



**Fiscal Year 2022  
School Resource Officer/  
School Security Officer  
Incentive Grant Program**

**GUIDELINES AND APPLICATION  
PROCEDURES FOR  
NEW POSITIONS**

***Application Due Date***  
***March 19, 2021***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, Virginia 23219  
[www.dcjs.virginia.gov](http://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 through the School Resource Officer Grants Program and Fund to establish **new** School Resource Officer (SRO) positions in local law enforcement agencies and School Security Officer (SSO) positions in local school divisions. A primary goal of this grant program is to establish, enhance, and continue the partnerships between local law enforcement agencies and school divisions. The application deadline is **March 19, 2021**, with up to a 48-month grant period of July 1, 2021 to June 30, 2025 (providing funding remains available).

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund, links to the required grant application forms, and instructions for completing and submitting your application.

A “**School Resource Officer**” means a certified law enforcement officer hired by 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.

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. A SSO may be a full-time or part-time employee.

## II. Eligibility

Units of local government are eligible to apply for and receive these funds. A police department or sheriff’s office will manage an SRO position, while 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.

## III. Priorities

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

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

## IV. Grant Writing Guidance

For guidance on preparing and submitting a grant application, please refer to the contacts and resources listed under Technical Assistance in Section XV.

## V. Grant Application Deadline

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 19, 2021.** The system will not allow you to submit an application after

the deadline, 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.

## VI. Amount Available

The total amount requested in an application may not exceed \$70,000 per SRO position or \$35,000 for an SSO position, including the state funds requested and the required local cash or in-kind match. The only allowable expenses for these grants are salary and benefits for full-time or part-time SRO or SSO positions to provide coverage during routine school hours.

Grant awards are dependent upon the availability of funding within the state budget bill.

## VII. Grant Period

Successful applicants will be funded for a 48-month period, from July 1, 2021 through June 30, 2025. However, continuation of funding after the first year is subject to program performance and availability of state funding. Grants for the first year will be awarded on a competitive basis for one (1) 12-month period beginning July 1, 2021 and ending on June 30, 2022.

## VIII. Match Requirement

**A local match is required. 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 **“2020–2022 Composite Index of Local Ability-to-Pay”** to determine the amount of their grant match requirement, which must be based on the locality’s 2020–2022 Composite Index, available at:

[http://www.doe.virginia.gov/school\\_finance/budget/compositeindex\\_local\\_abilitypay/2020-2022/composite-index-2022.xlsx](http://www.doe.virginia.gov/school_finance/budget/compositeindex_local_abilitypay/2020-2022/composite-index-2022.xlsx)

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 or SSO position. Match should be allocated under the appropriate budget category to include Personnel, Travel, Subsistence, Equipment, Supplies and Other Expenses, and Indirect Costs.

The following example shows how the required amount of local match should be calculated.

## EXAMPLE

The Town of ABC's established annual salary rate for a full-time SRO is \$62,500 with fringe benefits equaling \$7,500. Town of ABC's 2020–2022 Composite Index of Local Ability-to-Pay is .3032. Calculate the amount of required local match by multiplying the total salary and benefits by the locality's composite index (.3032).

Total Personnel x Composite Index (\$70,000 x .3032) = Total local match of \$21,224.

The total budget, including match, for an SRO position must not exceed \$70,000 and the total budget, including match, for an SSO position must not exceed \$35,000.

## IX. Restrictions

- These grant funds are to be used to establish new SRO or SSO positions.
- The state grant funds cannot be used to supplant or replace state or local funds that are allocated by a local unit of government to fund an SRO or SSO position.
- Localities may request multiple SRO and SSO positions in one grant application, but should rank them in order of preference to be funded.
- The state grant funds can only be used for salary and fringe benefits for full or part-time SROs and SSOs. Funds must be used for the SRO or SSO position and cannot be used for employees who are not performing the activities of the project.
- For SROs, grant funds cannot be used to pay for general security during school-sponsored events or overtime.
- The state grant funds may not be used to purchase equipment, supplies, firearms, vehicles, training or other non-personnel related costs.
- The in-kind match can be based on existing local costs for personnel, equipment, training or other local costs intended to support an SRO or SSO position.
- The state funds may be awarded up to a maximum of four (4) years, at level annual funding to support an SRO or SSO position in any school, provided funds are available.

## X. Availability of Continuation Funding

The award of an SRO/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 special conditions placed on the grant are key factors in determining eligibility for continuation funding.

## XI. Application Requirements

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

1. SROs must be certified law enforcement officers as defined in § 9.01-101, and employed by a lawfully established public police department or sheriff's office.

2. SROs must be 21 years of age or older and have at least three (3) years of certified law enforcement experience and the demonstrated ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems.
3. SROs must comply with the minimum training standards established by the Board as required under § 9.1-114.1 of the *Code of Virginia* within the first four (4) months of the grant period. A list of current available training sessions is on the DCJS VCSCS Training website.
4. Each SRO must serve one designated school but may provide assistance to other schools.
5. For SRO positions, an Memorandum of Understanding (MOU), pursuant to § 22.1-280.2:3 of the *Code of Virginia*, must be established between the School Division and the Law Enforcement agency and reviewed at least once every two years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the [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 possible.
  - **Law-related educator**

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

Students often seek approval, direction, and guidance from adults in the school setting about various problems. Through formal and informal interaction with students, SROs serve as

informal mentors and role models. SROs are expected to communicate clearly to students about acceptable and unacceptable behavior, to set a positive example in handling stressful situations and resolving conflicts, to show respect and consideration of others, and to express high expectations for student behavior. Students who may need additional assistance should be encouraged to seek the help of available school or community resources.

8. **School Resource Officer Position Type:** Certified law enforcement would be expected to perform their duty as law enforcement officers and follow their 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 agency has flexibility to assign the SRO as needed in other areas of the agency. Any variations to this schedule would be considered part-time for grant purposes.
9. **In the event of an unscheduled school closure or alternative scheduling during the grant year,** such as with COVID-19, SROs and SSOs are required to spend at least 75% of their time performing school-related activities or activities that directly support their students. In this case, the applicant should provide assurances that the SRO will meet these conditions. If the applicant is unable to meet the above requirements, it could result in a reduction or rejection of funding.

**B. *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](#).

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

## **XII. Application Forms and Instructions**

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

**General Information:** The OGMS Application Creation Wizard will assist you in completing the application's General Information form. Step 1 of the Wizard requires an application title and a primary contact. The application title should include the locality's name and indicate if the application is for a SRO or SSO position (e.g. Town of ABC-SRO FY22).

The primary contact is the person who has authority to formally commit the locality to complying with all the terms of the grant. It is recommended that the Project Administrator (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded.

Once the information has been entered, click “Save Form” to enter Step 2. 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 who you will be submitting this application. Click “Save Form Information” to start 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 Director and Finance Officer (definitions under Face Sheet). Once you click “Save Form Information” on the Step 3, you will have completed the General Information component of the application.

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

### **Face Sheet: Required**

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This is only required for JJDP programs and **does not apply** to the SRO/SSO Incentive Grant Program.
- *Jurisdiction(s) Served:* Select all jurisdiction (s) served.
- *Program Title:* Provide a program title that indicates if the project is for a SRO or SSO and provide the school name.
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *Type of Application:* For this funding opportunity, you will choose “Continuation of Grant.”
- *Community Setting:* Check the box(s) that best describes the applicant service area.
- *Brief Project Overview:* Provide a short description of the project including the name of the assigned schools.
- *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 local unit of government’s chief elected official or the County Administrator, City Manager, Town Manager or Mayor (not the Sheriff, Chief of Police or School Superintendent).**
- *Finance Officer:* List the person who will be responsible for the fiscal management of the funds and provide all required contact information.



**Budget: Required**

- *Budget:* Click “Edit Grid” and enter your requested state amount under the “Special” column. Local match needs to be placed in the appropriate budget category under the “Cash Match” or “In-Kind Match” columns.
- *Match Percentage:* This box will auto-calculate the percentage of match provided in the grid. The percentage should match the locality’s Composite Index.

**Project Narrative:** All questions in this section are **required**.

- *Demonstration of Need:* Provide a brief description of the nature and extent of the school safety, security and juvenile delinquency issues that exist in the school(s). Describe your existing resources and services that are available to address the identified school safety and security problems, and state why those resources and services are not adequate to address your school safety needs. Factors such as response times to remote school facilities, factors in the community surrounding a school building or other issue may be used to address the need for grant-funded positions.
- *Project Description:* Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the capabilities of your organization to implement and manage the project. The project description should tie implementation activities to project goals and objectives. If a locality is applying for both SRO and SSO positions, this section must address how SRO and SSO positions will be coordinated to work together to meet the locality’s overall goal of improving school safety.
- *Service Area Demographic/Target Population:* Identify the school(s), and grade levels, where the activities will take place and any key community partners supporting the proposed project.
- *Sustainment Plan:* Provide a brief description of how the locality will support the grant funded position after grant funding ends.

**Goals and Objectives:** This section is **required** under this grant program. You should answer, “Yes” when asked, “Are Goals and Objectives required by the funding opportunity.” Examples are provided in the Attachments section of the Funding Opportunity.

- *Goal Number:* You can have more than one goal and they should be numbered. This allows you to enter multiple objectives under one goal without having to type it out multiple times.
- *Goals:* The outcome of your project and should be broad and general.
- *Objectives:* Objectives should directly support the larger goal. It should be narrow, precise, **measurable**, realistic, and capable of being completed within the grant period. A new row should be completed for each objective under a goal.
- *Activities:* List of **measurable** tasks to accomplish the objective. You can have multiple activities per objective.
- *Month:* Mark the month in which implementation steps will start.

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

Personnel: To request funding for staff click “Add Row”

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- *Employee Name:* Enter the name of the SRO or SSO. If the position is not currently filled, enter “To Be Determined” or “TBD.” If there are more than one TBD then distinguish the names by adding a number. (e.g. TBD-1 and TBD-2)
- *Position Title:* Indicate if the position is for a School Resource Officer or School Security Officer.
- *Assigned School Name:* Enter the name of the school where the SRO or SSO serves. Each SRO must be assigned to one designated school but is allowed to provide assistance to other schools.
- *Type of School:* Indicate the classification of the assigned school as an elementary, middle, elementary/middle, high, or alternative school.
- *Position:* Indicate whether the SRO or SSO position is full-time or part-time. Under this grant program, a full-time School Resource Officer is a certified law enforcement officer, employed 12 months of the year, and dedicated to the assigned school during all school hours. For scheduled school breaks, to include summer, the agency is given flexibility to assign the SRO as needed. Any variations to this schedule would be considered part-time for grant purposes.
- *Total Hours Per Week:* Include the number of hours the SRO or SSO will be dedicated to the school per week.
- *Total Hours Per Year:* Enter the total number of hours the SRO or SSO works per year. For SROs, do not include overtime or general security hours.
- *Total Annual Salary:* Enter the total annual salary for the SRO or SSO to include grant-funded, local match, and other funding sources. This figure should **not** include fringe benefits.
- *Percent being requested:* Enter the percentage of the total annual salary you are requesting the grant to cover. This should include matching funds.
- *Number of Grant-Funded Hours:* This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Percent being requested.”
- *Grant-Funded Full Time Equivalent:* This figure will auto calculate after you save the row and is determined by dividing the “Number of Grant-Funded Hours” by 2080 hours.
- *Total Salary Amount Requested from Grant:* This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Percent being requested.”
- *New Position:* Indicate whether this is a new position.
- *Date of DCJS certification in the category of Law Enforcement:* Enter the SRO’s date of DCJS certification in the category of Law Enforcement. If the position is not currently filled, leave the field blank. A date of certification must be submitted to your grant monitor when the SRO is hired.
- *Personnel Funding:* Break down the “Total Salary Amount Requested from Grant” into Special Funds and, if applicable, the appropriate local match field. The “Personnel Total” will auto calculate when you save the row.

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

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

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

- *Employee Name:* Choose the name of the employee from the drop down box.
- *Description of Position:* The position description should briefly describe grant-related duties performed by the SRO or 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.

**Consultants: Unallowable under the grant program.** You should answer, “No” when asked, “Are Consultant and/or Consultant Travel being requested?”

**Travel: Optional for local match only.** If you are not providing local match under this category, you should answer, “No” when asked, “Are Consultant and/or Consultant Travel being requested?”

Local Mileage: To provide local match click “Add Row.” Local mileage is considered travel within the immediate service area.

- *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” 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 immediate service area.

- *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” 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 provided 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.

**Subsistence: Optional for local match only.** If you are not providing local match under this category, you should answer, “No” when asked, “Are Subsistence/Other Travel Costs being requested?”

Subsistence: to provide local match 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 attending the event.
- *Number of Nights*: If you are providing local match under lodging, enter the number of nights grant-funded staff required lodging.
- *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*: If you are providing local match under meals, enter the number of days grant-funded staff were eligible for per diem. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *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” into the appropriate local match field. The “Subsistence Total” will auto calculate when you save the row.

Subsistence Description and Justification: If you provided 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.

Other Travel Costs: to provide local match click “Add Row.” Expenses are associated 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.

- *Number of People Attending:* Enter the number of grant-funded staff attending the event.
- *Airfare Rate:* This is **unallowable** under the grant.
- *Total Airfare:* This is **unallowable** under the grant
- *Other Travel Costs:* Enter the total amount of other travel costs. This could include parking, tolls, and other travel costs required to attend the event.
- *Total Cost for Air and Other Fares:* This figure will auto calculate when you save the row.
- *Other Travel Costs Funding:* Break down the “Total Cost for Air and Other Fares” 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 provided 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.

**Equipment: Optional for local match only.** If you are not providing local match under this category, you should answer, “No” when asked, “Is Equipment being requested?”

Equipment: To provide local match click “Add Row.”

- *Equipment Item:* List the item to be purchased to support the SRO or SSO position. This could include leased or rented equipment essential to grant-related activities.
- *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” into the appropriate local match field. The “Equipment Total” will auto calculate when you save the row.

Equipment Description and Justification: If you provided local match under “Equipment”, you must complete this section.

- *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.

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: Optional for local match only.** If you are not providing local match under this category, you should answer, “No” when asked, “Are Supplies & Other Expenses being requested?”

Supplies and Other Expenses: To provide local match click “Add Row.”

- *Supply/Item Requested:* List the item to be purchased to support the SRO or SSO position.
- *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” into 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 provided local match under “Equipment”, you must complete this section.

- *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:** The section is **required** under this grant program for **SRO applications**. If you are applying for SSO position(s), you should answer, “No” when asked, “Are Attachments required by the funding opportunity?”

1. *SRO Memorandum of Understanding:* Applicants requesting funds for one or more SRO positions must submit a [Memorandum of Understanding \(MOU\)](#) pursuant to § 22.1-280.2:3 of the *Code of Virginia*, between the School Division and the Law Enforcement agency to be reviewed at least once every two years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the 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:

- 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 and the school and the law enforcement agency;
  - language about the role of the SRO that is consistent with the DCJS Model MOU and section IX of these grant guidelines;
  - dates for reviewing and renewing the MOU and date the MOU is effective; and,
  - signatures of authorized officials representing all parties to the agreement.
2. *SRO Departmental General Order:* Applicants must submit a law enforcement agency departmental general order that outlines the operation of their SRO program.
  3. *SRO Training Certification Form:* indicating dates the designated SRO attended a DCJS-approved SRO Basic Training or dates the designated SRO will attend training within the first

four months of the grant cycle. Grants may be special conditioned to ensure training and certification requirements are met. Additional information can be found on the DCJS [SRO Basic Training](#) website.

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

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

### **XIII. Reporting Requirements**

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

### **XIV. Submitting the Application**

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 19, 2021.** The system will not allow you to submit an application after the deadline, therefore, it will not be considered. Plan accordingly 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.

### **XV. Technical Assistance**

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

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

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

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

For assistance with the OGMS system, email [ogmssupport@dcjs.virginia.gov](mailto: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.**

## **XVII. Grant Application Review Process**

DCJS staff will utilize a Compliance Review form to review and rate all new grant applications. DCJS may choose to have staff and colleagues selected from outside the agency to review each application. The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application ratings and recommendations and make funding recommendations to the full CJSB. The CJSB will make final grant award decisions at its meeting in May 2021. Funding decisions made by the CJSB are final and may not be appealed.

## **XVIII. Grant Submission Advisory**

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

- Failure to provide all requested grant components.
- Failure to designate the correct official as the Program Administrator.
- Failure to calculate correctly the required local match based on the 2020–2022 Composite Index of Local Ability to Pay.
- Exceeding the budget limits established for the SRO (\$70,000) and SSO (\$35,000) positions.
- Requesting state funding for items other than personnel and benefits.
- Failure to submit your grant application in OGMS and by the deadline (**5:00 pm on March 19, 2021**).