

## **SRO Grant Program and Fund**

### **SRO and SSO Guidelines and Application Procedures**

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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 School Resource Officers and School Security Officer grant applications. If there is any discrepancy between this presentation and the Funding Opportunity, please refer to the Funding Opportunity for instructions or call Michelle Miles.

## What to expect?

- Changes in FY23
- Application Requirements
- Priorities for New Applications
- 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  
Changes in the grant program for FY23  
Application Requirements  
Priorities for New Applications  
Application Restrictions  
Completing the application in OGMS  
Application Instructions  
Technical Assistance  
And we will summarize the information provided

## FY23 Changes

- SRO and SSO grants are under different funding opportunities
  - New and Continuation applications must be separate
- Replaced Goals and Objectives with Project Targets
- Raised the maximum amount allowed per position.
  - Must be able to justify all requested costs
  - \$125,000 per SRO position
  - \$50,000 per SSO position

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We've made some changes for the FY23 grant year that we feel will make things easier for you.

In the past, localities would apply for SROs and SSOs under the same funding opportunity but new and continuation were separate.

This year, we separated the funding opportunities by positions so there are separate opportunities for School Resource Officers, New and Continuation, and for School Security Officers, New and Continuation. If you currently have a grant and want to add a new position, you will need to submit a separate application.

This year, we've also replaced Goals and Objectives with Project Targets which will be explained in more detail later in the presentation.

The other big change is the increase in the maximum amount allowed per position. This year the maximum per SRO position is \$125,000 and \$50,000 per SSO position. On a continuation grant, if you are increasing your request from the previous year, you will need to justify the increase and explain how expenses are in line with your locality's policies and procedures.

## Application Requirements

- **Due March 4, 2022 by 5:00 p.m.**
- Must be completed and submitted through DCJS Online Grants Management System (OGMS)
- May not exceed \$125,000 per SRO
- May not exceed \$50,000 per SSO
- State funds can only support salary and fringe benefits
- Local Match can include existing local costs for personnel, equipment, training or other local costs
- 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 FY23 Funding Opportunity.

Grant applications are due no later than **5:00 p.m.** on **March 4, 2021** 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 changed. You cannot exceed \$125,000 per SRO position or \$50,000 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 2023 beginning July 1, 2022 and ending on June 30, 2023.

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

## Priorities for New Applications

- Priority will be given to localities who meet one or more of the following criteria:
  - Localities requesting SRO or SSO positions for middle schools and high schools
  - Localities requesting SRO or SSO positions in a school where no such personnel are currently in place
  - Localities without existing SRO or SSO positions currently funded by this grant program

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.

Each submitted grant application will be rated on its quality and adherence to the guidelines.

## 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 = \$125,000)

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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 local funds used to pay salary and benefits. 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 \$125,000 per SRO position and \$50,000 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.
- SRO 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. Must be approved by DCJS.

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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, an 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. Reach out to your grant monitor to discuss options and get approval.



## 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 their 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. This must be approved by DCJS first.

## 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, overtime, or extracurricular and coaching activities where a monetary supplement is/would be paid.
- 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 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.

For SRO positions, grant funds can't be used to pay for general security during school sponsored events, overtime, or extracurricular and coaching activities where a monetary supplement is paid to the SRO or would be paid to a school employee.

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 \$125,000 per SRO position or \$50,000 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 are encouraged to register.
- Individuals must be added as an additional contact on the application in order to have access.

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

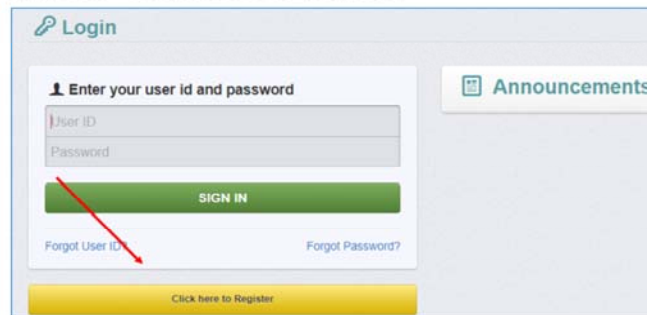
It's important that anyone in your locality that will work on the application or the grant must register in the system.

This would include Project Directors, Project Administrators, Finance Officers, and anyone who will be submitting reports and completing the application. To have access to the application, someone must be added as an additional contact which will be explained in a bit.

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.dcss.virginia.gov](https://ogms.dcss.virginia.gov)
- Click on "Click here to Register"



The screenshot shows the DCJS Login page. At the top left is a 'Login' header with a key icon. Below it is a section titled 'Enter your user id and password' containing 'User ID' and 'Password' input fields, a green 'SIGN IN' button, and links for 'Forgot User ID' and 'Forgot Password?'. To the right is an 'Announcements' section. At the bottom of the login section is a yellow button labeled 'Click here to Register'. A red arrow points from the 'Forgot User ID' link to the 'Click here to Register' button.

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The URL for OGMS is [ogms.dcss.virginia.gov](https://ogms.dcss.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 displays the 'Registration' form for the Virginia Department of Criminal Justice Services. It is divided into two main sections: 'Personal Contact Information' and 'Organization Information'. In the 'Personal Contact Information' section, fields for Name (First, Middle, Last), Title, Email, Address (1, 2, 3), City, State (dropdown), Zip, Phone, and Fax are visible. In the 'Organization Information' section, fields for Program Area of Interest (dropdown), Unique Entity Identifier (UEI), and Organization Website are visible. Red arrows point to the 'Name' field in the personal section and the 'Unique Entity Identifier (UEI)' field in the organization section, both of which are marked with a red asterisk to indicate they are required.

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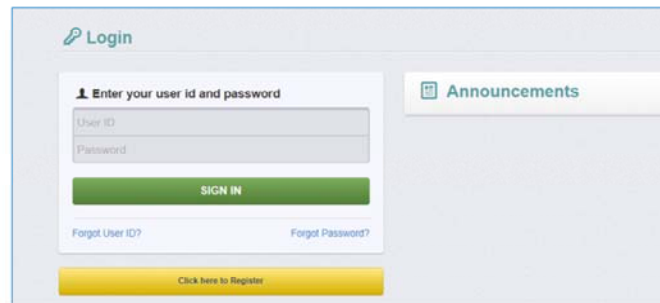
You will receive three separate email alerts; the first one will say your registration is under review and once it's been approved you will receive an email with your username and the third one will have your temporary password.

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 header 'Enter your user id and password'. Below this header are two input fields: 'User ID' and 'Password'. A green 'SIGN IN' button is positioned below the password field. Underneath the 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'. To the right of the login section is an 'Announcements' section, which is currently empty. The DCJS logo and website URL 'www.dcjs.virginia.gov' are located at the bottom left of the page.

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 referred to as the financial report and voucher.

These items are addressed in a Grant Management presentation on the SRO/SSO Incentive Grant Program DCJS website.

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

#12589 **SRO**-SRO Grant Program and Fund-FY23

#14397 **SSO**-SRO Grant Program and Fund-FY23

Tester External  
Tester  
Tester Role, Site Visitor, Grantee

**Funding Opportunities**  
List of all current funding opportunities

Dashboard Funding Opportunities Applications Grants My Profile

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date.

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".

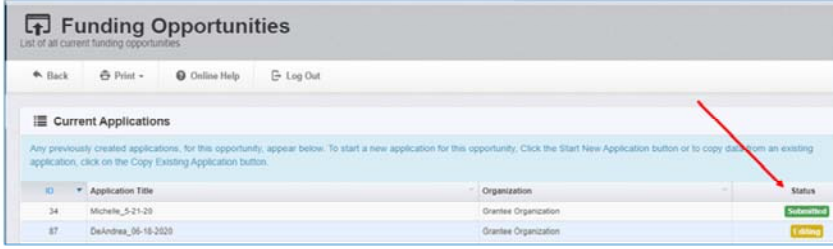
You can search for the funding opportunity by program area, which for this grant program is "School Resource Officers."

For SRO applications, you will choose **#12589 SRO-SRO Grant Program and Fund-FY23**.

SSO applications will choose **#14397 SSO-SRO Grant Program and Fund-FY23**.

## Funding Opportunity

- 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.



**Funding Opportunities**  
List of all current funding opportunities

Back Print Online Help Log Out

**Current Applications**

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.

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

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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.

## Funding Opportunity

- When you click on the appropriate funding opportunity you will be able to see the Description including:
  - Introduction
  - Eligibility
  - Grant Application Deadline
  - Amount Available
  - Priorities for New Applications
  - 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, priorities for new applications, 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.

## Funding Opportunity

- **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:
  - DOE Composite Index of Local Ability-to-Pay
  - DCJS Model Memorandum of Understanding
  - VCSCS Training and Events
  - SSO Virginia Administrative Code

Attachments	
Attachments	
Description	
Virginia Department of Education's 2020-2022 Composite Index of Local Ability-to-Pay	
Website Links	
Website links	
Description	Link
Virginia Department of Education 2020-2022 Composite Index of Local Ability-to- <a href="http://new.doe.virginia.gov/school_finance">http://new.doe.virginia.gov/school_finance</a>	

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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.

## Start an 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 web interface with a light blue header bar. On the left, there is a text input field labeled 'Grantee Organization'. To the right of this field is a green button labeled 'Submitted'. Below the header bar, there are two buttons: a blue button with a question mark icon labeled '? Ask a Question' and a green button with a checkmark icon labeled '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 Titles: Town of ABC-NEW-FY23**

**DEF City-CONTINUATION-FY23**

The screenshot shows a web form titled "Application - General Information". At the top right of the form is a green button labeled "Save Form Submission". Below the title, a light blue box contains instructions: "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." The form has four labeled fields: "Application Title:" with a text input containing "DEF City-CONTINUATION-FY23"; "Primary Contact:" with a dropdown menu showing "VCSCS Test" and a checkmark icon; "Organization:" with a dropdown menu; and "Additional Applicants:" with a dropdown menu.

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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 "New" or "Continuation." Examples include, Town of ABC-NEW-FY23 or DEF City-CONTINUATION-FY23.

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 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

**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 ID\*: 86428

Program Area\*: School Resource Officers

Funding Opportunity\*: 12589-SRO-SRO Grant Program and Fund FY23

Application Stage\*: Final Application

Application Status\*: Editing

Application Title\*:

Primary Contact\*: VCSCS Test

Organization\*:

Additional Applicants\*:

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

**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 ID:** 86028

**Program Area:** School Resource Officers

**Funding Opportunity:** 12589-SRO-SRO Grant Program and Fund-FY23

**Application Stage:** Final Application

**Application Status:** Editing

**Application Title:**

**Primary Contact:** VCSCS Test

**Organization:** Virginia Department of Criminal Justice Services

Select any additional contacts within your organization that will also manage this grant.

**Additional Applicants:**

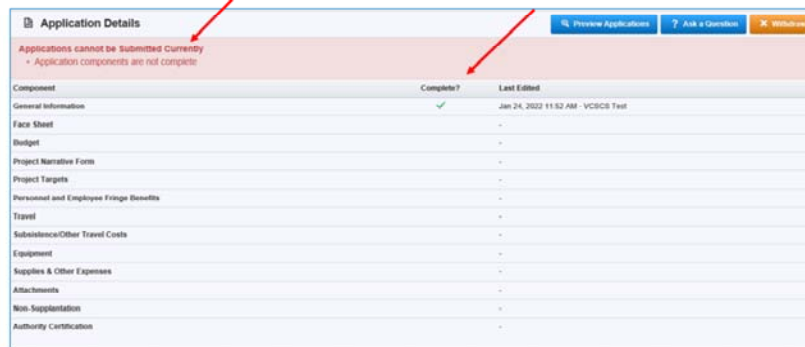
Under step 3 is where you will have the chance to include additional applicants or contacts.

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



Application Details

Applications cannot be submitted currently  
• Application components are not complete

Preview Applications Ask a Question Withdraw

Component	Complete?	Last Edited
General Information	✓	Jan 24, 2022 11:52 AM - VCSGS Test
Face Sheet	+	
Budget	+	
Project Narrative Form	+	
Project Targets	+	
Personnel and Employee Fringe Benefits	+	
Travel	+	
Subsistence/Other Travel Costs	+	
Equipment	+	
Supplies & Other Expenses	+	
Attachments	+	
Non-Supplantation	+	
Authority Certification	+	

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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

**Face Sheet** Save & Close

Select the congressional district(s) that will benefit from the program.

**Congressional District(s):**  [Choose all that apply](#)

**Best Practice?:**

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE".  
For ADP programs only.

**Jurisdiction(s) Served:**  [Choose all that apply](#)

**Program Title:**

[Click here to see if you are certified.](#)

**Certified Crime Prevention Community?**

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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. 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 the assigned school's name be included. 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 form titled "Face Sheet" for grant continuation. The form includes the following fields and sections:

- Type of Application:** A dropdown menu set to "Continuation of Grant".
- Grant Number:** A text input field containing "2014-0".
- Performance Statement:** A text area with the text: "During the 2021/2022 school year, the SRO provided law enforcement interventions to 15 students, 12 of those students received informal interventions. As a law related educator the SRO present 5 D.A.R.E. classes to a total of 80 students." Below the text is a character count: "11 character(s) left".
- Community Setting:** A dropdown menu set to "None selected".
- Brief Project Overview:** A text area with the text: "We are applying to continue the SRO position at DEF High School. During the 2022/2023 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." Below the text is a character count: "454 character(s) left".
- Buttons:** A green "Save & Continue" button is located at the bottom right of the form.

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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. This is important because it will be provided to the Criminal Justice Services Board as a summary of your proposed project.

## Face Sheet

The screenshot shows a web form titled "Project Administrator" with a "Save Face Sheet" button in the top right corner. Below the title is a blue instruction box: "List the person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match." The form fields are as follows:

- Name:** A row of five input fields. The first contains "Joe", the second is empty, the third contains "Johnson", and the last is empty. Below these fields are labels: "Prefix", "First Name", "Middle Name", "Last Name", and "Suffix".
- Title:** An input field containing "City Manager".
- Address:** An input field containing "1100 Bank St".
- Address Line 2:** An input field.
- City:** An input field containing "Richmond".
- State:** A dropdown menu showing "Virginia".
- Zip Code:** An input field containing "23219".
- Phone Number:** An input field containing "804-555-9874".
- Fax Number:** An input field.
- Email Address:** An input field containing "joe.johnson@dcjs.virginia.gov".
- Mailing Address:** A section with the question "Is the mailing address the same as the physical address?" and two radio buttons, "Yes" and "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. If signing authority is given, the memo should be uploaded under "Attachments."

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-based form titled "Face Sheet" with a yellow background. The form contains several sections with red text indicating required fields. A red arrow points to the "Community Setting" field, which is currently empty. A modal dialog box titled "Message from webpage" is overlaid on the form, displaying a yellow warning icon and the message: "The following sections contain missing required fields, please enter the missing data before Marking as Complete. -Face Sheet". The dialog has an "OK" button. The form also includes a "Mark as Complete" button in the top right corner.

**Face Sheet**

Select the congressional district(s) that will benefit from this program.  
**Congressional District(s):**  No  
Choose all that apply.

**Best Practice(s):** For LDCP programs only  
Select all practice(s) covered. If appropriate, select "STATEWIDE".  
**Justification(s) for award:** STATEWIDE  
Choose all that apply.

**Program Title:** DEF High School

Click here to see if you are certified.

**Certified Crime Prevention Community?** No

**Type of Application:** Contribution of Grant  
**Grant Number:** 2014-01

**Performance Statement:**  
During the 2021/2022 school year, the LDCP provided law enforcement interventions to 10 Q.A.R.E. classes to a total of 60 students.  
Check the boxes that best describe the applicant services.

**Community Setting:**  
In this space, provide a short description of the project.

**Brief Project Overview:**  
You are applying to continue the LDCP position at DEF High School. During the 2021/2022 school year, the LDCP provided law enforcement interventions to 10 Q.A.R.E. classes to a total of 60 students, presenting on relevant topics during classes, and serving as an informal role model.

**Message from webpage:**

The following sections contain missing required fields, please enter the missing data before Marking as Complete.

-Face Sheet

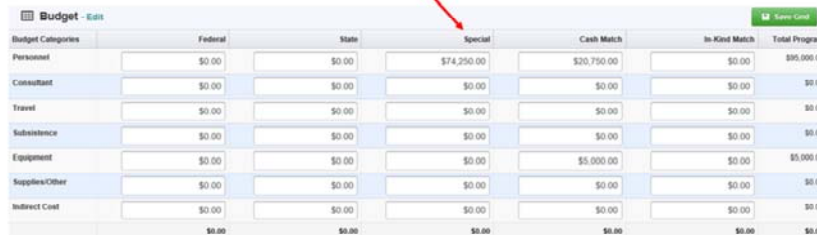
OK

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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

- Enter requested state amount under the "Special" column.
- Do NOT enter anything under the Federal or State columns.



The screenshot shows a web-based budget form titled "Budget - Edit". A red arrow points to the "Special" column header. The form includes a table with columns for Budget Categories, Federal, State, Special, Cash Match, In-Kind Match, and Total Program. The "Special" column contains a value of \$74,250.00 for the Personnel category. The "Cash Match" column contains a value of \$20,750.00 for the Personnel category. The "In-Kind Match" column contains a value of \$0.00 for the Personnel category. The "Total Program" column contains a value of \$95,000.00 for the Personnel category. The "Federal" and "State" columns are empty for all categories.

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$0.00	\$74,250.00	\$20,750.00	\$0.00	\$95,000.00
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	\$5,000.00	\$0.00	\$5,000.00
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

**Match Percentage** ✓ Mark as Complete

Match Percentage: 25.71% Last Edited By: VCSCS Test - Jan 24, 2022 1:43 PM

**Funds From Other Sources** ✓ Mark as Complete ➕ Add Row

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

Source	Amount
No Data for Table	

➔ Previous Next ➔ ➕ Add Row

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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 – Demonstration of Need

### Continuation

- Description of accomplishments from July 1, 2021 – January 1, 2022.
- Connect accomplishments back to the original grant's goals.

### New

- Description of the nature and extent of the school safety and security concerns in the school.
- Describe existing resources and why those services are not adequate.

#### Demonstration of Need:

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.

4800 character(s) left



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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.

For new applications, provide a brief description of the school safety and security concerns 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

<b>Project Description*:</b>	Provide a brief description of the project design for the coming year. What changes, if any, are planned and a description of implementation activities.
	4348 character(s) left
<b>Service Area Demographic/Target Population*:</b>	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.
	4823 character(s) left
<b>Sustainment Plan*:</b>	Provide a brief description of how the locality will support the grant funded position after grant funding ends.
	4888 character(s) left

Save & Exit

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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 and security concerns 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 of the funding opportunity 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 grade 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.

## Priorities for New Applications

- NEW APPLICATIONS ONLY!
- Indicate if the grant application meets one of the priority areas for new applications by answering "Yes" or "No" to the questions.

REQUIRED FOR NEW APPLICATIONS ONLY  
Indicate if this grant application meets one of the priority areas for new applications.

Type of Application:

Is the locality requesting position for middle schools or high schools?:

Is the locality requesting positions in a school where no such personnel are currently placed?:

Does the locality have existing positions currently funded by this grant program?:

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If this is a new grant, you would choose "New" from the dropdown box in the "Type of Application" field. Then, indicate if the grant application meets one of the priority areas for new applications by answering "Yes" or "No" to the questions.

If this is a continuation grant, choose "Continuation" from the dropdown box. The questions will not appear and you can move on to the next form.

## Project Targets: SRO

- *Law Enforcement Activities:* Enter the number of times, over the course of the grant year; the SRO(s) anticipates performing the activities in this section.
- *Law Related Educator:* Enter the number of presentations, for the grant year, that the SRO(s) plans to facilitate for each audience type.
- *Informal Mentor:* Enter the number of times, over the course of the grant year; the SRO(s) anticipates performing the activities in this section.

The next section of the application is "Projects Targets" and is a required section for all grants.

For SRO's the targets are broken down into three sections, Law Enforcement Activities, Law Related Educator, and Informal Mentor.

The targets should be realistic and include all SRO positions requested in the application. Activities should only be grant funded and performed in the role as an SRO. Remember, grant funds **cannot be used** to pay for general security during school sponsored events or overtime. Funds also **cannot be used** for extracurricular and coaching activities where a monetary supplement is paid to the SRO or would be paid to school employees.

## Project Targets: SSO

Activity	Will this activity be assigned as part of the SSO's job responsibilities?
Check identity of visitors on school premises	Yes No
Escort visitors to the school office or other locations on school premises	Yes No
Lock and unlock the school building(s)	Yes No

Activity	Will this activity be assigned as part of the SSO's job responsibilities?
Walk patrol routes using various routes at different frequencies	Yes No
Check hallways, restrooms, cafeteria, and remote areas for potential safety and security problems	Yes No
Check doors, windows, gates, and/or risk access points	Yes No
Investigate suspicious behavior and/or activities	Yes No
Investigate violation of school rules and/or policies	Yes No
Detect safety hazards (e.g. broken tree limbs, security door propped open, etc.)	Yes No
Physically place yourself at a hot spot for violations	Yes No

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Indicate which activities the grant funded SSO(s) will be assigned during the grant year by choosing "Yes" or "No".

There are eight sections on the form: Access Control; Patrolling of School Grounds and Building; Incident Response Drills and Training; Intervention-Proactive and Reactive; Traffic Control and Parking Enforcement; Supporting Disaster and Emergency Response; Monitoring Security Cameras/Technology; Ad Hoc Assistance to the Community.

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 Fringe Benefits

96028 - DEF City-CONTINUATION-FY23

Status: **Active**

Stage: Final Application

Application Due Date: Mar 4, 2022 5:45 PM

Program Area: School Resource Officers

Funding Opportunity: 5209-000-000 Grant Program and Fund FY23

Organization: Virginia Department of Criminal Justice Services

Requested Total: \$14,208.00

Requested

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 - Multi List

Mark as Complete

Add Row

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

Employee Name	Position Title	Date of DCJS certification in this category of law enforcement	Assigned School Name	Type of School	Position	Total Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary (grant-funded plus other amounts)	Total Amount Requested from Grant	Percent being requested	Number of Grant-Funded Hours (hours per year)	New Positions?	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Personnel Total
No Data for Table																		

Last Edited By: VCDJCS T401 - Jan 25, 2022 10:49 AM

Add Row

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: SRO

- Enter the SRO's date of DCJS certification in the category of Law Enforcement.
  - Must have at least three (3) years of certified law enforcement experience
  - If the position is not currently filled, enter zero (0). A date of certification must be submitted to your grant monitor when the SRO is hired.
  - Not the same as the date they completed SRO Basic.
- 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 for grant purposes.

Under employee name, type the name of the SRO. 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", indicate the official title/rank for the employee.

Next, enter the date of DCJS certification in the category of Law Enforcement for the SRO. This is not the same as the date they completed SRO Basics but should demonstrate at least 3 years of certified law enforcement experience.

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", 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 will be dedicated to the school per week. And for "Total Hours Per Year", you enter the total number of hours the SRO works per year which 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.



Then enter the amount of salary you are requesting on the grant to include match in the "Total Salary Amount Requested from Grant" field.

The "Percent Being Requested" and "Number of Grant-Funded Hours" will auto calculate after you save the row and is based on information you've entered.

The last field is asking you to indicate if the position is new. For continuation grants, the response should be "No."

## Personnel: SSO

The screenshot shows a web form titled "Personnel" with the following fields and values:

- Employee Name\*: James Smith
- Position Title\*: School Security Officer
- Assigned School Name\*: ABC Middle School
- Type of School\*: Middle (dropdown menu)
- Position\*: Full Time (dropdown menu)
- Total Hours Per Week (if applicable):
- Total Hours Per Year\*: 2080
- Total Annual Salary (grant funded plus other sources?): \$55,000.00
- Total Salary Amount Requested from Grant\*: \$50,000.00
- Percent being requested: 90.91%
- Number of Grant Funded Hours (hours per year): 1891
- New Position?: Yes No

Red arrows point from the "Percent being requested" and "Number of Grant Funded Hours" fields to a note: "Auto calculated after you save the row."

### \*Example

- The employee's annual salary (not including fringe) is more than the maximum amount allowed under the grant.
- The grant will be covering 90.91% of the SSO's salary and 1891 hours per year.

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As with the SRO form, under employee name, type the name of the 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.

Then, enter the position title and name of the school where they serve. Each SSO 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", indicate if the position is considered full-time or part-time.

For "Total Hours Per Week," you will enter the number of hours the SSO will be dedicated to the school per week. And for "Total Hours Per Year", you enter the total number of hours the SSO works per year

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.

Then enter the amount of salary you are requesting on the grant to include match in the "Total Salary Amount Requested from Grant" field.

The "Percent Being Requested" and "Number of Grant-Funded Hours" will auto calculate after you save the row and is based on information you've entered.

The last field is asking you to indicate if the position is new. For continuation grants, the response should be "No."

## Personnel

**Personnel Funding**

Federal Funds:

State Funds:

Special Funds:

Cash Match:

In-Kind Match:

**Personnel Total:** \$70,000.00

- Breakdown funds between "Special Funds" and match, if applicable.
- The "Personnel Total" should equal the amount you entered under "Total Salary Amount Requested from Grant."

**Personnel** Multi List

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

Employee Name	Position Title	Date of DCJS certification in the category of law enforcement	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)	Total Salary Amount Requested from Grant	Percent Salary Requested	Number of Grant-Funded Positions?	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Personnel Total
Jane Smith	School Resource Officer	03/03/2019	DEF High School	High School	Full Time	2080	\$70,000.00	\$70,000.00	100.0%	2080	No	\$0.00	\$0.00	\$65,000.00	\$5,000.00	\$0.00	\$70,000.00
						0	2080	\$70,000.00	\$70,000.00	2080		\$0.00	\$0.00	\$65,000.00	\$5,000.00	\$0.00	\$70,000.00

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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.

The "Personnel Total" should equal the amount you entered under "Total Salary Amount Requested from Grant."

## Employee Fringe Benefits

### Employee Fringe Benefits

Employee Name:

FICA:

Retirement:

Group Life:

Health Insurance:

Workers' Comp:

Unemployment:

Disability:

Other:

Requested Employee Fringe Benefits Total: \$25,000.00

If Other, Please Describe:

250 character(s) left

If more than one type of "Other" benefit, please list the amount and type.

- Enter fringe benefits.
- Break down the "Requested Employee Fringe Benefits Total" into Special Funds and, if applicable, the local match field.

### Fringe Benefits Funding

Federal Funds:

State Funds:

Special Funds:

Cash Match:

In-Kind Match:

Employee Fringe Benefits Total: \$25,000.00

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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.

Also, 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

"Personnel Total" = "Total Salary Amount Requested from Grant"

**Personnel** Multi-List Mark as Complete Add Row

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

Employee Name	Position Title	Date of DCJS certification in the category of law enforcement	Assigned School Name	Type of School	Position	Total Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary Grant (rounded plus other salaries)	Total Salary Amount Requested from Grant	Percent Being requested	Number of Grant-Funded Hours (hours per year)	New Position?	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Personnel Total
Jane Smith	School Resource Officer	03/03/2019	DEF High School	High School	Full Time	2080	2080	\$70,000.00	\$70,000.00	100.0%	2080	No	\$0.00	\$0.00	\$65,000.00	\$5,000.00	\$0.00	\$70,000.00
						0	2080	\$70,000.00	\$70,000.00		2080		\$0.00	\$0.00	\$65,000.00	\$5,000.00	\$0.00	\$70,000.00

"Employee Fringe Benefits Totals" = "Requested Employee Fringe Benefits Totals"

**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
Jane Smith	\$5,355.00	\$7,567.00	\$938.00	\$10,034.00	\$1,106.00	\$0.00	\$0.00	\$0.00	\$25,000.00		\$0.00	\$0.00	\$9,250.00	\$15,750.00	\$0.00	\$25,000.00
	\$5,355.00	\$7,567.00	\$938.00	\$10,034.00	\$1,106.00	\$0.00	\$0.00	\$0.00	\$25,000.00		\$0.00	\$0.00	\$9,250.00	\$15,750.00	\$0.00	\$25,000.00

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This is an example of what you should see when you have entered Personnel and Employee Fringe Benefits rows. The red font columns are the required fields and the system calculates the totals of each column.

As previously stated, the "Personnel Total" should equal the amount you entered under "Total Salary Amount Requested from Grant." Under Employee Fringe Benefits "Employee Fringe Benefits Total" should equal the amount calculated under "Requested Employee Fringe Benefits Total."

## Personnel and Employee Fringe

### \*REQUIRED: Position and Justification

**Position and Justification** 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:** John Smith

**Description of Position**  
Briefly describe grant-related duties performed by the SRO.

SRO Smith will be assigned to DEF High School located in the DEF City. Some of the job responsibilities include patrolling school halls, monitoring cafeteria during lunch period, presenting Virginia Rules curriculum, responding to request for assistance from school administration, and mentoring.

453 character(s) left

**Justification for Position**  
Explain how the position is essential and how the requested salaries are consistent with the locality's human resource policies.

SRO Smith has 3 years of certified law enforcement experience. The average salary in DEF City for a police officer with that experience level is \$65,000 to \$75,000. The salary for SRO Smith is inline with other SROs in the area. This position is essential in promoting a safe and secure learning environments for students and staff.

417 character(s) left

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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.

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

- Grant funds can only be used for salary and fringe benefits.
- All state grant funds should be located under "Special Funds".

Personnel and Employee Fringe Benefits Totals	
<b>DCJS FUNDS</b>	
Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$74,250.00
<b>Match Funds</b>	
Cash Match:	\$20,750.00
In-Kind Match:	\$0.00
<b>Personnel/Fringe Total</b>	
TOTAL:	\$95,000.00

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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."



## Budget Categories

**Requested** Save Form

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

Is Travel being requested?:

**Requested** Mark as Complete Save Form

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

Is Travel being requested?:

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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.

If you are not providing match in a category, you need to answer "No" at the top of each form. Once you've answered the question, you can save the form, mark it as complete, and move on.

## Match: Equipment

**Requested**

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

Is Equipment being requested?

**Equipment** MULTI-LIST

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 pre-rated share of such an item.

Equipment Item	Unit Price/Item/Lease 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 26, 2020 9:26 AM <input type="button" value="Add Item"/>									

**Equipment Description and Justification** MULTI-LIST

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 26, 2020 9:26 AM <input type="button" value="Add Item"/>		

**Additional Documentation** Other Attachments

Description	File Name	Type	Size	Upload Date	Delete
No files attached					
Last Edited By: Tester External - Oct 26, 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:** \$5,000.04

**Equipment Funding**

**Federal Funds:**

**State Funds:**

**Special Funds:**

**Cash Match:**

**In-Kind Match:**

**Equipment Total:** \$5,000.00

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First, you will list the item that supports 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/Monthly Rate". 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

18 Save 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:

Vehicle Costs

Description of Equipment:

Vehicle costs consist of insurance, maintenance, and gas. We estimate the monthly costs to operate a police vehicle for the SRO position is \$1098/month. We are allocating \$416.67/month as match for this project. The vehicle will be used by the SRO to go to and from the assigned school and will be parked in front of the school for crime prevention purposes.

389 character(s) left

Justification for Equipment:

Departmental Policy provides a vehicle to every officer for basic transportation while on duty. In addition, the SRO's assigned vehicle will be used for Criminal Prevention Through Environmental Design (CPTED) techniques.

628 character(s) left

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 the project.

## Match: Equipment

Additional Documentation - Other Attachments

✓ Mark as Complete

+ Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
No files attached					

Last Edited By: VCSOS Test - Jan 25, 2022 3:33 PM

Equipment Totals

✓ Mark as Complete

DCJS FUNDS

Federal Funds: \$0.00

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$5,000.00

In Kind Match: \$0.00

Equipment Total

TOTAL: \$5,000.00

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.

## Attachments: SRO

The screenshot shows a web application interface for 'Attachments: SRO'. At the top, there is a navigation bar with tabs: App List, General, Face Sheet, Budget, Project, Goals, FREQ, Contact, Travel, Subsite, Equipment, Supply, Attach, Non-Su, and Author. The 'Attach' tab is selected. Below the navigation bar, the page title is 'Attachments - Current Version'. The main content area is divided into two sections. The first section, 'Attachments Required?', has a yellow background and contains the question 'Are additional attachments required by the funding opportunity?' with a 'Yes' answer. It includes buttons for 'Mark as Complete' and 'Go Back From'. The second section, 'Attachments - Other Attachments', has a light blue background and contains a table of uploaded files. The table has columns for Description, File Name, Type, Size, Upload Date, and Delete. One file is listed: 'MOU between the Town of ABC and ABC Police Department signed August 2020' with file name 'virginia-school-law-enforcement-partnership-model-memorandum-understanding.pdf', type 'pdf', size '145 KB', and upload date '10/29/2020 09:40 AM'. Below the table are buttons for 'Previous' and 'Next', and a 'Scroll' button at the bottom right.

Description	File Name	Type	Size	Upload Date	Delete
MOU between the Town of ABC and ABC Police Department signed August 2020	virginia-school-law-enforcement-partnership-model-memorandum-understanding.pdf	pdf	145 KB	10/29/2020 09:40 AM	Delete

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After all of the budget itemization forms is the Attachments 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.

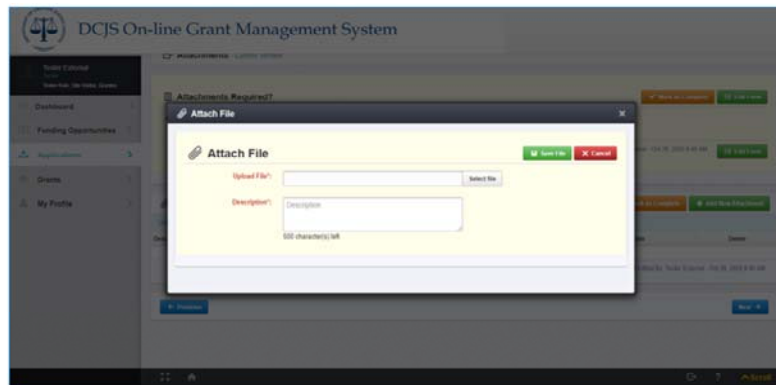
It is possible that new applicants won't have an established MOU at the time of the application but, if awarded, grant funds will not be distributed until this requirement is met.

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 Basic training records which can include the PIC form received for completing the course. The training record should indicate the dates the SRO attended a DCJS SRO Basic training. If the staff has not attended a training then the confirmation of registration for a training within the first four months of the grant cycle should be attached. 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

The screenshot displays the 'DCJS On-line Grant Management System' interface. A modal window titled 'Attach File' is open, featuring a yellow background. It contains an 'Upload File' button, a 'Select File' button, and a text area for 'Description' with a 500-character limit. The background shows a sidebar with navigation links like 'Dashboard', 'Funding Opportunities', 'Applications', 'Grants', and 'My Profile'. The main content area lists various funding opportunities with columns for 'Funding Opportunity', 'Status', and 'Action'.

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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 records.

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



## Non-Supplantation

- Certification that grant funds will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purpose.

The screenshot shows a web form titled "Non-Supplantation" with a "Save & Exit" button in the top right. Below the title, a paragraph states: "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." A red line of text reads: "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." Below this is a "Certification:" section with "Yes" and "No" radio buttons. The "Yes" button is selected. Underneath is the "Project Administrator:" section with four input fields: "First Name" (containing "Joe"), "Last Name" (containing "Johnson"), "Title" (containing "City Manager"), and "Date" (containing "01/26/2022").

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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.

If the Project Administrator is not registered in OGMS and a signing authority has not been designated, a signed copy of the Non-Supplantation form can be uploaded under Attachments.

## Authority Certification

- Signing authority documentation should be uploaded under Attachments.

The screenshot shows a web form titled "Authority Certification" with a "Save Form" button in the top right corner. The form contains the following text and fields:

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:**

<input type="text" value="Joe"/>	<input type="text" value="Johnson"/>
First Name	Last Name
<input type="text" value="City Manager"/>	<input type="text" value="01/26/2022"/>
Title	Date

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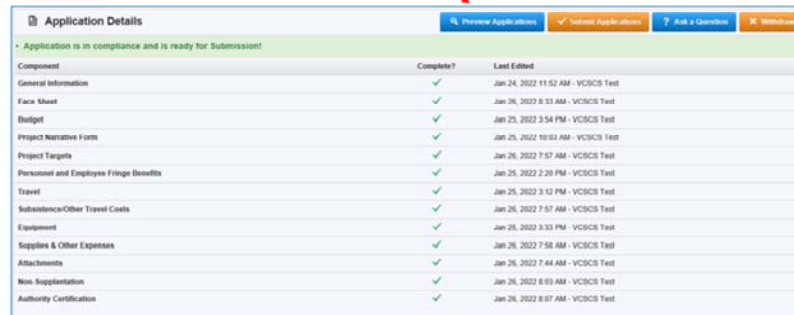
Next is the Authority Certification.

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 should include any signature authority documentation in the attachments section of the application. Just make sure to label it appropriately.

As stated on the previous slide, if the Project Administrator is not registered in OGMS and a signing authority has not been designated, a signed copy of the Non-Supplantation form can be uploaded under Attachments.

## Submitting the Application



**Application Details**

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jan 24, 2022 11:52 AM - VCSCS Test
Face Sheet	✓	Jan 26, 2022 8:13 AM - VCSCS Test
Budget	✓	Jan 25, 2022 3:54 PM - VCSCS Test
Project Narrative Items	✓	Jan 25, 2022 10:03 AM - VCSCS Test
Project Targets	✓	Jan 26, 2022 7:57 AM - VCSCS Test
Personnel and Employee Fringe Benefits	✓	Jan 25, 2022 2:20 PM - VCSCS Test
Travel	✓	Jan 25, 2022 3:12 PM - VCSCS Test
Subsistence/Other Travel Costs	✓	Jan 26, 2022 7:57 AM - VCSCS Test
Equipment	✓	Jan 26, 2022 3:33 PM - VCSCS Test
Supplies & Other Expenses	✓	Jan 26, 2022 7:58 AM - VCSCS Test
Attachments	✓	Jan 26, 2022 7:44 AM - VCSCS Test
Non-Supplementation	✓	Jan 26, 2022 8:03 AM - VCSCS Test
Authority Certification	✓	Jan 26, 2022 8:07 AM - VCSCS Test

Buttons: Preview Application, Submit Application, Ask a Question, Withdraw

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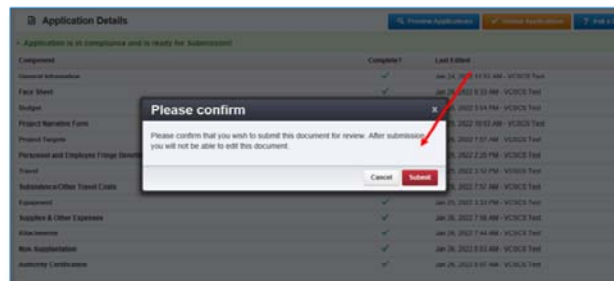
To submit the application, every form must be marked as complete. If you do not see a green check mark in the "Complete?" column then you need to return to the form and mark it as complete.

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

- \*Review the entire application!
- Make sure budgets match, information is correct, and all required items are provided.



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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.



## 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 4, 2022.
- 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 SRO and SSO grants.
- May not exceed \$125,000 per SRO position or \$50,000 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 4<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 SRO and SSO position grants. And each funding opportunity will have different requirements for new and continuation grants.

Funding requests may not exceed \$125,000 per SRO position or \$50,000 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.



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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.