an application. Do not include any items not requested (e.g., 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, fiscal year, and indicate if the application is continuation or new (e.g., Town of ABC–FY25 NEW or DEF City–FY25 Continuation). Do not include the names of schools since **funding is for a position** and not a specific school.

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 on page 10) be listed as the primary contact. You will be able to add other persons to give them access to edit the application in step 3 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). Only individuals listed as an applicant will have access to the application. 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 can 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:* This is not required under this grant program.

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- *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”. Grantees whose funding ended prior to FY22 can apply for a “New” four-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** grant, provide the grant number for the FY24 grant year (e.g., 24-1234-A).
- *Performance Statement*: For **continuation** grants, provide a brief description of the accomplishments for the FY24 grant year.
- *Community Setting*: Check the box(es) that best describes the applicant service area.
- *Brief Project Overview*: Provide a short description of the project including the number of positions, the number of schools, and the classification of the assigned school(s). Note: The Brief Project Overview is provided to the Criminal Justice Services Board for review when making final award decisions.
- *Project Director*: List the person who will have the day-to-day responsibility for managing the project and provide all required contact information. **This must be an employee from the law enforcement agency.**
- *Project Administrator*: List the person who has authority to formally commit the locality to complying with all the terms of the grant applications, including the provision of the required match. This must be the county administrator; the city, county, or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors (**not** the Sheriff, Chief of Police or School Superintendent).
 - Please note: If someone other than one of these officials has been delegated the authority to sign and provides their signature on the grant application, your organization must: (1) provide a letter, memorandum, or other document by which the signing authority was delegated on an official organization letterhead, (2) provide an effective date, (3) list of applicable grant numbers, (4) provide the contact information of the person being granted signatory authority, and (5) submit under “Attachments”.
 - The received letter, memorandum, or other documents shall run through the project period as defined in the grant award terms and conditions.
 - A new letter is required for any newly issued DCJS grant and/or change in delegation of authority.
- *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 DCJS amount under the “**Special**” column. Local Match needs to be placed in the appropriate budget category under the “Cash Match” or “In-Kind Match” columns. Consultant and Indirect Cost expenses are unallowable under this grant program.
- *Match Percentage*: This box will auto-calculate the percentage of match provided in the grid. The percentage should match the locality’s Composite Index.

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Priority Areas: Responses to all questions in this section are **required**.

- *SRO Program Information:* Provide the following information on the existing SRO program in your agency. Do not include new positions requested in this application.
 - How many SROs are in the agency’s program (both grant-funded and non-grant funded)?
 - How many of the SROs in your program are currently funded by DCJS grants? (Include all DCJS funded SROs even if they are on a separate grant.)
 - Is this application for the continuation of a grant funded SRO position(s) whose four-year grant cycle ended? If your FY24 grant number ended in “D” then answer “Yes.”
 - If yes, provide a brief description of attempts to seek other funding for the position and how those attempts were unsuccessful.
- *School Information:* List the schools that have an assigned SRO and provide the type of school, grade levels served, and the number of SROs assigned to each school. This should include all SROs in the program, even those who are not grant-funded.
- *DCJS Funded SRO(s):* List any of the SROs in your program funded by DCJS and provide the grant number(s).

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 that 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 education for each audience type.
- *Informal Mentor:* Enter the number of times over the course of the grant year that 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 nor overtime. Funds also **cannot be used** for extracurricular and coaching activities where a monetary supplement is paid to the SRO(s) or would be paid to school employees.

Employee Information: To request funding for staff, click “Add Row.”

- *New Position:* If this is a continuation grant, the response should be “No.” For new grant applications, the response should be “Yes.”
- *Is the Position Vacant:* Indicate if the position is vacant or will become vacant by the start of the grant year.
- *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 to designate priority. (E.g., TBD-1 and TBD-2.)
- *Position Title:* Indicate the official title/rank for the employee (e.g., Deputy, Captain, Lieutenant, Sergeant, or Officer.)
- *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

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dedicated to the school during all school hours. For scheduled school breaks, to include summer, the agency is given flexibility to reassign the SRO as needed. Any variations to this schedule would be considered part-time for grant purposes.

- *TRACER Complete Historical Record:* If the position is not vacant, attach the Complete Historical Record from TRACER. This report should show the date of DCJS certification in the category of Law Enforcement. Highlight the SRO Basic training if the SRO has completed the training.
- *SRO Basic Training Records:* Only provide the SRO Basic training records if it does not show up on the TRACER Complete Historical Record and the SRO has completed the training. If the SRO has not completed SRO Basic training, they will be required to provide PIC before reimbursement can be requested.
- *School Division:* Choose the school division from the dropdown where the SRO will be assigned.
- *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 on a limited basis.
- *Type of School:* Indicate the classification of the assigned school as an elementary, middle, elementary/middle, high, or alternative school.
- *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 and practices. Grantees whose funding ended prior to FY22 and are applying for a new four-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. If the application is for a new position and a name has been entered, explain how adding this person to the grant is not supplanting.

Employee Salary and Fringe Benefits: To request fringe benefits click "Add Row." 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 this section, funding will not be awarded for the position.**

- *Employee Name:* Choose the name of the employee from the drop-down box.
- *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).**
- *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 on Grant:* Enter the total annual salary on the grant including local cash match. **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 on Grant."
- *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."
- *Salary and Fringe Benefits Breakdown:* Break down the "Salary and Fringe Benefits on Grant" into **Special Funds** and, if applicable, the appropriate local match field. The "Salary and Fringe Benefits Total" will auto-calculate when you save the row.

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Travel: To request funding, or provide match for Travel, you should answer, “Yes” when asked, “Is Travel being requested?”

If the applicant does not have an established local travel policy, then they must adhere to the [state travel policy](#). If local travel policy differs from the state travel policy, provide, or describe the policy in the justification.

Local Mileage: Click “Add Row.” Local mileage is considered travel within the school division or law enforcement jurisdiction.

- *Number of Miles:* Enter the number of miles.
- *Mileage Rate:* Enter the rate used to calculate the costs. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total Local Mileage:* This figure will auto-calculate when you save the row.
- *Local Mileage Funding:* Break down the “Total Local Mileage” under “Special” or into the appropriate local match field. The “Local Mileage Total” will auto-calculate when you save the row.

Non-Local Mileage: To provide local match click “Add Row.” Non-local mileage is travel outside the school division or law enforcement jurisdiction.

- *Number of Miles:* Enter the number of miles.
- *Mileage Rate:* Enter the rate used to calculate the costs. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total:* This figure will auto-calculate when you save the row.
- *Non-Local Mileage Funding:* Break down the “Total” under “Special” or into the appropriate local match field. The “Non-Local Mileage Total” will auto-calculate when you save the row.

Mileage Description and Justification: If you request funds or provide local match under Local or Non-Local Mileage, you must complete this section.

- *Type:* Choose Local Mileage or Non-Local Mileage from the drop-down box.
- *Description of Mileage:* Describe the reason for the travel.
- *Justification for Mileage:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant. Describe the local travel policy if it differs from the state travel policy.

Subsistence: To request funding, or provide match for Subsistence/Other Travel Costs, you should answer, “Yes” when asked, “Are Subsistence/Other Travel Costs being requested?”

If the applicant does not have an established local travel policy, then they must adhere to the state travel policy. If local travel policy differs from the state travel policy, provide, or describe the policy in the justification.

Subsistence: Click “Add Row.” The costs are associated with lodging, meals, and transportation necessary for grant-related activities.

- *Event Title:* Enter the name of the event requiring costs.
- *Number of People Attending:* Enter the number of grant-funded staff under this funding opportunity attending the event.

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- *Number of Nights:* Enter the number of nights grant-funded staff require lodging. The number of nights should be the sum of all grant-funded staff. For example, if the conference is 3 nights and 2 grant-funded staff are attending, you would enter 6 nights (3 nights x 2 staff = 6 nights).
- *Lodging Rate:* Enter the rate amount. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total:* This figure will auto-calculate when you save the row.
- *Number of Days:* Enter the number of days grant-funded staff are eligible for per diem. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy. The number of days should be the sum of all grant-funded staff attending the event. For example, if the conference is 3 days and 2 grant-funded staff are attending, you would enter 6 days (3 days x 2 staff = 6 days).
- *Per Diem Rate:* Enter the rate for per diem. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total:* This figure will auto-calculate when you save the row.
- *Subsistence Funding:* Break down the “Total Subsistence” under “Special” or into the appropriate local match field. The “Subsistence Total” will auto-calculate when you save the row.

Subsistence Description and Justification: If you are requesting funds or providing local match under Subsistence, you must complete this section.

- *Event:* Choose the event from the drop-down box.
- *Description of Costs:* Describe the event and the reason for the travel.
- *Justification for Costs:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant. Describe the local travel policy if it differs from the state travel policy.

Other Travel Costs: Click “Add Row”. Enter expenses associated with other travel costs necessary for grant-related activities. Airfare costs are not allowed under this grant program.

- *Event Title:* Provide the name of the event.
- *Cost Type:* Enter the type of expense (e.g., parking, tolls, and other travel costs required to attend the event).
- *Number of People Attending:* Enter the number of grant-funded staff attending the event.
- *Rate:* Enter the rate of the cost type.
- *Total:* This figure will auto-calculate when you save the row.
- *Other Travel Costs Funding:* Break down the “Total” under “Special” or into the appropriate local match field. The “Other Travel Costs Total” will auto-calculate when you save the row.

Other Travel Costs Description and Justification: If you are requesting funds or are providing local match under “Other Travel Costs”, you must complete this section.

- *Event:* Choose the event from the drop-down box.
- *Description of Costs:* Describe the event and the reason for the travel.
- *Justification for Costs:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant. Describe the local travel policy if it differs from the state travel policy.

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Equipment: To request funding, or provide match, for Equipment, you should answer, “Yes” when asked, “Is Equipment being requested?” Otherwise, answer “No”.

For this grant program, equipment is defined as tangible property with a useful life of more than one year and a per-unit cost of \$5,000 or greater (or the organization’s capitalization policy if it is less than \$5,000, consult with your finance department). Please note that grant-funded equipment should be tracked, managed, and disposed of in a manner consistent with the locality’s policies.

Equipment may be requested, or provided as match, for grant-funded personnel only. 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: Click “Add Row”.

- *Equipment Item:* List the item to be purchased to support the position.
- *Cost Per Item:* Enter the unit cost or monthly rate for the item to be purchased.
- *Total Number of Items/Monthly Rate:* Enter the number of items to be purchased or the number of months requiring payment.
- *Total Cost:* This figure will auto-calculate when you save the row.
- *Equipment Funding:* Break down the “Total Cost” under “Special” or into the appropriate local match field. The “Equipment Total” will auto-calculate when you save the row.

Equipment Description and Justification: If you are requesting funds or providing local match under “Equipment,” you must complete this section for each item.

- *Equipment Item:* Choose the equipment item from the drop-down box.
- *Description of Costs:* Describe the item and how it will be used.
- *Justification for Costs:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant. If the agency’s capitalization policy is less than \$5,000, provide an explanation.

Additional Documentation: This option allows applicants to attach supporting documentation for the equipment items and costs. Click “Add New Attachment” and upload the file. In the description box, indicate the equipment item and explain what information the file is providing.

Supplies and Other: To request funding, or provide match for Supplies and Other Expenses, you should answer, “Yes” when asked, “Are Supplies & Other Expenses being requested?” Otherwise, answer “No”.

Supplies and other expenses may be requested or provided as match for grant-funded personnel only. 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.

Supplies and Other Expenses: Click “Add Row”.

- *Supply/Item Requested:* List the item to be purchased. Costs can be itemized by major types. For example, pens, paper clips, and staples can be covered under “Office Supplies” but should also be listed under the “Description of Supply/Item”.
- *Cost Per Item/Monthly Rate:* Enter the unit cost or monthly rate for the supply/item.

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- *Total Number of Items/Number of Months:* Enter the number of items to be purchased or the number of months requiring payment.
- *Total Cost:* This figure will auto-calculate when you save the row.
- *Supplies & Other Expenses Funding:* Break down the “Total Cost” under “Special” or the appropriate local match field. The “Supplies & Other Expenses Total” will auto-calculate when you save the row.

Supply/Item Requested Description and Justification: If you are requesting funds or providing local match under “Supplies & Other Expenses,” you must complete this section for each item.

- *Supply/Item:* Choose the supply/item from the drop-down box.
- *Description of Supply/Item:* Describe the item and how it will be used.
- *Justification for Supply/Item:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant.

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

SRO Memorandum of Understanding: Applicants requesting funds for one or more SRO positions must submit a signed [Memorandum of Understanding \(MOU\)](#) pursuant to the *Code of Virginia* § 22.1-280.2:3, between the school division and the law enforcement agency to be reviewed at least once every two (2) 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

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. Funds made available through this award cannot be used to replace state or local funds that would, in the absence of this grant, be made available 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 status 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, February 29, 2024. 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 training, certification, and/or their roles and responsibilities, please contact the following DCJS staff:

- James Christian: email james.christian@dcjs.virginia.gov or telephone (804) 357-0967

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. “New” grant applications, and applications for continuation beyond 48 months, will be reviewed as part of a competitive review process, with priority given to new positions. The competitive review process may include DCJS staff who will rate each application based on the information provided, adherence to the funding opportunity, strength of the request made for funding, 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, vacant positions, 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.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review brief project overviews, summaries of staff evaluations of applications, and grant application scores for competitive applications. The Grants Committee will then make funding recommendations to the full CJSB who will

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make final grant award decisions at its meeting on May 9, 2024. Funding decisions made by the CJSB are final and may not be appealed.

XVI. Grant Submission Advisory

Please read all grant guidance carefully. Due to limited funding, 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.
- Failure to designate the correct official as the Program Administrator.
- Failure to calculate correctly the required local match based on the [2024–2026 Composite Index of Local Ability to Pay](#).
- Exceeding the budget limits established under this funding opportunity (see IV. Amount Available).
- Requesting state funding for unallowable items.
- Failure to submit your grant application in OGMS and by the deadline (5:00 pm on February 29, 2024).