



Fiscal Year 2025 School Resource Officer Incentive Grant Program

Guidelines and Application Procedures for School Security 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 state grants for School Security Officer (SSO) positions to ensure safety, security, and welfare of all students, faculty, staff, and visitors in their assigned school(s).

A “**School Security Officer**” is defined as an individual who is employed by a 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. An SSO may be a full-time or part-time employee.

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 SSO 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.

For new SSO positions, this funding is available 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 SSO position(s). If the locality is applying for a new SSO 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. In accordance with the *Code of Virginia § 22.1-116*, the locality’s treasurer or comparable officer has the responsibility for the receipt and disbursement of funds of the school board. **A school division will manage an SSO position, however the grant application must be submitted by, and the funds awarded to, a local unit of government.**

The grant must be submitted under the locality’s OGMS registration. To be added to the locality’s registration, please contact ogmssupport@dcjs.virginia.gov with your name and locality.

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 an applicant to submit an application after the deadline and, therefore it will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment.

IV. Amount Available

The total amount requested in an application may not exceed \$50,000 per SSO position, in DCJS Special funds. All requested amounts must be reasonable and consistent with the locality’s or division’s staff compensation policies and practices.

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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.

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 SSO positions for middle schools and high schools
- Localities requesting SSO positions in a school where no such personnel are currently in place
- Localities without existing SSO 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 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 SSO 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 \$80,000 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
 - \$80,000 x .3032 = \$24,256
- 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
 - \$80,000 - \$24,256 = \$55,744

Therefore, ABC City can request \$55,744 in Special Funds and must provide a local match of \$24,256 for a total project cost of \$80,000.

Example #2

To implement the project, ABC City must receive \$40,000 for salary and fringe benefits and \$3,000 for supplies for a total request of \$43,000 from DCJS. ABC City's 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
 - \$43,000/.6968 = \$61,711
- 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
 - \$61,711 x .3032 = \$18,711

Therefore, ABC City must provide a local match of \$18,711 to request \$43,000 from Special Funds with a total project cost of \$61,711.

VIII. Restrictions

- These grant funds are to continue or establish new SSO positions to be funded by the SRO Grant Fund. Note: funding is for a position and not a specific school.
- 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 SSOs. Funds must be used to fund the SSO position and **cannot be used** for employees who are not performing the activities of the project.
- These funds **cannot be used** to fund positions at private schools nor to contract SSO positions through entities outside the school division.

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Equipment and Supplies

The state grant funds can be used for equipment and supplies necessary for **grant-funded** SSOs but **cannot be used** for any expenses related to the purchase of firearms, handcuffs, 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

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

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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* [§ 18.2-308.1](#).
- Consultants
- Private security
- Food or beverage for any meeting, training, or event
- Vehicles or vehicle maintenance (*these expenses may be used as local match only)
- Capital expenses
- Hosting, coordinating, or organizing local or regional conferences and trainings

IX. Availability of Continuation Funding

The award of an SSO 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 Security Officer (SSO) positions must comply with requirements set out in the [Virginia Administrative Code, Title 6, Agency 20, Chapter 240: Regulations for School Security Officers](#). A list of available training sessions can be found on the [DCJS VCSCS Training website](#).

An SSO is an individual who is responsible for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in his/her assigned school and is employed by the local school board to:

- Maintain order and discipline
- Prevent crime
- Investigate violations of school board policies
- Detain students violating the law or school board policies on school property or at school sponsored events

In the event of an unscheduled school closure or alternative scheduling during the grant year, such as with the COVID-19 pandemic, SSOs 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 SSO will meet these conditions. If the applicant is unable to meet the above requirements, it could result in a reduction in or rejection of funding.

XI. Application Forms and Instructions

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

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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 a 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 9) 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 to 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.
- *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 SSO.
- *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

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Overview is provided to the Criminal Justice Services Board (CJSB) 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.
- *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) 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. Consultants 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.

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

- *SSO Program Information:* Provide the following information on the existing SSO program in your agency. Do not include any new positions requested in the application.
 - How many SSOs are in the school division's program (both grant-funded and non-grant funded)?
 - How many of the SSOs in your program are currently funded by DCJS grants? (Include all DCJS funded SSOs even if they are on a separate grant.)
 - Is this application for the continuation of a grant funded SSO 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 SSO and provide the type, grade levels, and the number of SSOs assigned to each school. This should include all SSOs in the program even those who are not grant funded.
- *DCJS Funded SSO(s):* List any of the SSOs in your program funded by DCJS and provide the grant number(s).

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Project Targets: This section is **required** under this grant program. Indicate which activities the grant funded SSO(s) will be assigned during the grant year. The list is not exhaustive and does not indicate that the listed activities are required under the grant. The SSO(s) should follow the school and division’s policies and procedures. If there is any doubt as to what an SSO is required to do in a specific situation, the school administration must provide guidance.

Personnel and Employee Fringe Benefits: A new row is required for each SSO under the grant. You should answer, “Yes” when asked, “Is Personnel being requested?”

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 SSO. 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 for the employee.
- *Position:* Indicate whether the position is full-time or part-time.
- *Certification Certificate:* If the position is not vacant, attach the SSO Certification certificate. If the SSO is not certified, provide proof of registration in an Initial Certification training, or an approved extension request from DCJS.
- *School Division:* Choose the school division from the dropdown where the SSO will be assigned.
- *Assigned School Name:* Enter the name of the school where the SSO serves. Each SSO 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 SSO.
- *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 SSO. 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 SSO works per year.

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- *Total Annual Salary:* Enter the **total annual salary** for the SSO 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.

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.

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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.
- *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.

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- *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.

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 1 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.

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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.
- *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 **not required** for this funding opportunity.

If another individual has been given signing authority by the Project Administrator, you must attach a memo from the Project Administrator giving permission for a specific person to sign in their stead.

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.
- Beth Polak: email elizabeth.polak@dcjs.virginia.gov or telephone (804) 659-6487.

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

- Danielle Clark: email danielle.clark@dcjs.virginia.gov or telephone (804) 877-6638.

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 \(www.dcjs.virginia.gov\)](http://www.dcjs.virginia.gov).

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 SSOs 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 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. Advisory

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

- Failure to provide all requested grant components
- 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 funding for unallowable expenses
- Failure to submit your grant application in OGMS and by the deadline (5:00 pm on February 29, 2024)