



Fiscal Year 2023 School Resource Officer Grant Program and Fund

**Guidelines and Application Procedures for
School Security Officers
New and Continuing Positions**

***Application Due Date
March 4, 2022***

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering a new cycle of state grants to continue funding and establish new funding for School Security Officer (SSO) positions to ensure safety, security, and welfare of all students, faculty, staff and visitors in the assigned school.

A “**School Security Officer**” is defined as an individual who is employed by a local school board for the purpose of maintaining order and discipline, preventing crime, investigating violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events. An SSO may be a full-time or part-time employee.

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund and instructions for completing and submitting your application. **Applications for new SSO positions must be submitted separately from continuation applications.**

The purpose of a continuation grant application is to:

- Report on the progress of the project during the current state fiscal year.
- Provide a work plan (inclusive of program and evaluation activities) for the upcoming state fiscal year.
- Provide a detailed budget and budget narrative justification for the upcoming year.

II. Eligibility

These instructions are applicable to current School Resource Officer Grant Program grantees and new applicants to provide guidance on the preparation and submission of a grant application. Units of local government are eligible to apply for and receive these funds. 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. Grant Application Deadline

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 4, 2022. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment.

IV. Amount Available

The total amount requested in an application may not exceed \$50,000 per 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 SSO positions to provide coverage during routine school hours.

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

V. Priorities for New Applications

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

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

VI. Grant Period

Successful applicants will be funded for a period not to exceed a total of 48 months including current and prior years' funding. However, continuation funding is subject to program performance and availability of state funding. Continuation grants will be awarded in 12-month cycles, with fiscal year 2023 beginning July 1, 2022 and ending on June 30, 2023. Grants for the first year will be awarded on a competitive basis for one (1) 12-month period beginning July 1, 2022 and ending on June 30, 2023.

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

VII. Match Requirement

A local match is required. 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 [“2022–2024 Composite Index of Local Ability-to-Pay”](#) to determine the amount of their grant match requirement, which must be based on the locality's 2022–2024 Composite Index.

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

The match can be based on existing local costs for personnel, equipment, training or other local costs intended to support an SSO position. Match should be allocated under the appropriate budget category to include Personnel, Travel, Subsistence, Equipment, and Supplies and Other Expenses.

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

EXAMPLE

The ABC City's established annual salary rate for a full-time, experienced, SSO is \$35,000 with fringe benefits equaling \$15,000. ABC City'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 (\$50,000 x .3032) = Total Local Match of \$15,160 + Total Special Funds of \$34,840 (salary and benefits only).

The total budget, including match, for an SSO position must not exceed \$50,000.

VIII. Restrictions

- These grant funds are to continue or establish new SSO positions to be funded in part by the SRO Grant Fund.
- 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 SSO.
- The state grant funds can only be used for salary and fringe benefits for full or part-time SSOs. Funds must be used to fund the SSO position and cannot be used for employees who are not performing the activities of the project.
- The state grant funds may not be used to purchase equipment, supplies, firearms, vehicles, training or other non-personnel related costs.
- The match can be based on existing local costs for personnel, equipment, training or other local costs intended to support an SSO position.
- The state funds may be awarded up to a maximum of four (4) years, to support an SSO position in any school, provided funds are available. Applicants may request an increase in funding not to exceed \$50,000 per SSO position. The request for an increase must be justified in detail and will only be considered if funding is available.

IX. Availability of Continuation Funding

The award of an SSO grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a project's implementation, performance, compliance with reporting requirements and any encumbrances placed on the grant are key factors in determining eligibility for continuation funding.

X. Application Requirements

School Security Officer (SSO) positions must comply with requirements set out in the [Virginia Administrative Code, Title 6, Agency 20, Chapter 240: Regulations for School Security Officers](#).

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

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

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

XI. Application Forms and Instructions

Each application for SSO funding **must be submitted using the DCJS On-line Grant Management System (OGMS)**. Emailed files or paper applications will not be accepted. All required fields must be

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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; indicate if it is a "New" or "Continuation" grant, and fiscal year (e.g. Town of ABC-NEW-FY23 or DEF City-CONTINUATION-FY23). If the locality is submitting more than one application, include the assigned school in the title.

The primary contact is the person who has the day-to-day responsibility for managing the grant. It is recommended that the Project Director (definition under Face Sheet) 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 Administrator 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 **does not apply** to this grant program.
- *Jurisdiction(s) Served:* Select all jurisdiction (s) served.
- *Program Title:* The program title must include the assigned schools' name.
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *Type of Application:* Choose "New" or "Continuation of Grant." Please note if a locality has a current SSO grant and is applying for a new position they must submit a separate application.
- *Grant Number:* If this is a **continuation** grant, provide the grant number for the current fiscal year.
- *Performance Statement:* For **continuation** grants, provide a brief description of the accomplishments for the current 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.

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- *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. Consultant and Indirect Cost expenses are unallowable under this grant program.
- *Match Percentage:* This box will auto-calculate the percentage of match provided in the grid. The percentage should match the locality’s Composite Index.

Project Narrative: All questions in this section are **required**. *Please note, the requirements in this section for “New” grant applications are different from “Continuation” grant applications. Only respond to the questions that correspond to your application type.*

- *Demonstration of Need:*
 - *Continuation Grants:* Provide a detailed description of accomplishments and highlight activities over the first seven months of the current budget period (July 1, 2021 – January 1, 2022). Indicate how the accomplishments and activities are connected to the original grant’s goals and objectives.
 - *New Grants:* Provide a brief description of the nature and extent of the school safety and security concerns 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 issues may be used to address the need for grant-funded positions.
- *Project Description:*
 - *Continuation Grants:* Provide a brief description of the project design for the coming year. What changes, if any, are planned and a description of implementation activities.
 - *New Grants:* Provide a detailed description of the project design and planned implementation activities. Include the daily responsibilities of the SSO and any programs or initiatives that will be implemented. Describe how the project will reach the stated goals of this funding opportunity and the capabilities of your organization to implement and manage the project. If a locality is applying under both SRO and SSO funding opportunities, this section must address how the positions will be coordinated to work together to meet the locality’s overall goal of improving school safety.
- *Service Area Demographic/Target Population:*

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- *Continuation Grants:* Provide a brief description of the nature and extent of the school safety and security concerns that exist in the school(s). Include the name of the school and the grade levels.
- *New Grants:* Identify the school(s), and grade levels where the activities will take place and any key community partners supporting the proposed project. If applying for multiple positions and schools, they must be ranked by priority.
- *Sustainment Plan:*
 - *Continuation Grants:* Provide a brief description of how the locality will support the grant funded position after grant funding ends.
 - *New Grants:* Provide a brief description of how the locality will support the grant funded position after grant funding ends.

Priorities for New Applications: Required for New Applications ONLY. Indicate if the grant application meets one of the priority areas for new applications (see section V. Priorities for New Applications above) by answering, “Yes” or “No” to the questions.

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

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

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

- *Employee Name:* Enter the name of the SSO for continuing applications. If the position is not currently filled, or it is a new position, enter “To Be Determined” or “TBD.” If there are more than one TBD then distinguish the names by adding a number. (e.g. TBD-1 and TBD-2). *For New applicants, if applying for multiple positions add a number that designates priority.*
- *Assigned School Name:* Enter the name of the school where the SSO serves. Each SSO must be assigned to one designated school but is allowed to provide assistance to other schools.
- *Type of School:* Indicate the classification of the assigned school as an elementary, middle, elementary/middle, high, or alternative school.
- *Position:* Indicate whether the position is full-time or part-time.
- *Total Hours Per Week:* Include the number of hours the SSO will be dedicated to the school per week.
- *Total Hours Per Year:* Enter the total number of hours the SSO works per year.
- *Total Annual Salary:* Enter the **total annual salary** for the SSO to include grant-funded, local match, and other funding sources. This figure **should not** include fringe benefits.
- *Total Salary Amount Requested from Grant:* Enter the total annual salary you are requesting the grant to cover. This should include matching funds but do not include fringe benefits.

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- *Percent being requested:* This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Total Salary Amount Requested from Grant.”
- *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 “Total Salary Amount Requested from Grant.”
- *New Position:* If this is a continuation grant, the response should be “No”. For new grant applications, the response should be “Yes.”
- *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 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.

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.

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- *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, under this funding opportunity, 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.

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- *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 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.

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

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 submitted under *Attachments*.

XII. 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.

XIII. Submitting the Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on Friday, March 4, 2021. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Plan time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

XIV. Technical Assistance

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

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

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

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

For assistance with the OGMS system, email ogmssupport@dcjs.virginia.gov and include the grant program in the subject line. This should be used for general system questions and not grant application-specific inquiries.

A copy of this solicitation is available on OGMS and the [DCJS website \(www.dcjs.virginia.gov\)](http://www.dcjs.virginia.gov).

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

XV. Grant Application Review Process

DCJS staff will utilize an application review form to review all grant applications. “New” grant applications will be reviewed as part of a competitive review process. The competitive review process may include external/non-DCJS staff and DCJS staff who will rate each application based on the information provided, adherence to the funding opportunity, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS

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reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, number of current SSOs in the school division, and geographical representation. Each submitted grant application will be rated on its quality and adherence to these guidelines.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review summaries of staff evaluations of applications and grant application scores for new applications. The Grants Committee will then make funding recommendations to the full CJSB who will make final grant award decisions at its meeting on June 16, 2022. Funding decisions made by the CJSB are final and may not be appealed.

XVI. 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 SSO (\$50,000) 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 4, 2022).