

# SRO/SSO Incentive Grant Program OGMS and Application Information

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**DCJS**  
Virginia Department of Criminal Justice Services

Hello! This presentation is for the application process for the SRO/SSO Incentive Grant Program. If you have any questions about the information provided in the slides, please contact Michelle Miles at [michelle.miles@dcjs.Virginia.gov](mailto:michelle.miles@dcjs.Virginia.gov) or 804-225-1846.

Please note, this presentation is an overview of the Funding Opportunity posted on the DCJS OGMS website for Continuation and Competitive grant applications. If there is any discrepancy between this presentation and the Funding Opportunity, please refer to the Funding Opportunity for instructions.

## What to expect?

- Application Requirements
- Application Restrictions
- Completing an application in Online Grants Management System (OGMS)
- Application Instructions
- Technical Assistance
- Summary

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As we go through the presentation, we hope to cover  
FY22 Application Requirements  
Application Restrictions  
Completing the application in OGMS  
Application Instructions  
Technical Assistance  
And we will summarize the information provided

## Application Requirements

- **Due March 19, 2021 by 5:00 p.m.**
- Must be completed and submitted through DCJS Online Grants Management System (OGMS)
- May not exceed \$70,000 per SRO
- May not exceed \$35,000 per SSO
- Awarded in 12-month cycles to not exceed a total of 48 months including current and prior year's funding.

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We are going to start by discussing the Application Requirements for the FY22 Funding Opportunity.

Grant applications are due no later than March 19, 2021 by 5:00 p.m. in OGMS. It's important to note the system will not allow you to submit an application after the deadline and applications submitted late or outside of the system will not be considered. Meaning we will not accept paper or emailed copies of the application.

You must register in OGMS to apply. Please allow time for the registration process and any possible technical difficulties you may experience since the application will not be accepted after the deadline.

The maximum amount allowed per position has not changed. You cannot exceed \$70,000 per SRO position or \$35,000 for an SSO position. If you are requesting multiple positions, please include them on one application. For New applications, list the positions in order of preference in the case not all positions are approved.

Some continuation applicants can consolidate current grants into one. If the grants started the same fiscal year, under one locality, you are encouraged to submit one grant application, combining those grants. Please contact me to see if your locality can do this.

Grants are awarded in 12-month cycles, with fiscal year 2022 beginning July 1, 2021 and ending on June 30, 2022.

Awarded grants will be funded for a period not to exceed a total of 48 months, which includes current and prior years' funding.

## Match Requirement

- Use the Composite Index of Local Ability-to-Pay to determine the amount of your required match.
- May use in-kind contributions or cash to meet the requirement.
  - In-kind = 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 = locality's own funds allocated for the project.
- Non-federal sources
- Must be reported on quarterly claims and be fully met by the end of the grant year.
- Match is included in the total budget (i.e. state funds + match = \$70,000)

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This grant program does require match based on the Virginia Department of Education's Composite Index of Local Ability-to-Pay. The link is included under Website Links in the Funding Opportunity, which I will discuss in more detail coming up in the presentation.

Localities may use in-kind contributions or cash. In-kind match is the value of an item or services received or provided that pertains to or directly supports the specific project activities funded by the grant. An example would be the value of office space the SRO occupies at the school. Cash match is the locality's own funds allocated for the project. An example would be the purchase of equipment for the grant-funded position to use.

A couple of other items that need to be mentioned; match should come from non-federal sources and must be reported quarterly on claims.

In addition, match must be included in the total requested budget, not to exceed \$70,000 per SRO position and \$35,000 per SSO positions. There is an example of how to calculate state funds and match in the funding opportunity.



## Application Requirements: SRO

- 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.
- Must be 21 years of age or older and have at least three years of certified law enforcement experience.
- 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 months of the grant period.
- Must serve one designated school
- Must have a MOU, pursuant to § 22.1-280.2.3 of the *Code of Virginia*, between School Division and Law Enforcement agency and reviewed at least once every two years.

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There are requirements specific to School Resource Officer positions.

The SRO must be a certified law enforcement officer as defined in the Code of Virginia.

They must be 21 years of age or older and have at least 3 years of certified law enforcement experience.

They must comply with minimum training standards within the first four months of the grant period.

And they must serve one designated school.

In addition, SRO applications require an MOU, pursuant to the Code of Virginia, established between the School Division and Law Enforcement agency and reviewed at least once every two years. The MOU is expected to set forth the powers of duties of the SRO and the provisions shall be based on the DCJS Model MOU.

If an MOU is not in place when the application is submitted, for example a new program, then 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.

## Application Requirements: SRO

- 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.
- 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 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.
- In the event of an unscheduled school closure or alternative scheduling, the SROs and SSOs are required to spend at least 75% of their time performing school-related activities.

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Continuing with the SRO specific requirements, certified law enforcement would be expected to perform their duties as law enforcement officers and follow their agency's general orders or standard operating procedures.

For grant purposes, a SRO is considered full-time if they are employed as a certified law enforcement officer year-round and are dedicated to the school during all school hours. Any variations to this schedule would be considered part-time, again for grant purposes.

For scheduled school breaks, such as summer, the agency has flexibility to assign the SRO as needed in other areas of the agency.

In the event of an unscheduled school closure or alternative scheduling during the grant year, as we've experienced 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. If you are not able to meet this requirement, it could result in a reduction or rejection of funding.

## Application Requirements: SSO

- 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

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Now we'll discuss the requirements for SSOs.

SSOs must comply with requirements set out in the Virginia Administrative code and are employed by the local school board.

They are responsible for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in his/her designated school.

They are employed to maintain order and discipline, prevent crime, investigate violations of school board policies, and detain students violating the law or school board policies.

As stated in the previous slide, SSOs are required to spend 75% of their time performing school-related activities or activities that directly support their students in the event of unscheduled school closures or alternative scheduling.

## Application Restrictions

- 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.
- 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 to fund the SRO or SSO position and cannot be used for employees 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 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 years, at level annual funding to support an SRO or SSO position in any school, provided funds are available.

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Moving on to restrictions, the funding opportunity outlines very specific do's and don'ts.

One of those restrictions is the issue of supplanting. State funds cannot be used to replace state or local funds that are allocated to fund an SRO or SSO position.

In addition, State funds can only be used for salary and fringe benefits for full or part-time SRO and SSO positions. Please note that funds cannot be used for staff that aren't performing the activities of the project.

Grant funds, also can't be used to pay for general security during school sponsored events or overtime for SRO positions.

Although grant funds cannot be used for expenses other than salary and fringe, match can include equipment, training, or other local costs intended for the project. These expenses should be allocated under the appropriate budget category on the application.

State funds, if available, may be awarded up to a maximum of four years at level funding. Any requests to increase your budget must be justified in detail and will only be considered if funding is available. However, the request cannot exceed \$70,000 per SRO position or \$35,000 per SSO position.

## Register in OGMS

- Every user that manages a DCJS grant will need to register for an account.
- This includes those within your locality that are responsible for submitting a grant application, uploading progress reports, entering financial reports, and requesting funds.
- Project Directors, Project Administrators, and Finance Officers should register.

For the next few sections of the presentation, I'm going to discuss how to navigate registering and completing the application in OGMS.

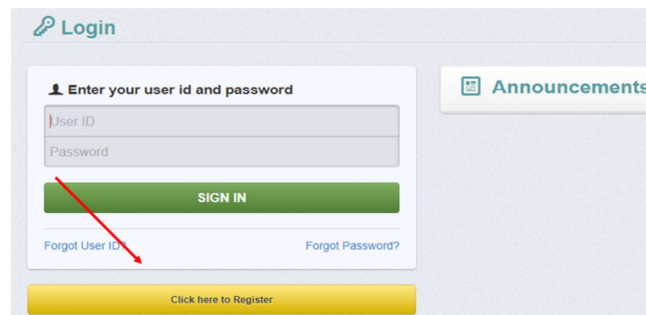
It's important that anyone in your locality that will work on the application or the grant must register in the system.

This would include Project Directors, Project Administrators, Finance Officers, and anyone who will be submitting reports and completing the application.

It's important to note that OGMS is compatible with many different browsers but when you are in the system, it's recommended that you use the OGMS menu and not the browser menu.

## Register as a New User

- URL: [ogms.dcs.virginia.gov](http://ogms.dcs.virginia.gov)
- Click on “Click here to Register”



The screenshot shows a web page titled "Login" for the DCJS. It features a central form with the heading "Enter your user id and password". The form contains two input fields: "User ID" and "Password". Below these fields is a green "SIGN IN" button. Underneath the "SIGN IN" button are two links: "Forgot User ID" and "Forgot Password?". At the bottom of the form is a yellow button labeled "Click here to Register". A red arrow points from the "Forgot User ID" link down to the "Click here to Register" button. To the right of the form is an "Announcements" section.

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The URL for OGMS is [ogms.dcs.virginia.gov](http://ogms.dcs.virginia.gov)  
Once you enter the URL in your browser, it will take you to the Login page.  
From there you will choose ‘Click here to Register’

## Register as a New User

- All required fields are shown with a **Red Asterisk \***
- Program Area of Interest will be **"FREE"**
- Your Unique Entity Identifier (UEI) would be your 9 digit DUNS number.

The screenshot shows the 'Registration' form for the Virginia Department of Criminal Justice Services. The form is divided into 'Personal Contact Information' and 'Organization Information' sections. Red asterisks and boxes highlight required fields. A red arrow points to the 'Program Area of Interest' dropdown menu, which is set to 'FREE'. Another red arrow points to the 'Unique Entity Identifier (UEI)' field, which is labeled as a 9-digit DUNS number. The DCJS logo and website address are visible at the bottom left of the form.

On the Registration page, enter the personal contact and organization information requested.

All required fields will have a Red Asterisk or the box will be outlined in red.

Under Program Area of Interest, you will choose 'FREE'. This will not prevent you from seeing or applying for opportunities in other program areas, it's used only for registration purposes.

For the UEI, or unique entity identifier, you will enter your 9-digit DUNS number.

And under FIPS code, you will choose your locality from the drop down list. If you do not see your locality in the list, please contact the OGMS support email and copy me. The email address will be on a slide at the end of the presentation.

## Register as a New User

You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.

You may now return to the [log in screen](#).

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After completing the required fields and clicking 'Save Registration Information,' you will receive a message letting you know that a confirmation email was sent to the email address you entered.

This is not approving your registration but confirming we received your information.



## Register as a New User

- You will receive an email alert notifying you that your registration is under review
- After your registration is approved, you will receive two separate email notifications with your assigned User ID and temporary password.
- Alerts and Emails will be sent from [VAgrantsDCJS@webgrantsmail.com](mailto:VAgrantsDCJS@webgrantsmail.com)
- Each email provides the URL for logging into OGMS.
- Once both emails are received you may log into DCJS OGMS.

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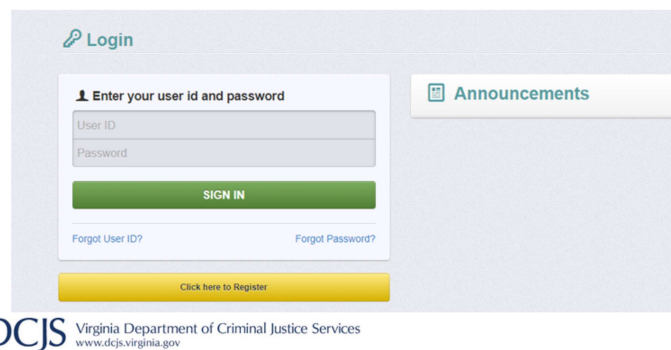
You will receive three separate email alerts; the first one will say your registration is under review and once it's been approved you will receive an email with your username and the third one will have your temporary password.

Alerts will be sent from [VAgrantsDCJS@webgrantsmail.com](mailto:VAgrantsDCJS@webgrantsmail.com). It's beneficial to add this address to your email contact lists so the alerts aren't filtered incorrectly.

Once you've received your username and password you can log into DCJS OGMS.

## Login and Announcements

- You will be able to view open funding opportunities and notifications under Announcements
- Sign in by entering your User ID and password



The screenshot shows a web interface for the Virginia Department of Criminal Justice Services (DCJS). On the left, there is a 'Login' section with a heading 'Enter your user id and password'. Below this heading are two input fields: 'User ID' and 'Password'. A green 'SIGN IN' button is positioned below the password field. Underneath the sign-in button are two links: 'Forgot User ID?' and 'Forgot Password?'. At the bottom of the login section is a yellow button labeled 'Click here to Register'. On the right side of the page, there is a section titled 'Announcements' with a small icon of a document and a list of items below it. At the bottom left of the page, the DCJS logo is displayed along with the text 'Virginia Department of Criminal Justice Services' and the website address 'www.dcjs.virginia.gov'.

When you go to the Login page, you will find announcements on the right hand side of the screen.

This area will include any open funding opportunities, system maintenance alerts, and other information that will be helpful with managing your grants in OGMS. Under the area where you log in will be the single sign on tool but it is for DCJS users only.

To login, you will use your username and temporary password from your emails. It will then ask you to change your password when you sign in for the first time.

## Terminology

### DCJS/GMIS

- Solicitation
- Progress Reports
- Financial Reports
- Voucher
- Statement of Grant Award
- Budget Amendment
- Program Update Form
- Special Conditions
- Grant Program
- Email Notification
- Solicitation Posting
- Email to DCJS

### OGMS

- Funding Opportunity
- Status Reports
- Claims/Detail of Expenditures
- Claim/Reimbursement
- Contract
- Contract Amendment
- Contract Amendment
- Negotiations/Encumbrances
- Program Area
- Alert
- Announcement
- Correspondence

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Those of you who have grants with DCJS will notice that some of the terminology with the new system has changed.

A big one to point out is a solicitation is now referred to as a 'funding opportunity'. There are a few other changes such as; a progress report is now a status report. A 'Claim' will now include what we currently refer to as the financial report and voucher. These items will be addressed later after grants have been awarded in a similar webinar.

I would like to point out that this presentation will go into the SRO/SSO Incentive Grant Program in detail and some information might not be applicable to other DCJS grants. Please contact your grant monitor for the other program for additional guidance.

# Finding a Funding Opportunity

SRO/SSO Incentive Grant Program **Continuation** FY22

SRO/SSO Incentive Grant Program **New** FY22

The screenshot displays the 'Funding Opportunities' page in the DCJS system. The user is logged in as 'Tester External' (Tester Role, Site Visitor, Grantee). The page title is 'Funding Opportunities' with a subtitle 'List of all current funding opportunities'. The left sidebar contains navigation options: Dashboard, Funding Opportunities (highlighted with a red arrow), Applications, Grants, and My Profile. The main content area shows 'Currently Posted Funding Opportunities' with a note: 'All currently posted opportunities appear below. The Application Deadline indicates the due date'. Below this is a table with columns: ID, Status, Agency, Program Area (highlighted with a red arrow), and Title. The table contains two rows of data.

ID	Status	Agency	Program Area	Title
1	Test	Virginia Department of Criminal Justice Services	599 Funds	599 F
3	Test	Virginia Department of Criminal Justice Services	Addiction Recovery Grant Program	Addic

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When you sign in you will see the tool bar on the left hand side of the page.

This includes your Dashboard, which displays approaching deadlines, a calendar, alerts, and monitoring activities.

We will discuss some areas of the system in more detail later in the presentation. Other areas will be explained after grants have been awarded.

To view the grant guidelines, click on 'Funding Opportunities'.

You can search for the funding opportunity by program area, which for this grant program is 'School Resource Officers.'

For continuation applicants, you will choose SRO/SSO Incentive Grant Program- Continuation FY22 opportunity title.

New applicants, you will choose SRO/SSO Incentive Grant Program- New FY22 opportunity title.

## New Application

- The Funding Opportunity will include Current Applications, listing any previously created applications for this opportunity.
- The Status will tell you if the application listed has been submitted or is still in the editing phase.

The screenshot shows a web interface for 'Funding Opportunities'. At the top, there is a header with a home icon and the text 'Funding Opportunities' and 'List of all current funding opportunities'. Below the header are navigation links: 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area is titled 'Current Applications' and includes a blue informational box with instructions: 'Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, click the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.' Below this is a table with the following data:

ID	Application Title	Organization	Status
34	Michelle_5-21-20	Grantee Organization	Submitted
87	DeAndrea_06-18-2020	Grantee Organization	Editing

At the bottom of the page, the DCJS logo is displayed along with the text 'Virginia Department of Criminal Justice Services' and the website 'www.dcjs.virginia.gov'. A red arrow in the screenshot points to the 'Submitted' status of the first application in the table.

When you click on the funding opportunity, at the top, it will display any current applications your associated organization has under that funding opportunity. It will show you if the application has been submitted or if it's still in editing status.

## New Application

- When you click on the appropriate funding opportunity you will be able to see the Description including:
  - Introduction
  - Eligibility
  - Grant Application Deadline
  - Amount Available
  - Grant Period
  - Match Requirements
- **Grant Requirements and Instructions: the funding opportunity, in its entirety, will be under the “Attachments” section.**

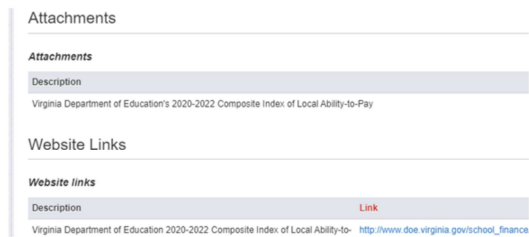
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When you click on the appropriate funding opportunity, the description will include the introduction, eligibility, application deadline, amount available, grant period, and an abbreviated match requirements sections.

The grant requirements and instructions will be located under the Attachments section of the opportunity. It is very important that you read it in its entirety for all requirements and instructions. The instructions will provide a line by line detailed explanation on how to complete each section of the application.

## New Application

- **Attachments** and **Website Links** will have documents or website addresses that will assist you with completing the application.
- Website Links may also include resources for:
  - DCJS Model Memorandum of Understanding
  - SRO and School Administrator Basic Course
  - SSO Virginia Administrative Code
  - SSO Initial Certification Training



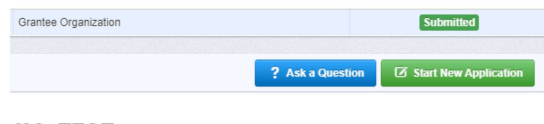
The screenshot displays two sections of a form: 'Attachments' and 'Website Links'. Each section has a header, a 'Description' field, and a 'Link' field. The 'Attachments' section shows a description: 'Virginia Department of Education's 2020-2022 Composite Index of Local Ability-to-Pay'. The 'Website Links' section shows a description: 'Virginia Department of Education 2020-2022 Composite Index of Local Ability-to-' and a link: 'http://www.doe.virginia.gov/school\_finance'.

Additional resources will be available in the Attachments and Website Links sections of the opportunity.

These may include the composite index, DCJS website for SRO and SSO trainings, and the DCJS Model MOU.

## New Application

- **Ask a Question:** if this appears at top right of the Funding Opportunity Details, you are able to ask questions which will show at the bottom of the funding opportunity (FO) for other applicants.
- **Start New Application:** click to create a new application. You must go through the Wizard before it can be saved. Once saved you can go back at anytime to edit.



The screenshot shows a user interface element with a light blue header bar containing the text 'Grantee Organization' on the left and a green button labeled 'Submitted' on the right. Below this bar is a white area containing two buttons: a blue button with a question mark icon and the text 'Ask a Question', and a green button with a checkmark icon and the text 'Start New Application'.

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At any time, you can click on Ask a Question to submit a question in OGMS. When someone from DCJS answers your question, you will receive an email alert. Please remember that your questions and the answers may be posted at the bottom of the funding opportunity for other applicants to see. To start your application, click on Start New Application.



## Application Creation Wizard – Step 1

### Example Title: Town of ABC-SRO FY22

DCJS On-line Grant Management System

Tester External  
Tester Role

Application Creation Wizard - Step: 1

Application - General Information [Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.  
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title\*: Town of ABC-SRO (Test Application)

Primary Contact\*: Tester External

Organizational\*

Additional Applicants\*

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After you click, Start New Application, you will be taken to the Application Creation Wizard.

The wizard will guide you through completing the General Information form and you must complete the 3 steps before you can save the application.

Under the first step, you will be required to enter an application title and primary contact. The application title should include the locality's name, fiscal year and indicate if the application is for a SRO or SSO position. An example would be, 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's recommended that the Project Administrator be listed as the primary contact. You will be able to add other persons giving them access to edit the application or associate them later if the grant is awarded.

Once the information is complete, click 'Save Form' to move to the next step.

## Application Creation Wizard – Step 2

The screenshot displays the 'Application - General Information' form within the DCJS On-line Grant Management System. The form includes the following fields and values:

- Application ID:** 414
- Program Area:** School Resource Officers
- Funding Opportunity:** 12-SRO/SSO Incentive Grant Program - Continuation FY22\_TEST
- Application Stage:** Final Application
- Application Status:** Editing
- Application Title:**
- Primary Contact:** Tester External
- Organization:**
- Additional Applicants:** (empty field)

A green 'Save Form Submission' button is located in the top right corner of the form area. A sidebar on the left contains navigation links for Dashboard, Funding Opportunities, Applications, Grants, and My Profile.

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Under step 2, an application ID will be assigned and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Next, you will select the organization for who you will be submitting the application. Again, click 'Save Form.'

## Application Creation Wizard – Step 3

The screenshot displays the DCJS On-line Grant Management System interface. The main content area is titled 'Application - General Information' and contains the following fields:

- Application ID:** 414
- Program Area:** School Resource Officers
- Funding Opportunity:** 12-SRO/SSO Incentive Grant Program - Continuation FY22\_TEST
- Application Stage:** Final Application
- Application Status:** Editing
- Application Title:**
- Primary Contact:** Tester External
- Organization:** Grantee Organization

Below these fields, there is a section for 'Additional Applicants' with a 'Select' button and a 'Save' button. A 'Save Form Information' button is located in the top right corner of the form area. The left sidebar contains navigation options: Dashboard, People and Organizations, Funding Opportunities, Submitted Applications, Reviews, Grant Tracking, and Utilities. The user is identified as 'Michelle Mies' (Client Admin / Internal Training Role).

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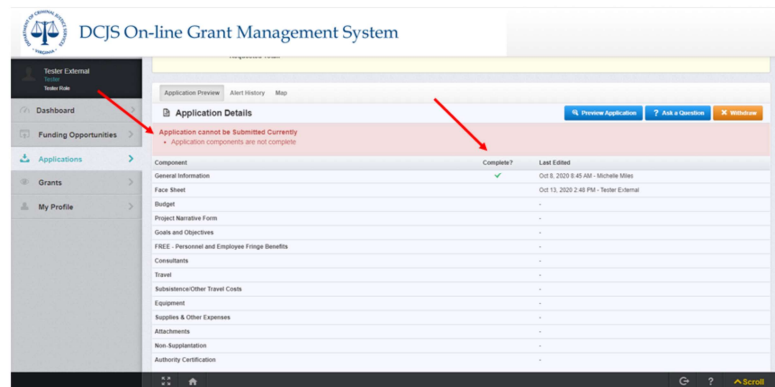
Under step 3 is where you will have the chance to include additional applicants or contacts.

You can select any additional individuals within your organization that will also manage the grant and work on the application.

This should include the Project Director and Finance Officer.

Once you click 'Save Form Information', you will have completed the General Information component of the application and have the ability to edit the application in any order or save to return at another time.

## Application Details



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After General Information is completed, you will be taken to Application Details. It will give you a list of all the application components and indicate that it's been marked as complete with a green check mark. Another feature is that you will be able to see who made the most recent edits to the section, which could be helpful if multiple people are working on the same application. All sections must be marked as completed before you can submit and the system will tell you if the application is ready for submission. Please note that the system cannot tell you if you've correctly completed the section, but only that you have completed all required fields. It's very important that you review your application and make sure it meets all of the requirements set in the funding opportunity before submitting the application.

## Face Sheet

The screenshot shows a web form titled "Face Sheet" with a "Save Form" button in the top right corner. The form contains several sections:

- Congressional District(s):** A dropdown menu with options 1st, 2nd, 3rd, 4th, and 5th.
- Best Practice?:** Radio buttons for "Yes" and "No". Below this, it says "For JDP programs only".
- Jurisdiction(s) Served:** A dropdown menu with options: ACCOMACK CO, ALBERMARLE CO, ALEXANDRIA, ALLEGHANY CO, and AMELIA CO. Above this, it says "Select all jurisdiction(s) served. If appropriate, select 'STATEWIDE'".
- Program Title:** A text input field containing "Town of ABC-SRO".
- Certified Crime Prevention Community?:** Radio buttons for "Yes" and "No". Above this, there is a hyperlink: "Click here to see if you are certified."

At the bottom of the form, there are navigation icons: a home icon, a back icon, a forward icon, a question mark icon, and a "Scroll" button.

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Now I'm going to go through each section. Remember you can complete sections in any order but you will need to save each time so you don't lose your edits. If you've completed a DCJS grant application before, this screen should look familiar. It's the face sheet that we've been using for years. You should choose the congressional district where your locality resides but you can skip Best Practice because it is not applicable to this grant. Next, you will indicate your jurisdiction. And for the Program Title, we ask that you indicate if the project is for an SRO or SSO and provide the school the position will serve. For Certified Crime Prevention Community, there is a hyperlink to click on to see if your locality is certified.

## Face Sheet

The screenshot shows a web-based application form titled "Face Sheet". The form is set against a light yellow background and contains several sections:

- Type of Application:** A dropdown menu with "Continuation of Grant" selected.
- Grant Number:** A text input field containing "21-A1234FR21".
- Performance Statement:** A text area containing the text: "During the 2020/2021 school year, the SRO provide law enforcement interventions to 15 students, 12 of those students received informal interventions. As a Law-related Educator the SRO presented 5 D.A.R.E. classes to a total of 80 students." Below the text area is a "10 character(s) left" indicator.
- Community Setting:** A dropdown menu with "Rural" selected.
- Brief Project Overview:** A text area containing the text: "We are applying to continue the SRO position at ABC High School. During the 2021/2022 school year, a few of the many activities the SRO will perform include patrolling school grounds, interacting with students, presenting on relevant topics during classes, and serving as an informal role model for at risk students." Below the text area is a "433 character(s) left" indicator.

At the bottom right of the form is a green "Save Form" button. Below the form is a dark navigation bar with a home icon, a back arrow, a question mark, and a "Scroll" button.

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The type of application will depend on if you are submitting a continuation application or one for a new project.

If this is continuation, please include the current grant number and a performance statement. The performance statement will be used to demonstrate how successful the project has been to the Criminal Justice Services Board. The performance statement should include a brief description of the accomplishments for the current grant. Accomplishments can include how many presentations the SRO or SSO facilitated and to how many individuals. Another example could include any special programs initiated during the school year or how many meals you delivered while schools were in virtual learning.

Next, indicate the setting of your community: rural, urban or suburban. You can choose more than one if it's appropriate for your locality.

The Brief Project Overview should be a short description of the project including the name of the assigned school. This should also include a summary of the activities the SRO or SSO plans to complete over the course of the grant year.

## Face Sheet

**Project Director** Save Form

List the person who will have the day-to-day responsibility for managing the project.

**Name:** Capt Jane Smith

Prefix: First Name Middle Name Last Name Suffix

**Title\*:** Captain ABC Police Department

**Address\*:** 1234 Main Street

Address Line 2

City: ABC State: Virginia Zip Code: 23456 1234

**Phone Number\*:** 804-555-5555

**Fax Number\*:**

**Email Address\*:** jane.smith@abc.com

Is the mailing address the same as the physical address?

**Mailing Address\*:** Yes No

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Next you will enter the Project Director, Project Administrator, and Finance Officer including their contact information.

The Project Director should be the person who will have the day-to-day responsibility for managing the project. This person is the one I will contact if I have any questions about the grant such as status reports or activities.

The Project Administrator is the person who has authority to formally commit the locality to complying with all terms of the grant applications, including the required match. This must be the local unit of government's chief elected officials or the County Administrator, City Manager, Town Manager or Mayor.

However, this should not be the Sheriff, Chief of Police, or School Superintendent. You can provide a memo from the Project Administrator giving authority for another individual to sign grant documentation but the County Administrator, City Manager, Town Manager or Mayor must be listed as the Project Administrator.

Lastly, you will enter the Finance Officer information. The person listed should be the one responsible for the fiscal management of grant funds.

# Face Sheet

The screenshot shows a web form titled "Face Sheet" with a "Mark as Complete" button. The form contains several sections with red text indicating required fields. A modal alert box is overlaid on the form, displaying the message: "vajustice.webgrantscloud.com says The following sections contain missing required fields, please enter the missing data before Marking as Complete. -Face Sheet". The alert box has an "OK" button.

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Before the form can be marked as complete, all fields in red font must be completed. If a field is missing, you will get an alert letting you know that a required field is missing and you will need to go back to the form. For this section, the separate forms are Face Sheet, Project Director, Project Administrator, and Finance Officer. The alert will direct you to the form but not the missing field.



# Budget

Status: **Editing**  
Stage: Final Application  
Application Due Date: Sep 30, 2021 5:00 PM  
Program Area: School Resource Officers  
Funding Opportunity: 12-SRO/SSO Incentive Grant Program - Continuation FY22\_TEST  
Organization: Grantee Organization  
Requested Total: \$51,975.00

**Budget - Edit** Save Grid

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$0.00	\$51,975.00	\$13,770.00	\$0.00	\$65,745.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$4,255.00	\$4,255.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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The Budget form is required and may look familiar to our current grantees. To complete this form, click 'Edit Grid' and enter your requested state amount under the 'Special' column. Do not enter anything under the Federal or State columns. You will enter the local match under 'Cash Match' or 'In-Kind Match' as appropriate. And when everything is complete you click 'Save Grid'. It is very important that this form match what you will enter on the subsequent forms of the application. I always recommend to double check your math and make sure your requests throughout the application match.

# Budget

Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$51,075.00	\$13,770.00	\$4,255.00	\$70,000.00

Last Edited By: Tester External - Oct 29, 2020 8:31 AM [Edit Grid](#)

**Match Percentage** [Mark as Complete](#)

Match Percentage: 25.75%

Last Edited By: Tester External - Oct 29, 2020 8:31 AM

**Funds From Other Sources - Multi-List** [Mark as Complete](#) [Add Row](#)

Funds from sources other than the grant program supporting this project - (Itemize)

Source	Amount
Local Funds	\$5,000.00
	\$5,000.00

Last Edited By: Tester External - Oct 29, 2020 8:31 AM [Add Row](#)

[Previous](#) [Next](#)

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After you enter all your amounts in the budget grid, the Match Percentage box will auto-calculate the percentage of match you provided. You will want to make sure that the match percentage on this form matches what is in the Composite index. Under that, the next section is Funds From Other Sources. Click on 'Add Row' to enter funding you receive from other sources that support the grant-funded project. This amount should not include the match provided in the budget but should include any additional funds your locality provides.

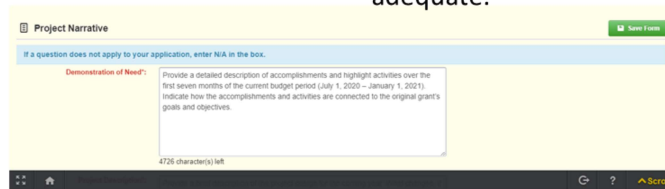
## Project Narrative

### Continuation

- Description of accomplishments from July 1, 2020 – January 1, 2021.
- Connect accomplishments back to the original grant goals and objectives.

### New

- Description of the nature and extent of the school safety, security and juvenile delinquency issues.
- Describe existing resources and why those services are not adequate.

A screenshot of a web form titled "Project Narrative". The form has a yellow background and a blue header bar. Below the header, there is a text area with instructions: "If a question does not apply to your application, enter N/A in the box." Below this, there is a section titled "Demonstration of Need\*" with a text area for input. The text area contains the following instructions: "Provide a detailed description of accomplishments and highlight activities over the first seven months of the current budget period (July 1, 2020 – January 1, 2021). Indicate how the accomplishments and activities are connected to the original grant's goals and objectives." At the bottom of the text area, it says "4728 characters left". The form has a green "Save Form" button in the top right corner. At the bottom of the form, there is a navigation bar with a home icon, a back icon, a question mark icon, and a "Scroll" button.

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There are four sections to the Project Narrative form. Please read the instructions carefully to know what information is needed under each one. Especially since requirements are different for new and continuation grant applications. The first section is Demonstration of Need. For continuation grants, provide a detailed description of accomplishments and highlight activities over the first seven months of the current grant year. You will want to indicate how the accomplishments and activities are connected to the original goals and objectives. For new applications, provide a brief description of the school safety, security and juvenile delinquency issues that exist in the school. Describe the existing resources and services that are available to address the identified school safety and security problems. You should also state why those resources and services are not adequate to address the safety needs. Factors such as response times to remote school facilities, factors in the community surrounding a school building, or other issues may be used to address the need for grant-funded position.

## Project Narrative – Continuation Grants

**Project Description:** Provide a brief description of the project design for the coming year. What changes, if any, are planned and a description of implementation activities  
4849 character(s) left

**Service Area Demographic/Target Population:** Provide a brief description of the nature and extent of the school safety, security and juvenile delinquency issues that exist in the school(s). Include the name of the school and the grade levels.  
4803 character(s) left

**Sustainment Plan:** Provide a brief description of how the locality will support the grant funded position after grant funding ends.  
4888 character(s) left

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The Project Description is the next section is the narrative.

For continuation grants, provide a brief description of the project design for the coming year. What changes, if any, are planned and include a description of implementation activities.

Under Service Area Demographic/Target Population, provide a description of the nature and extent of the school safety, security, and juvenile delinquency issues that exist in the school. Include the name of the school and the grade levels.

For the Sustainment Plan, you will need to describe how the locality will support the grant-funded position after grant funding ends.

## Project Narrative – New Grants

- Project Description
  - Describe 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.
  - If SRO and SSO positions, explain how the positions will work together to meet the locality's overall goal of improving school safety.
- Services Area Demographic/Target Population
  - Identify the school(s), and grant levels, where the activities will take place and any key community partners supporting the proposed project.
- Sustainment Plan
  - Describe how the locality will support the grant funded position after grant funding ends.

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For new applications, your project description should describe the project design and implementation activities.

You also want to describe how you will accomplish the project goals and discuss the capabilities of your agency to manage the project.

If you are asking for both SRO and SSO positions then you need to talk about how those positions will work together.

Under Services Area Demographic and Target Population, you need to identify the school and grade levels, and then discuss where the activities will take place and any key community partners.

The Sustainment Plan should describe how the locality will support the grant funded position after grant funding ends.

# Goals and Objectives

The screenshot shows a web application interface for a grant application. At the top, the title "Goals and Objectives" is displayed. Below it, the application details are shown for "414 - Town of ABC-SRO (Test Application)". The status is "Editing", and the stage is "Final Application". The application due date is "Sep 30, 2021 5:00 PM". The program area is "School Resource Officers", and the funding opportunity is "12-SRO/SO Incentive Grant Program - Continuation FY22\_TEST". The organization is "Grantee Organization", and the requested total is "\$51,075.00".

Below the application details, there is a section titled "Requested" with a "Save Form" button. A red arrow points to the "Yes" button in the question "Are Goals and Objectives required by the funding opportunity?".

At the bottom of the page, the DCJS logo and the text "Virginia Department of Criminal Justice Services" and "www.dcs.virginia.gov" are visible.

The next section of the application is Goals and Objectives. This is required so you should answer, 'Yes' when asked, 'Are Goals and Objectives required by the funding opportunity.'

## Goals and Objectives

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The Goal is the outcome of your project and should be broad and general. An example would be, “Establish, enhance, and continue the partnerships between local law enforcement agencies and school divisions to promote a safe and secure learning environment.”

When you add a row, you will number the goals. For instance if you have more than one goal you will number them in the Goal Number box.

Objectives should directly support the goal. It is realistic, precise, measurable, and capable of being completed in the grant year. An example would be, “Reduce the number of reported disruptions/assaults to the SRO from 23 to less than 15.” For every objective, you should add a new row.

Activities are a list of measurable tasks to accomplish the objective. You can have multiple activities per objective. Some examples include, “Meet with school administration quarterly to assist in identifying students frequently referred to the office for disrupted behavior” or “Provide 2 presentations to 4 sixth grade classes to increase their knowledge of Virginia laws.”

When developing your activities, know that you will need to be able to document performance if the grant is awarded. Documenting daily activities might be cumbersome especially if they are performed multiple times throughout the day. At the bottom, you will mark the month in which implementation steps will start.

# Goals and Objectives

Goals and Objectives - Multi-List Mark as Complete Add Row

Each objective must be Specific, Measurable, Achievable, Related to the project goal, and Time-bound (SMART)

Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)
1	Establish, enhance, and continue the partnerships between local law enforcement agencies and school divisions to promote a safe and secure learning environment.	Reduce the number of reported disruptions/assaults to the SRO from 23 to less than 15.	Meet with school administration quarterly to assist in identifying students frequently referred to the office for disruptive behavior. Provide 2 instructions to 4 sixth grade classes to increase their knowledge of Virginia laws.	October
1		Reduce the number of reportable bullying instances to the SRO from 4 to less than 3 through bully prevention classes and mediation during the school year.	Meet quarterly with school counseling staff regarding in-person and anonymous reports of bullying. Provide conflict resolution to 100% of students reported for bullying to prevent further bullying.	January

Last Edited By: Tester External - Oct 29, 2020 8:50 AM Add Row

Previous Next

Scroll

This is what it will look like after you've entered all the information and saved the row or rows.

In the example on the screen, the applicant has one goal, two objectives, with two activities under each objective.

The Activities column will not put the activities on different lines, so you can number them as you type them in the row.



## Personnel and Employee Fringe

414 - Town of ABC-SRO (Test Application)

Status: **Editing**

Stage: Final Application

Application Due Date: Sep 30, 2021 5:00 PM

Program Area: School Resource Officers

Funding Opportunity: 12-SRO/SSO Incentive Grant Program - Continuation FY22\_TEST

Organization: Grantee Organization

Requested Total: \$51,975.00

**Requested** [Save Form](#)

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?:  Yes  No

[Save Form](#)

**Personnel** [Add List](#)

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Moving along to the Personnel and Employee fringe section. I will be walking you through each field so you know what we are looking for in each section. This is also explained, in detail, in the grant requirements and instructions. When it asks “Is Personnel being requested?”, you will click “Yes,” and then click “Save Form”.

## Personnel and Employee Fringe

Personnel

Employee Name\*: Joe Jackson

Position Title\*: School Resource Officer

Assigned School Name\*: ABC High School

Type of School\*: High

Position\*: Full Time

Total Hours Per Week (if applicable):

Total Hours Per Year\*: 2080

Total Annual Salary (grant-funded plus other sources)\*: 36031

Percent being requested\*: 100

Number of Grant-Funded Hours (hours per year)\*: Auto calculated after you save the row.

Grant-Funded Full Time Equivalent ("FTE")\*: Auto calculated after you save the row.

Total Salary Amount Requested from Grant\*: Auto calculated after you save the row.

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Under employee name, type the name of the SRO or SSO. If the position is vacant enter "To be determined" or "TBD". However, if you have more than one vacant position then distinguish the names by adding a number, for example TBD-1 and then TBD-2.

For the position title, you will enter School Resource Officer or School Security Officer and then enter the name of the school where they serve. Each SRO must be assigned to one designated school but is allowed to provide assistance to other schools. Next you will choose the Type of School from a drop down box. The choices are elementary, middle, elementary/middle, high, or alternative school.

Under Position Type, for grant purposes, a full time SRO is a certified law enforcement officer, employed 12 months of the year, and dedicated to the 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.

For Total hours per week, you will enter the number of hours the SRO or SSO will be dedicated to the school per week. And for Total Hours Per year, you enter the total number of hours the SRO or SSO work per year. SROs, this would not include overtime or general security hours.

Next is "Total annual salary", and you should enter the total annual salary to include grant-funded, local match, and other funding sources, but don't include fringe.

The "Percent being requested" field should include the percentage of total annual salary you are requesting for the grant to cover, including match. For example, if the grant will be covering all of the annual salary, you would type 100%. However, in the case that the total compensation is more than the maximum allowed amount, you would indicate the percentage that the grant, including match, would cover.

Based on what you entered in the above fields, the system will auto calculate the Number of grant-funded hours, Grant-funded full time equivalent, and Total salary amount requested from the grant. Please note that these figures will be calculated

after you save the row.

## Personnel and Employee Fringe

The screenshot shows a web form for personnel funding. The fields and their values are as follows:

Total Annual Salary (Grant Funded plus other sources):	\$36,031.00
Percent being requested:	100.0
Number of Grant Funded Hours (hours per year):	2080
Grant Funded Full Time Equivalent ("FTE"):	1.00
Total Salary Amount Requested from Grant:	\$36,031.00
New Position?:	Yes
Date of DCJS certification in the category of Law Enforcement <small>SRO Only</small>	
Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$36,031.00
Cash Match:	\$0.00
In-Kind Match:	\$0.00
Personnel Total:	\$36,031.00

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The next field on this form is indicating if the position is New or not. I would expect those applying under the New Funding Opportunity would click “yes” and those applying for a continuation grant would choose “no”. After that, there is a field asking for the date of DCJS certification in the category of Law Enforcement. This is for SROs only! If the position hasn’t been filled, you would leave this blank. However, if awarded, you’ll have a special condition where you must submit the date of certification to your grant monitor before you can request funds. The next section on this form is Personnel Funding. This is where you breakdown the amount you are requesting from state Special Funds and any match you are providing in this category. As above, the total will auto calculate when you save the row.

## Personnel and Employee Fringe

**Personnel** - Multi-List

The "Total Salary Amount Requested from Grant" refers to grant-funded salary amounts requested from the grant.

✔ Mark as Complete ➕ Add Row

Employee Name	Position Title	Assigned School Name	Type of School	Position	Total Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary (grant-funded plus other sources)	Percent being requested	Number of Grant-Funded Hours (hours per year)	Grant-Funded Full Time Equivalent ("FTE")	Total Salary Amount Requested from Grant	New Position?	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Personnel Total
Joe Jackson	School Resource Officer	ABC High School	High School	Full Time		2080	\$36,031.00	100.0%	2080	1.00	\$36,031.00	No	\$0.00	\$0.00	\$36,031.00	\$0.00	\$0.00	\$36,031.00
						0	2080	\$36,031.00	2080	1.0	\$36,031.00		\$0.00	\$0.00	\$36,031.00	\$0.00	\$0.00	\$36,031.00

Last Edited By: Tester External - Oct 29, 2020 8:57 AM ➕ Add Row

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**Employee Fringe Benefits** - Multi-List

No Data for Table

✔ Mark as Complete ➕ Add Row

Employee Name	FICA	Retirement	Group Life Insurance	Health Insurance	Workers' Comp	Unemployment	Disability	Other	Requested Fringe Benefits Total	Employee Describe	If Other, Please Describe	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Employee Fringe Benefits Total
No Data for Table																	

Last Edited By: Tester External - Oct 29, 2020 8:57 AM ➕ Add Row

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**Position and Justification** - Multi-List

The position description should briefly describe grant-related duties performed. The justification should explain how the position is essential and allowable under the Grant Guidelines. New positions, and pay increases require more detailed justification.

✔ Mark as Complete ➕ Add Row

↶ ? ↷ ↷ Scroll

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This is an example of what you should see when you save a Personnel row. The red font columns are the required fields and the system calculates the totals of each column. However, do not mark it as complete yet.

## Personnel and Employee Fringe

The screenshot shows a web form titled "Employee Fringe Benefits". At the top right, there are two buttons: "Delete Row" (red) and "Save Row" (green). The form contains the following fields:

- Employee Name:** A dropdown menu with "Joe Jackson" selected.
- FICA:** A text input field containing "756.00".
- Retirement:** A text input field containing "4,381.00".
- Group Life:** A text input field containing "483.00".
- Health Insurance:** A text input field containing "21,203.00".
- Workers' Comp:** A text input field containing "890.00".
- Unemployment:** A text input field containing "0.00".
- Disability:** A text input field containing "0.00".
- Other:** A text input field containing "0.00".

Below these fields, the text "Requested Employee Fringe Benefits Total:" is followed by the value "\$29,713.00". At the bottom, there is a text area labeled "If Other, Please Describe:" with a "250 character(s) left" indicator.

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Next, you will move down to the Employee Fringe Benefits section. When you add a row, you will choose the employee name from the dropdown box. This is an example of why you want to number the "To be determined" positions so you can match the appropriate fringe with the position. There are fields with possible fringe benefits to help with itemizing expenses. You will enter the amount you are requesting under the appropriate field, including match. If you choose "other", you will need to describe and breakdown the costs of the benefits in the text box labeled, "If Other, Please Describe." As before, the requested employee fringe benefits total will auto calculate when you save the row.

## Personnel and Employee Fringe

Other:

Requested Employee Fringe Benefits Total: \$29,713.00

If Other, Please Describe:

250 character(s) left  
If more than one type of 'Other' benefit, please list the amount and description for each.

**Fringe Benefits Funding**

Federal Funds:

State Funds:

Special Funds:

Cash Match:

In-Kind Match:

Employee Fringe Benefits Total: \$29,714.00

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As with the Personnel section, you will need to break down the funds requested under fringe. The request should be broken down into Special Funds and, if applicable, the appropriate local match field.

# Personnel and Employee Fringe

**Employee Fringe Benefits** - Multi-List ✓ Mark as Complete + Add Row

Employee Name	FICA	Retirement	Group Life	Health Insurance	Workers' Comp	Unemployment	Disability	Other	Requested Employee Fringe Benefits Total	If Other, Please Describe	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Employee Fringe Benefits Total
Joe Jackson	\$2,756.00	\$4,381.00	\$483.00	\$21,203.00	\$890.00	\$0.00	\$0.00	\$0.00	\$29,713.00		\$0.00	\$15,944.00	\$0.00	\$13,770.00	\$0.00	\$29,714.00
	\$2,756.00	\$4,381.00	\$483.00	\$21,203.00	\$890.00	\$0.00	\$0.00	\$0.00	\$29,713.00		\$0.00	\$15,944.00	\$0.00	\$13,770.00	\$0.00	\$29,714.00

Last Edited By: Tester External - Oct 29, 2020 9:00 AM + Add Row

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**Position and Justification** - Multi-List ✓ Mark as Complete + Add Row

The position description should briefly describe grant-related duties performed.  
 The justification should explain how the position is essential and allowable under the Grant Guidelines. New positions and pay increases require more detailed justification.

Employee Name	Description of Position	Justification for Position
No Data for Table		

Last Edited By: Tester External - Oct 29, 2020 9:00 AM + Add Row

Again, here is what it should look like after you've saved a row under Employee Fringe Benefits.



## Personnel and Employee Fringe

**Position and Justification** Delete Row Save Row

The position description should briefly describe grant-related duties performed.  
The justification should explain how the position is essential and allowable under the Grant Guidelines. New positions and pay increases require more detailed justification.

**Employee Name:** Joe Jackson

**Description of Position:** SRO Jackson will be assigned to ABC High School located in DEF County. Some of the job responsibilities include patrolling school halls, monitoring cafeteria during lunch period, presenting Virginia Rule curriculum, responding to requests for assistance from school administration, and mentoring at risk students.  
436 character(s) left

**Justification for Position:** SRO Jackson has 4 years of certified law enforcement experience. The average salary in Town of ABC for a police officer with that experience level is \$30,000 to \$45,000. The salary for SRO Jackson is inline with other SRO's in the area. This position is essential in promoting a safe and secure learning environment for students and staff.  
409 character(s) left

Save Row

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The last section required under Personnel and Employee Fringe is Position and Justification.

You will click “add row” and choose the name of the employee from the drop down box.

Under the Description of Position, describe grant-related duties performed by the SRO or SSO. This is a good place to discuss daily activities, which might be cumbersome to document under the goals and objectives.

Next, the Justification for Position should explain how the position is essential and how the requested salary and fringe are consistent with the locality’s human resource policies.

# Personnel and Employee Fringe

Personnel and Employee Fringe Benefits Totals
Mark as Complete

---

**DCJS FUNDS**

Federal Funds:	\$0.00
State Funds:	\$15,944.00
Special Funds:	\$36,031.00

**Match Funds**

Cash Match:	\$13,770.00
In-Kind Match:	\$0.00

**Personnel/Fringe Total**

<b>TOTAL:</b>	<b>\$65,745.00</b>
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Last Edited By: Tester External - Oct 29, 2020 9:21 AM

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Home
Refresh
Help
Scroll



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After you've completed the required sections for personnel and fringe, the system will auto calculate the Personnel and Employee Fringe Benefits Totals. Please make sure these numbers are consistent with what you entered in the Budget form.

After all the requirements are met, you can click "Mark as Complete."

## Unallowable

The screenshot shows a web form with the following elements:

- Requested Section:** A yellow box containing the text "Requested" and a sub-instruction: "If this is not requested, please indicate that here and then mark this form as complete." Below this is a question: "Are Consultant and/or Consultant Travel being requested?:" with "Yes" and "No" radio buttons. A red arrow points to the "No" button.
- Navigation Tabs:** A horizontal bar with tabs for "Consul", "Travel", "Subsis", "Equipm", "Suppli", "Attach", "Non-Su", and "Author". A red arrow points to the "Non-Su" tab.
- Consultant Section:** A yellow box containing the text "Consultant" and a "Mark as Complete" button (orange with a checkmark) and an "Edit Form" button (green with a pencil icon).
- Footer:** The DCJS logo and text: "Virginia Department of Criminal Justice Services www.dcs.virginia.gov". Below this is the text "Last Edited By: Tester External - Oct 29, 2020 9:24 AM" and another "Edit Form" button.

As I discussed earlier, match can be based on existing local costs for personnel, equipment, training or other local costs intended to support an SRO or SSO position. If you are providing match in a category other than personnel and fringe, you will need to allocate it under the appropriate budget category.

Under this grant program, consultant expenses are unallowable. Therefore, you need to answer "No" when asked, "Are Consultant and/or Consultant Travel being requested?"

Once you've answered the question, you can mark the form as complete and move on.

Airfare is also unallowable under this grant program.

## Match: Equipment

**Requested**

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment being requested?:  Yes  No

**Equipment** - Multi List Mark as Complete Add Item

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. 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 Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Equipment Total
No Data for Table									

Last Edited By: Tester External - Oct 28, 2020 9:26 AM Add Item

**Equipment Description and Justification** - Multi List Mark as Complete Add Item

Describe what the item is and how it will be used. Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item	Description of Equipment	Justification for Equipment
No Data for Table		

Last Edited By: Tester External - Oct 28, 2020 9:26 AM Add Item

**Additional Documentation** - Other Attachments Mark as Complete Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
No files attached					

Last Edited By: Tester External - Oct 28, 2020 9:26 AM

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For the sake of time, I'm only going over Equipment. Please read the grant requirements and instructions on how to complete the other categories. If you are providing match under Equipment, you should answer, "Yes" when asked, "Is Equipment being requested?" There are three sections under this category to complete; Equipment, Equipment Description and Justification, and Additional Documentation.

# Match: Equipment

**Equipment** Delete Row Save Row

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. 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 Item\*:

Cost Per Item/Monthly Rate:

Total Number of Items/Number of Months:

Total Cost: \$4,254.96

**Equipment Funding**

Federal Funds:

State Funds:

Special Funds:

Cash Match:

In-Kind Match:

Equipment Total: \$4,255.00

Save Row

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First, you will 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. You would also list the item if you are using its fair market value as in-kind match. For instance, you can use the value of the police cruiser that the SRO operates to complete grant activities. However, if the car is also assigned to another person, meaning they share the vehicle, you would pro-rate the amount allocated to the grant.

Next, you provide the Cost Per Item. Enter the unit cost or the monthly rate for the item listed above and then the number of items to be purchased or number of months requiring payment.

Like other forms, you will break down the match provided under Cash or In-kind and totals will auto calculate when you save the row.

# Match: Equipment

### Equipment Description and Justification

Describe what the item is and how it will be used.  
Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item:

Description of Equipment:   
392 character(s) left

Justification for Equipment:   
629 character(s) left

Save Now

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If you are providing match under any category, you must complete the description and justification sections.

On the equipment form, choose the item from the drop down box and the describe the item and how it will be used.

The justification should explain why the costs are necessary and essential to achieving the goals and objectives of the grant.

## Match: Equipment

Additional Documentation [Other Attachments](#) ✓ Mark as Complete ➕ Add New Attachment

Description	File Name <a href="#">↗</a>	Type	Size	Upload Date	Delete
No files attached.					
<small>Last Edited By: Tester External - Oct 29, 2020 9:44 AM</small>					

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**Equipment Totals** ✓ Mark as Complete

**DCJS FUNDS**

Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$0.00

**Match Funds**

Cash Match:	\$0.00
In-Kind Match:	\$4,255.00

**Equipment Total**

TOTAL:	\$4,255.00
--------	------------

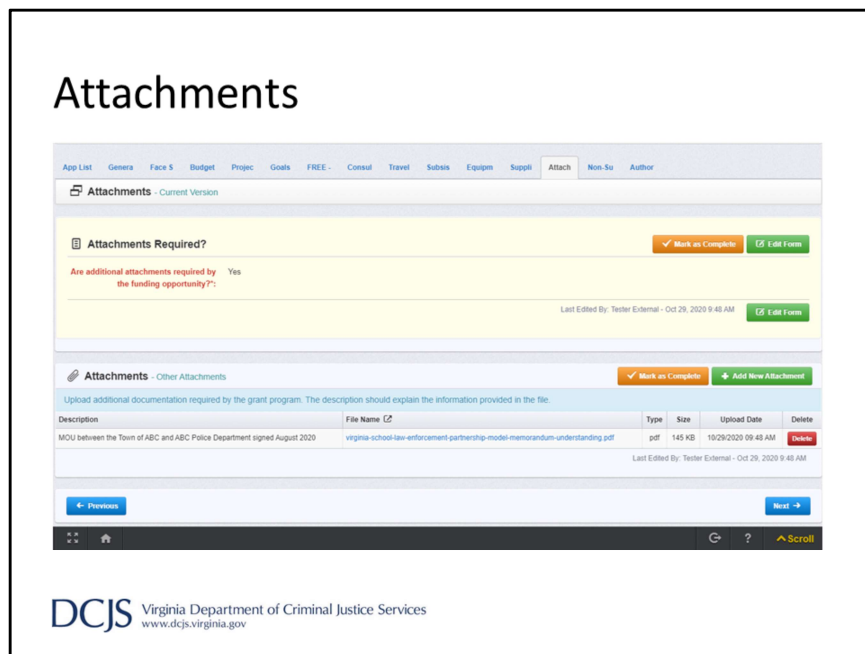
Last Edited By: Tester External - Oct 29, 2020 9:44 AM

The third section under Equipment is “Additional Documentation.”

This is where you can include any supporting documentation for the equipment listed above. This could include quotes, purchase orders, invoices, or receipts. Essentially you could upload documents to show evidence of the expenses associated with the item.

Lastly, just like the Personnel and Fringe form, the system will auto calculate the Equipment Totals.

Please make sure these numbers are consistent with what you entered in the Budget form.



After all of the budget itemization forms is the attachment form.

This is required for SRO applications only. If you are applying for an SSO position you should answer, “No” when asked, “Are attachments required by the funding opportunity?”

Under this section, SRO applicants should include the SRO Memorandum of Understanding. Please read the grant instructions for more information on the MOU requirements.

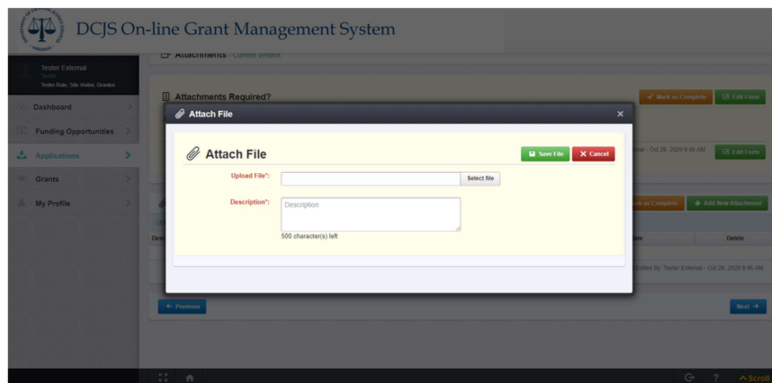
Now, it is possible that new applicants won’t have an established MOU at the time of the application but, if awarded, grant funds will not be distributed until this requirement is met.

In addition to the MOU, the SRO applicant should submit the SRO Departmental General Orders, which outlines the operation of their SRO program.

The third required item is the SRO Training Certification Form. The document should indicate the dates the SRO attended a DCJS- approved SRO Basic Training or dates the SRO will attend training within the first four months of the grant cycle. Under the website section of the funding opportunity, you will find a link for additional information provided on the DCJS SRO Basic Training website.



## Attachments



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If you are applying for an SSO position, you will answer “No” when asked, “Are additional attachments required by the funding opportunity?”

However, SRO grant applicants should answer “Yes”.

First you will select Add New Attachment.

Then, when attaching the files, you select the file from your computer and in the description, indicate if it’s the MOU, General Orders, or Training Certification.

Click “Save File”, and when all documents have been uploaded, click “Mark as Complete”.

# Non-Supplantation

## Non-Supplantation

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

**Certification:**  Yes  No

**Project Administrator:**

Joe	Johnson
First Name	Last Name
Town Manager	10/29/2020
Title	Date

Save Form

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As we get to the end, there is a non-supplantation form. This section is required and the Project Administrator, or the individual who has been delegated as the signing authority, must certify that the grant funds requested will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purposes.

# Authority Certification

**Authority Certification** [Save Form](#)

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with all grant requirements if funding is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and the accuracy of the representations made in this application.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of the person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

**Authorized Individual:**    
First Name Last Name

Town Manager Date

[Online Help](#)

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Next is the Authority Certification.

Again, this is a required section and says, if the person completing the application is not the Project Administrator, as we defined earlier, information regarding the signing authority, or the delegation of such authority, should be available upon request. You can also include any signature authority documentation in the attachments section of the application. Just make sure to label it as such.

## Submitting the Application

DCJS On-line Grant Management System

Application Preview Alert History Map

Application Details

Application is in compliance and is ready for submission!

Component	Complete?	Last Edited
General Information	✓	Oct 8, 2020 8:45 AM - Michelle Miles
Face Sheet	✓	Oct 29, 2020 8:28 AM - Tester External
Budget	✓	Oct 29, 2020 8:32 AM - Tester External
Project Narrative Form	✓	Oct 29, 2020 8:38 AM - Tester External
Goals and Objectives	✓	Oct 29, 2020 8:50 AM - Tester External
FREE - Personnel and Employee Fringe Benefits	✓	Oct 29, 2020 9:21 AM - Tester External
Commitments	✓	Oct 29, 2020 9:24 AM - Tester External
Taxes	✓	Oct 29, 2020 9:23 AM - Tester External
Subsistence/Other Travel Costs	✓	Oct 29, 2020 9:24 AM - Tester External
Equipment	✓	Oct 29, 2020 9:44 AM - Tester External
Supplies & Other Expenses	✓	Oct 29, 2020 9:22 AM - Tester External
Attachments	✓	Oct 29, 2020 9:48 AM - Tester External
Non-Supplantation	✓	Oct 29, 2020 9:51 AM - Tester External
Authority Certification	✓	Oct 29, 2020 10:08 AM - Tester External

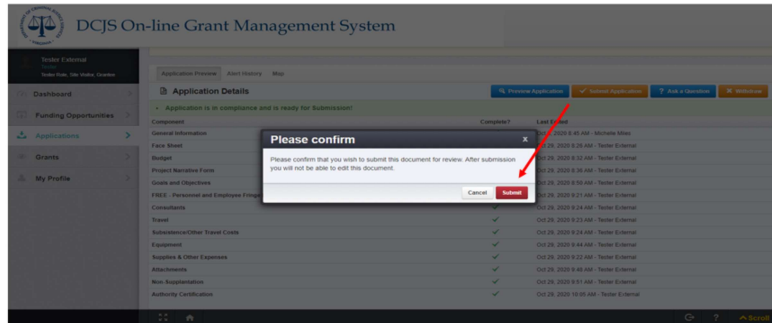
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To submit the application, every form must be marked as complete. If you do not see a green check mark in the “Complete?” column then you need to return to the form and mark it as complete.

Once you submit the application, you will not be able to make changes. So, please make sure to review the entire application and make sure budgets match, information is correct, and you’ve provided all required items. It’s possible to have more than person working on an application at one time, so again, make sure everything is accurate. You can review the entire application by clicking “Preview Application.”

When you are ready, click the orange “Submit Application” box.

## Submitting the Application



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After clicking “Submit Application”, the system will give you the chance to confirm. You will receive a pop-up confirmation informing you that once you click, “Submit” the system will no longer let you edit the application. You can then click on the red “Submit” button, or “Cancel” to return to editing.

# Submitting the Application

## Current Applications listing:

414	Submitted	Final Application	Town of ABC-SRO (Test Application)	Grantee Organization	FREE-School Resource Officers	12-SRO/SSO Incentive Grant Program - Continuation FY22_TEST (Test)
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After clicking “Submit” the system will take you back to your Current Applications listing and will display your submitted application. The list will show you the status of the application, which in this case is “submitted.” It will also display the stage, application title, organization name, the program area, and the title of the funding opportunity you applied under.

## 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). This should not include grant application specific question.

For additional resources, refer to Attachments and Website Links under the Funding Opportunity in OGMS.

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For technical assistance, please contact me for any questions about the grant requirements and instructions.

However, for specific questions regarding training, certification, and/or the SRO/SSO roles and responsibilities, please contact Kim Simon.

If you have issues with the system, and it's not specific to the grant application, email the OGMS Support mailbox at [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov). Please include the grant program in the subject line.

You can also refer back to the funding opportunity which is located on our website as well as on OGMS and there are additional resources in the Website Links under the funding opportunity in the system.

## Summary

- Applications are due by 5:00 p.m. on March 19, 2021.
- The application must be submitted in OGMS.
- Anyone in the organization working on the grant should register in OGMS.
- Grant requirements and instructions can be found under the Funding Opportunity in OGMS and on the DCJS website.
- There are different funding opportunities for new and continuation grants.
- May not exceed \$70,000 per SRO position or \$35,000 per SSO position.
- Use the VDOE Composite Index of Local Ability-to-Pay to determine your match requirement.

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So, to briefly recap, applications are due by 5:00 p.m. on March 19<sup>th</sup>. The system will not let you submit after the deadline and, therefore it will not be considered.

They must be submitted using the new On-line Grants Management System.

Anyone in your organization that will be working on the grant application should register in the system. This includes Project Directors, Project Administrators, and Finance Officers.

Grant requirements and instructions can be found under Funding Opportunities in OGMS and on our DCJS website. Please read them carefully to avoid errors when completing the application.

There are different funding opportunities for new and continuation grants. And each funding opportunity will have different requirements for SROs and SSOs.

Funding requests may not exceed \$70,000 per SRO position or \$35,000 per SSO positions.

In addition, you must use the Virginia Department of Education's Composite Index to determine the percentage of match you need to meet the requirement.





Thank you for viewing this presentation. Again, if you have any questions about the material presented, please contact Michelle Miles at [michelle.miles@dcjs.Virginia.gov](mailto:michelle.miles@dcjs.Virginia.gov) or 804-225-1846.