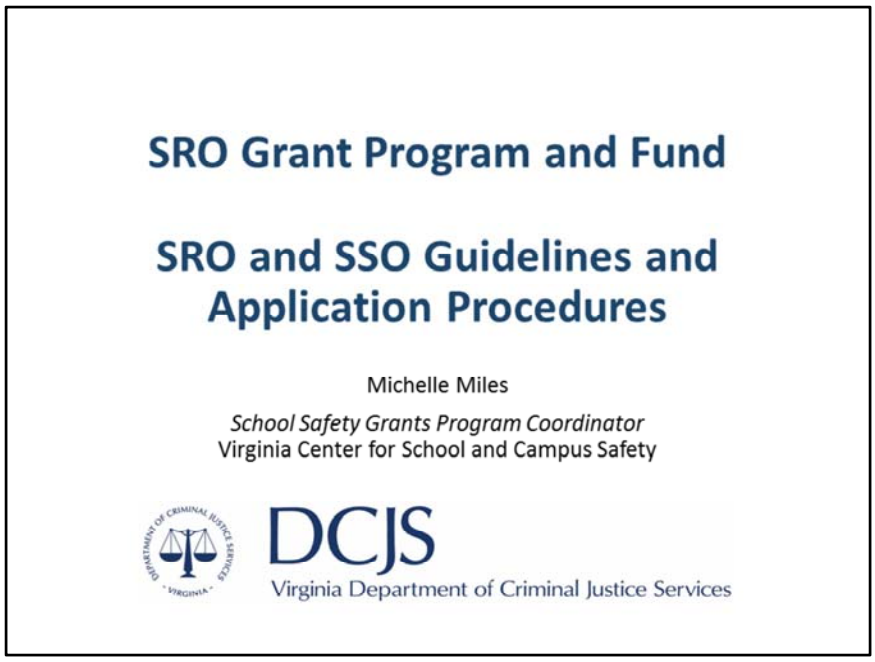
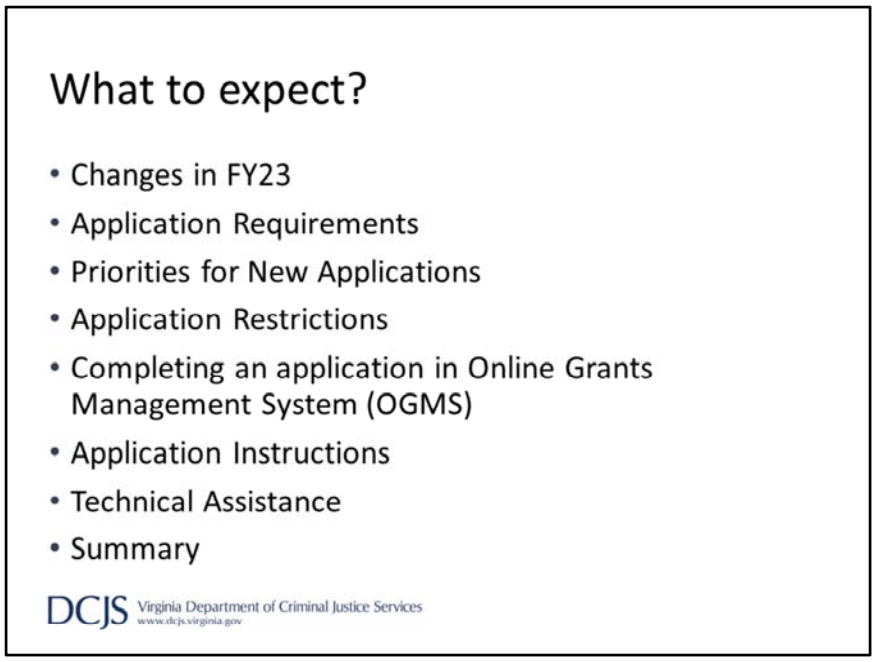


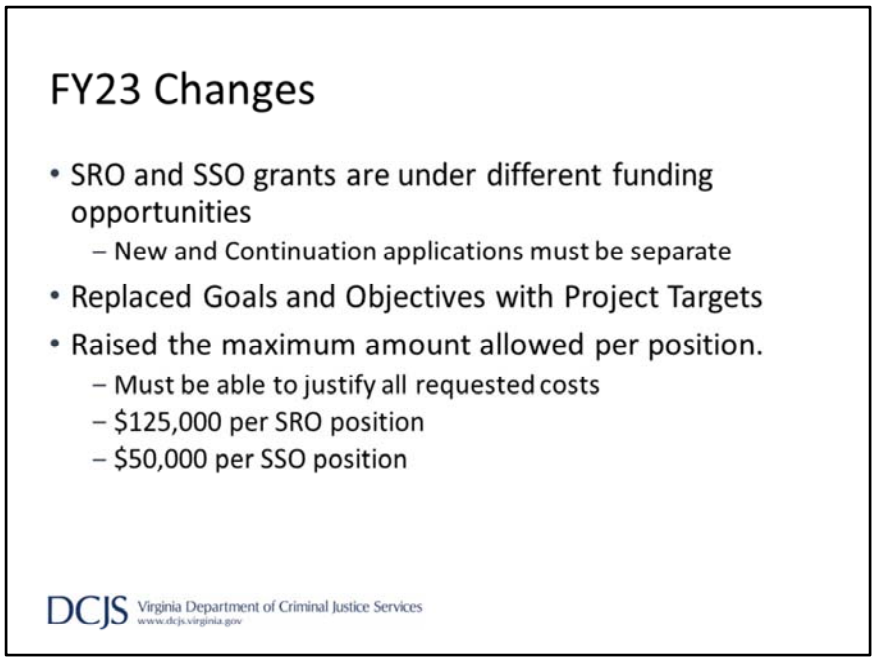
Hello! This presentation is for the application process for the SRO/SSO Incentive Grant Program. If you have any questions about the information provided in the slides, please contact Michelle Miles at michelle.miles@dcjs.Virginia.gov or 804-225-1846.

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.



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

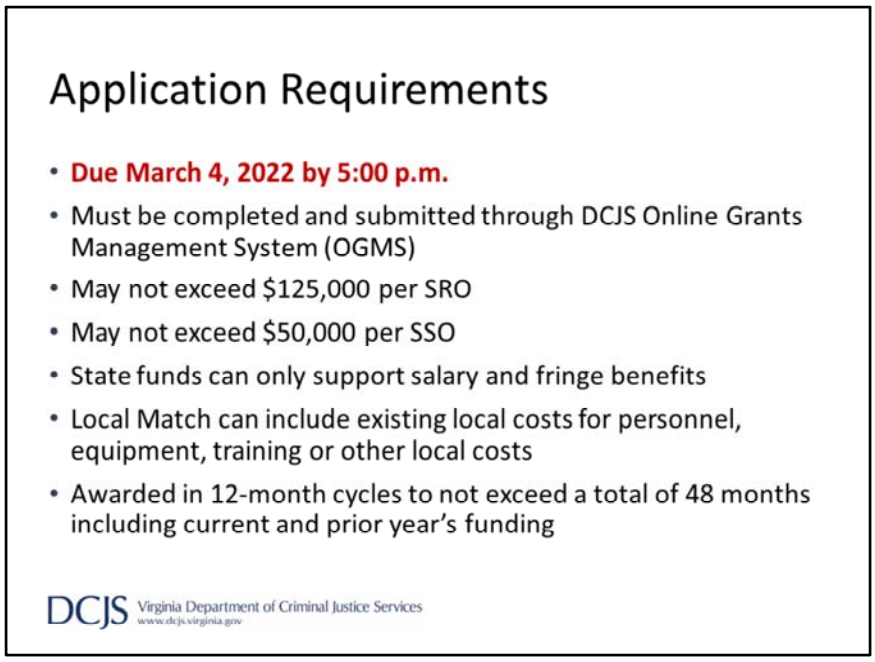


We've made some changes for the FY23 grant year that we feel will make things easier for you.
In the past, localities would apply for SROs and SSOs under the same funding opportunity but new and continuation were separate.

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.



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.

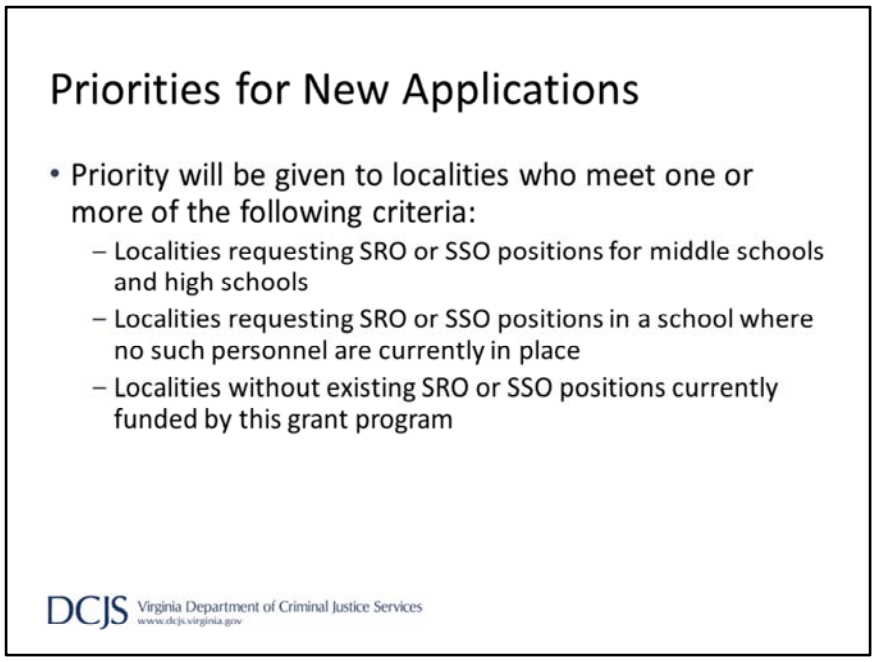
You must register in OGMS to apply. Please allow time for the registration process and any possible technical difficulties you may experience since the application will not be accepted after the deadline.

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.

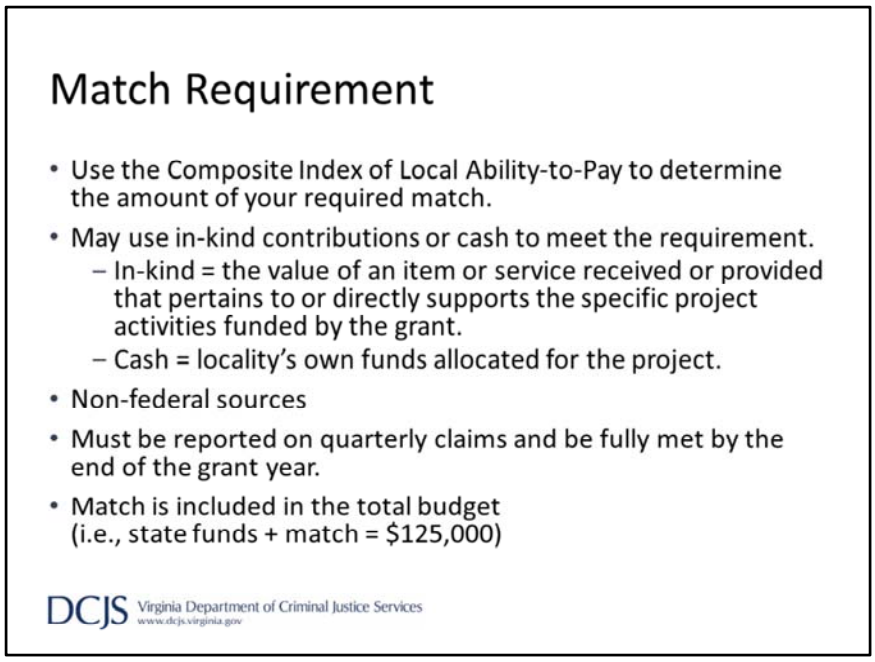
Grants are awarded in 12-month cycles, with fiscal year 2023 beginning July 1, 2022 and ending on June 30, 2023.

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



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.

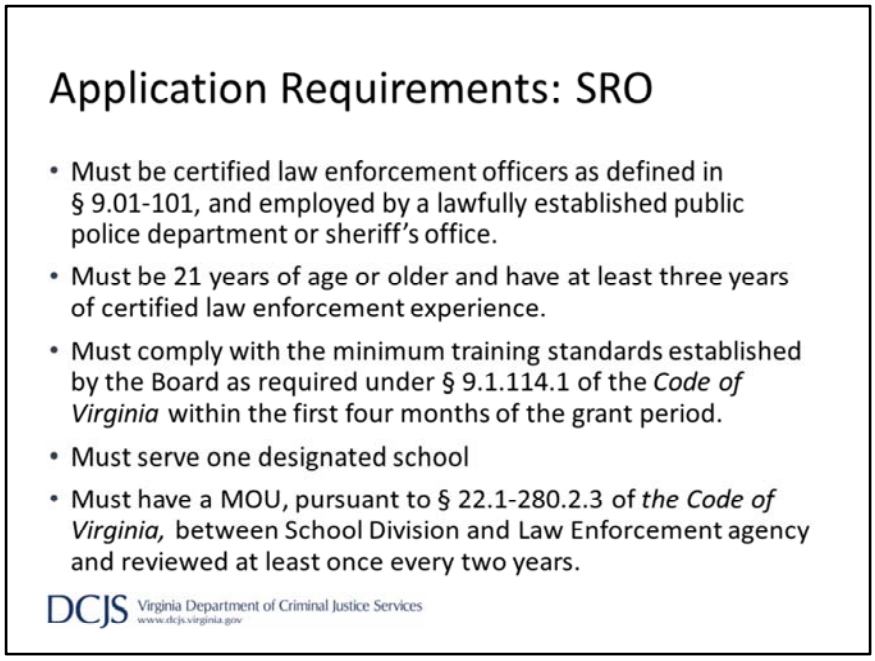


This grant program does require match based on the Virginia Department of Education's Composite Index of Local Ability-to-Pay. The link is included under Website Links in the Funding Opportunity, which I will discuss in more detail coming up in the presentation.

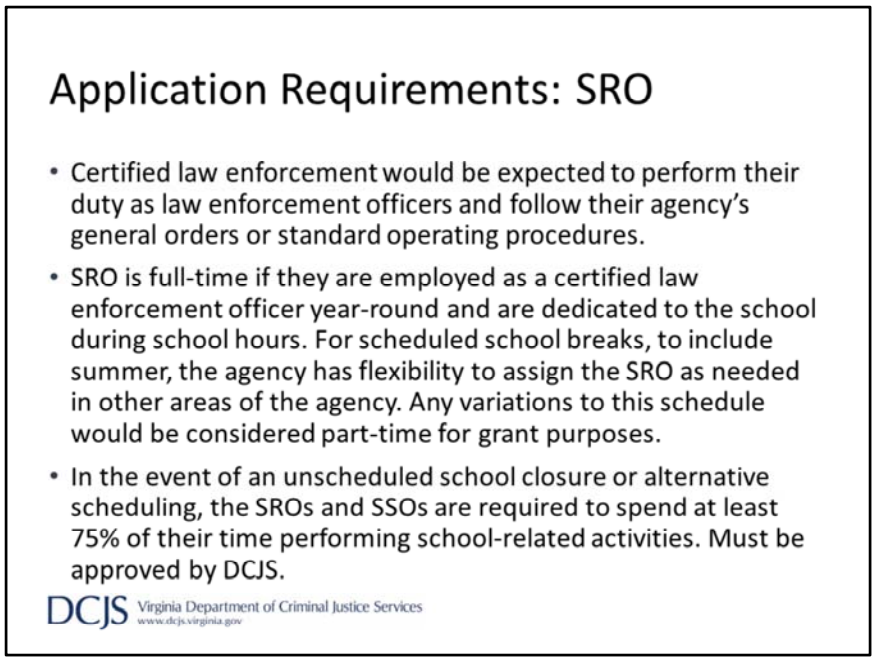
Localities may use in-kind contributions or cash. In-kind match is the value of an item or services received or provided that pertains to or directly supports the specific project activities funded by the grant. An example would be the value of office space the SRO occupies at the school. Cash match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

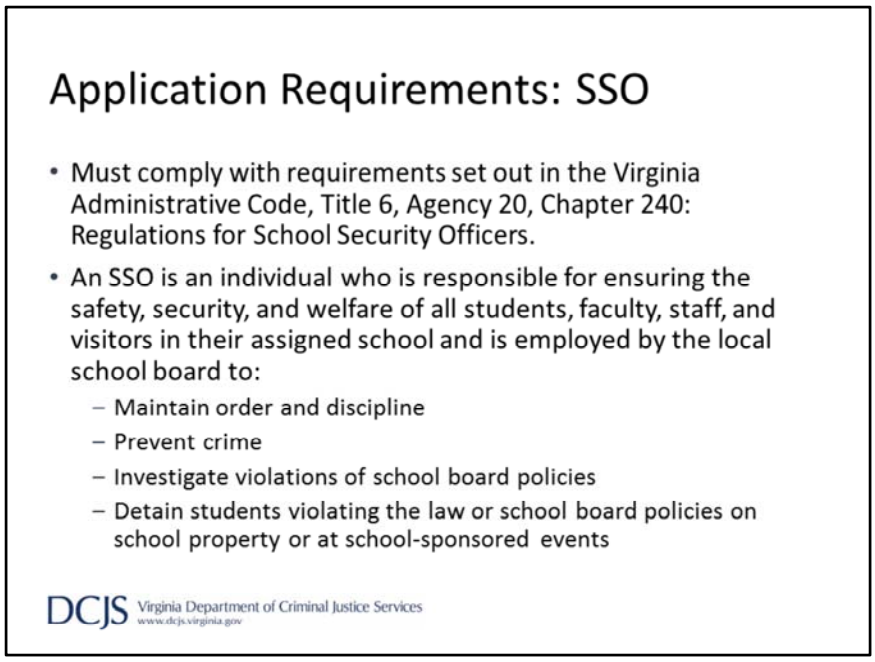
In addition, match must be included in the total requested budget, not to exceed $125,000 per SRO position and $50,000 per SSO positions. There is an example of how to calculate state funds and match in the funding opportunity.



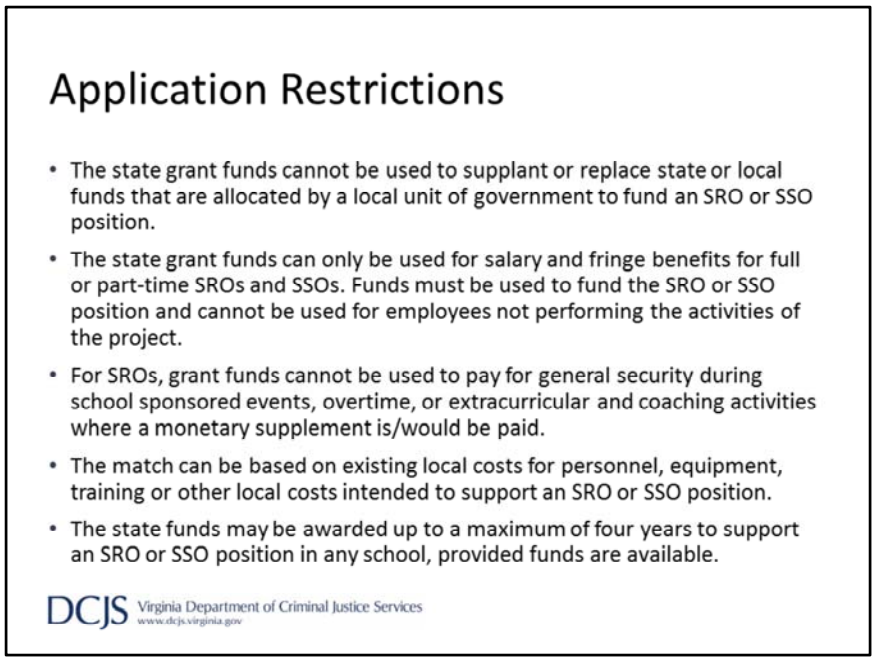
There are requirements specific to School Resource Officer positions.
The SRO must be a certified law enforcement officer as defined in the Code of Virginia.
They must be 21 years of age or older and have at least 3 years of certified law enforcement experience.
They must comply with minimum training 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.



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, if could result in a reduction or rejection of funding. Reach out to your grant monitor to discuss options and get approval.



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.



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

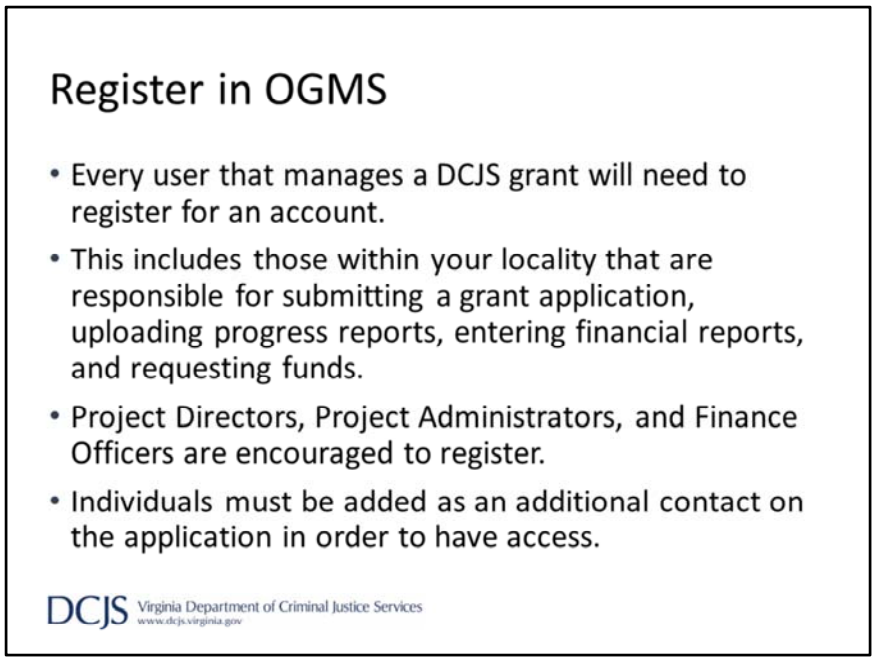
One of those restrictions is the issue of supplanting. State funds cannot be used to replace state or local funds that are allocated to fund an SRO or SSO position.

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.

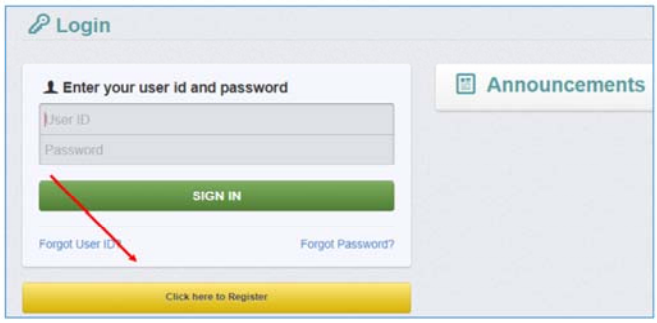
State funds, if available, may be awarded up to a maximum of four years at level funding. Any requests to increase your budget must be justified in detail and will only be considered if funding is available. However, the request cannot exceed $125,000 per SRO position or $50,000 per SSO position.



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.dcjs.virginia.gov
- Click on “Click here to Register”



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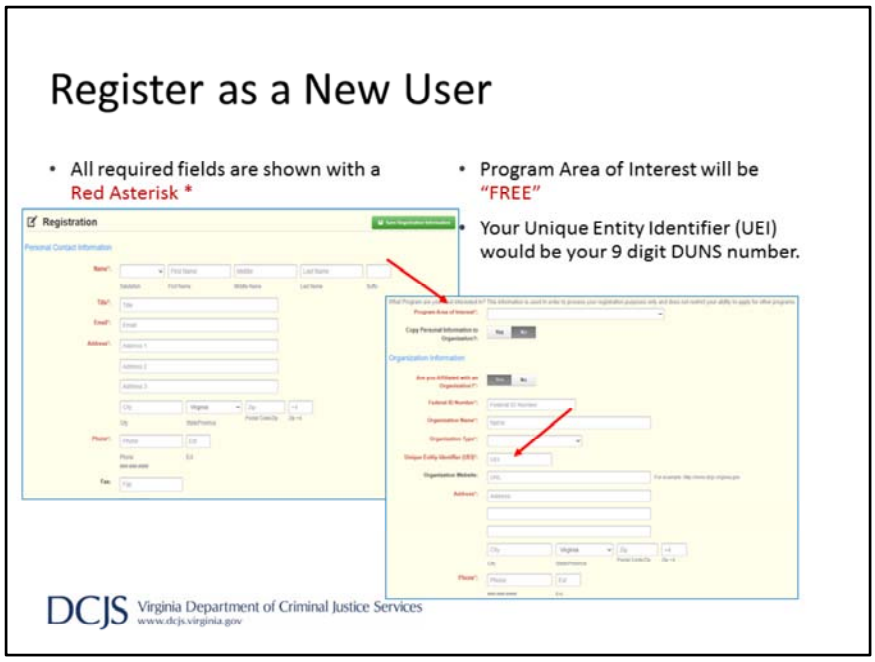
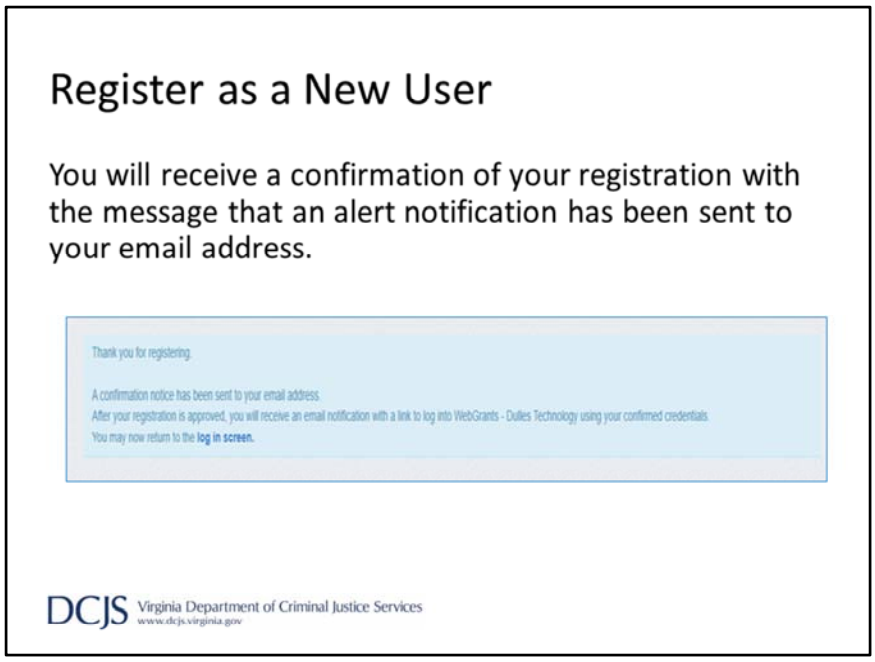
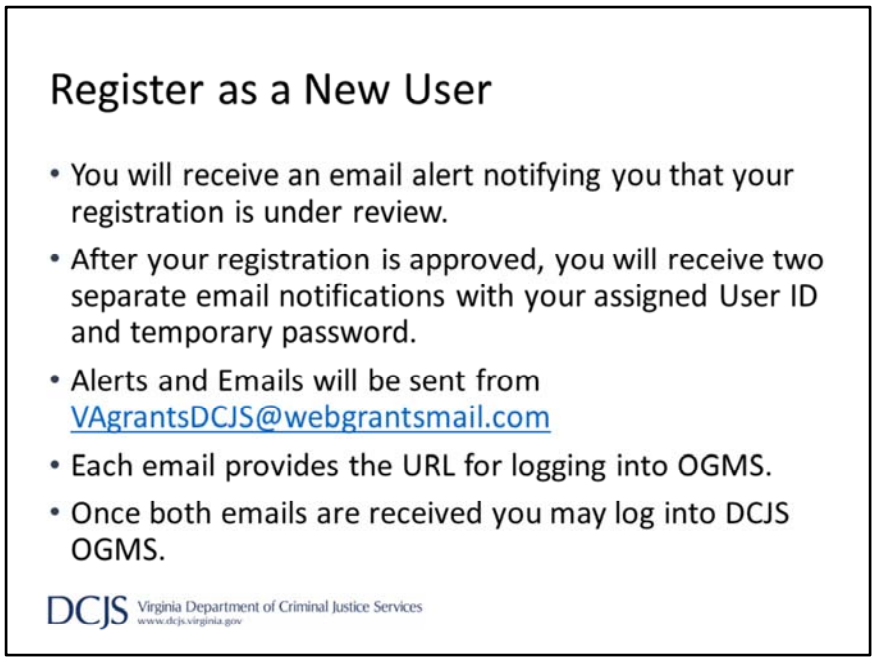
The URL for OGMS is ogms.dcjs.virginia.gov
Once you enter the URL in your browser, it will take you to the Login page.
From there you will choose "Click here to Register”



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.



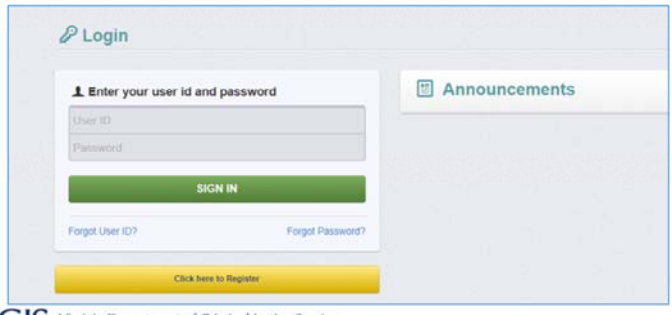
After completing the required fields and clicking "Save Registration Information," you will receive a message letting you know that a confirmation email was sent to the email address you entered.
This is not approving your registration but confirming we received your information.



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. 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



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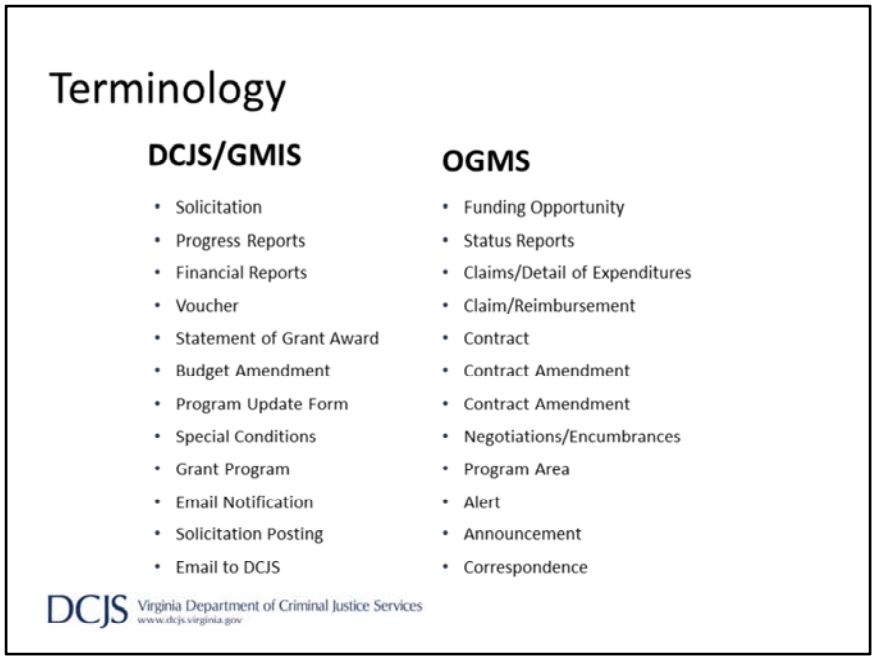
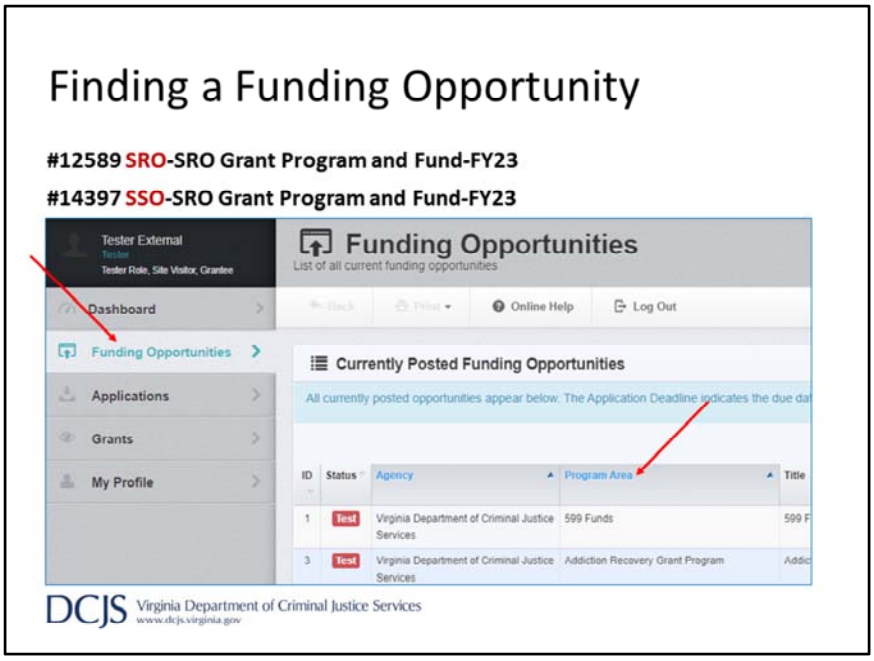
When you go to the Login page, you will find announcements on the right hand side of the screen.
This area will include any open funding opportunities, system maintenance alerts, and other information that will be helpful with managing your grants in OGMS.
Under the area where you log in will be the 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.



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.



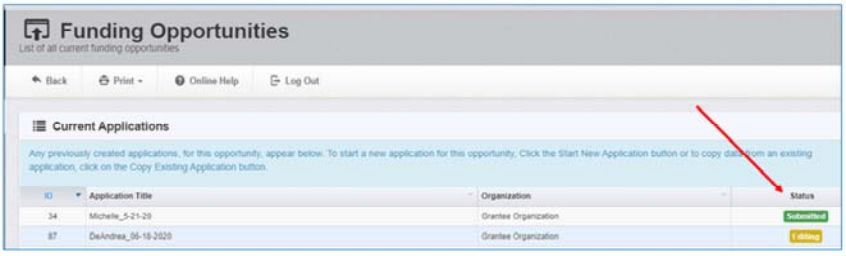
When you sign in you will see the tool bar on the left hand side of the page.
This includes your Dashboard, which displays approaching deadlines, a calendar, alerts, and monitoring activities.
We will discuss some areas of the system in more detail later in the presentation.
Other areas will be explained 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.



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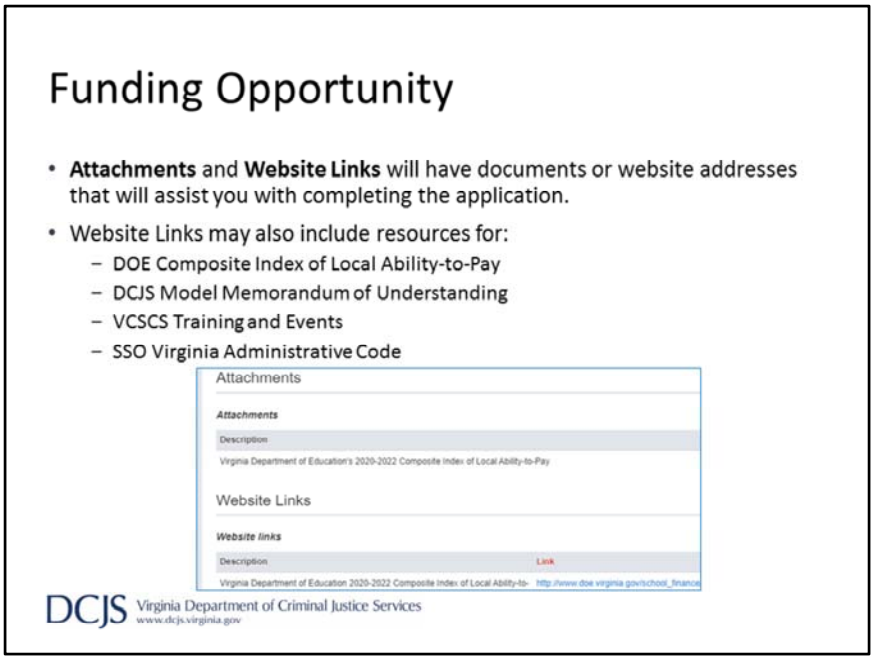
When you click on the funding opportunity, at the top, it will display any current applications your associated organization has under that funding opportunity.
It will show you if the application has been submitted or if it's still in editing status.

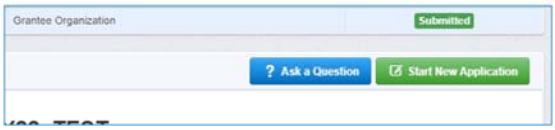
When you click on the appropriate funding opportunity, the description will include the introduction, eligibility, application deadline, amount available, priorities for new applications, grant period, and an abbreviated match requirements sections.
The grant requirements and instructions will be located 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.



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.



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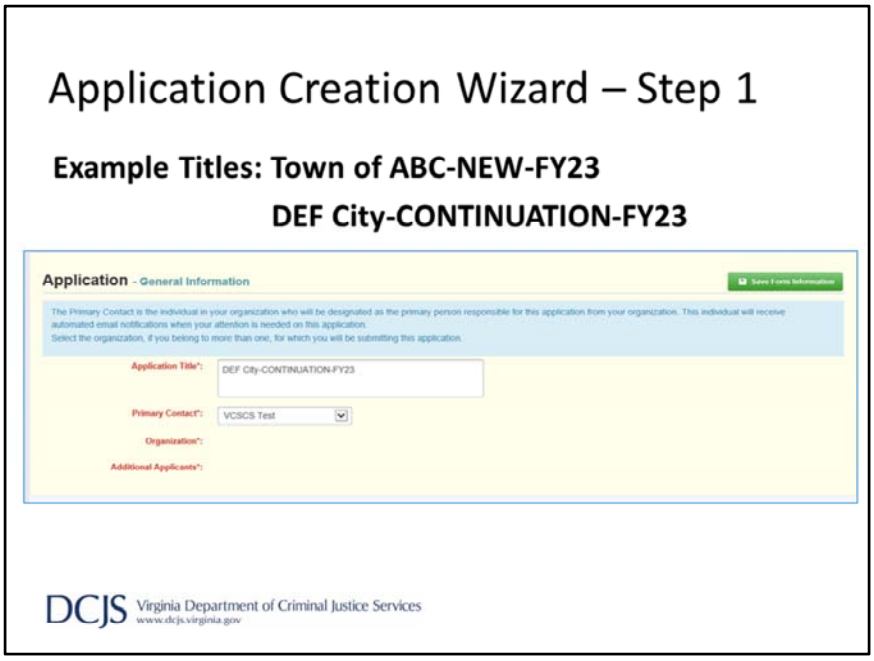
At any time, you can click on "Ask a Question" to submit a question in OGMS.
When someone from DCJS answers your question, you will receive an email alert.
Please remember that your questions and the answers may be posted at the bottom of the funding opportunity for other applicants to see.
To start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



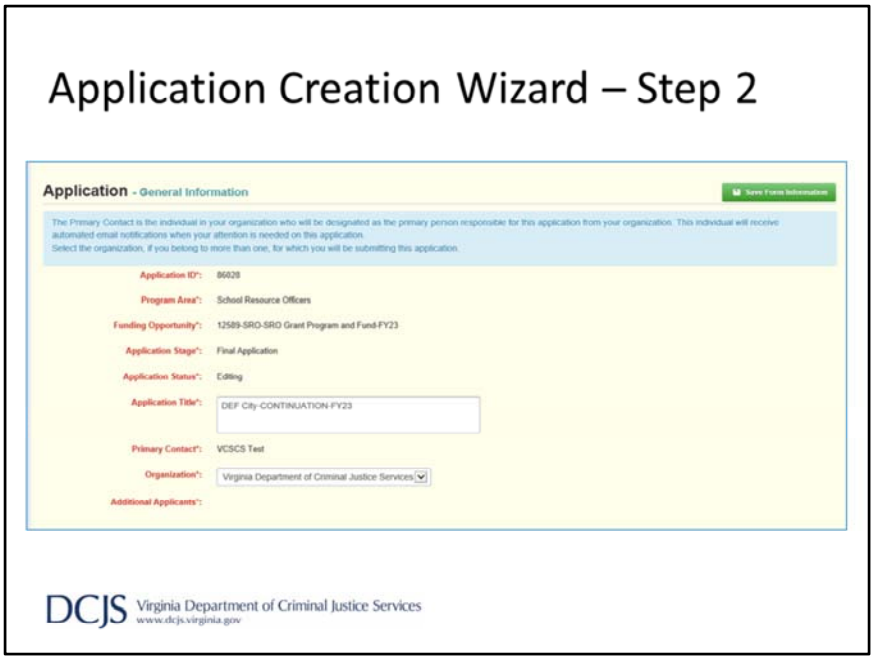
After you click, "Start New Application" you will be taken to the Application Creation Wizard.

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.

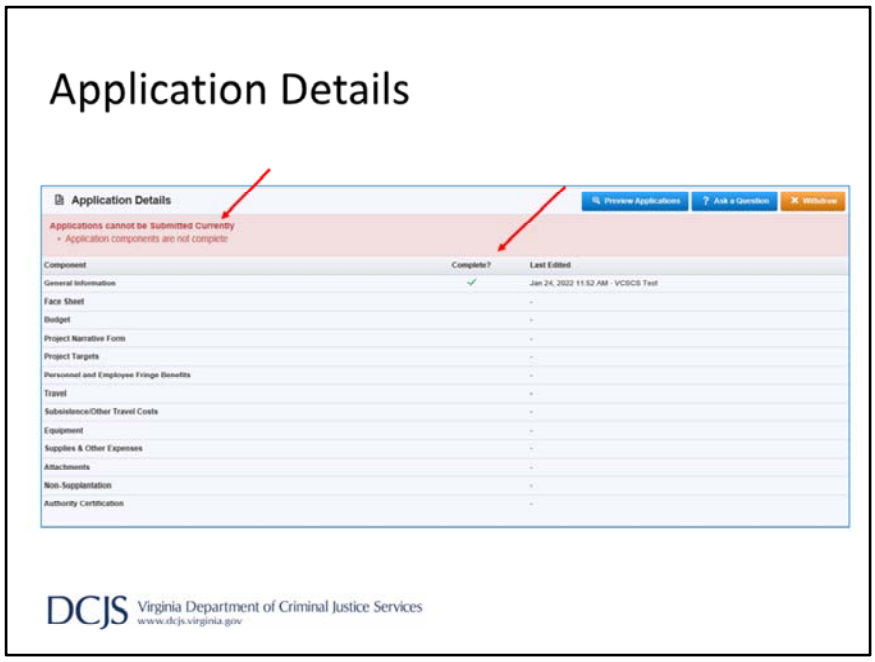
The primary contact is the person who has the day-to-day responsibility for managing the grant. It is recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons giving them access to edit the application or associate them later if the grant is awarded.

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

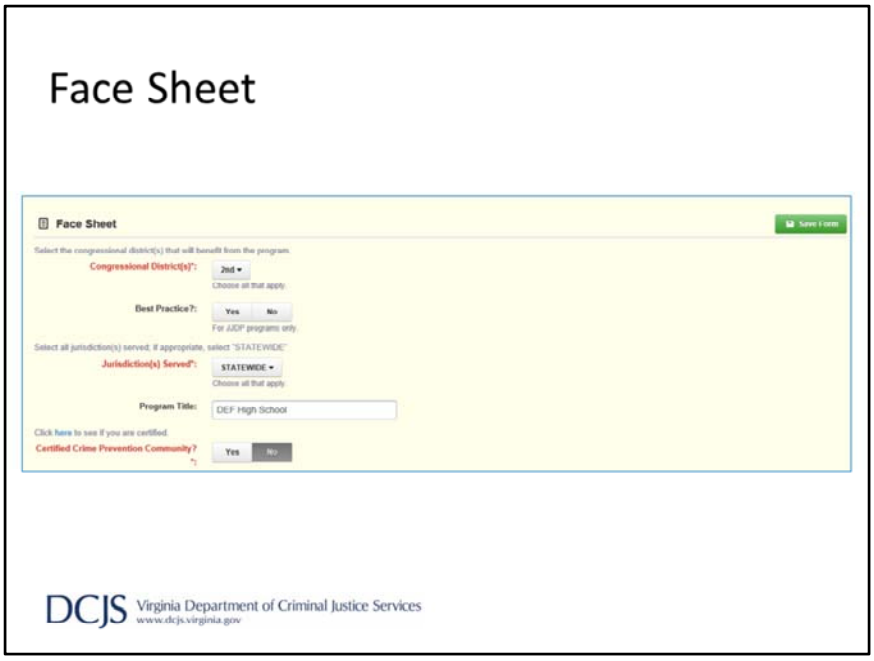


Under step 2, an application ID will be assigned and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Next, you will select the organization for who you will be submitting the application. Again, click "Save Form."

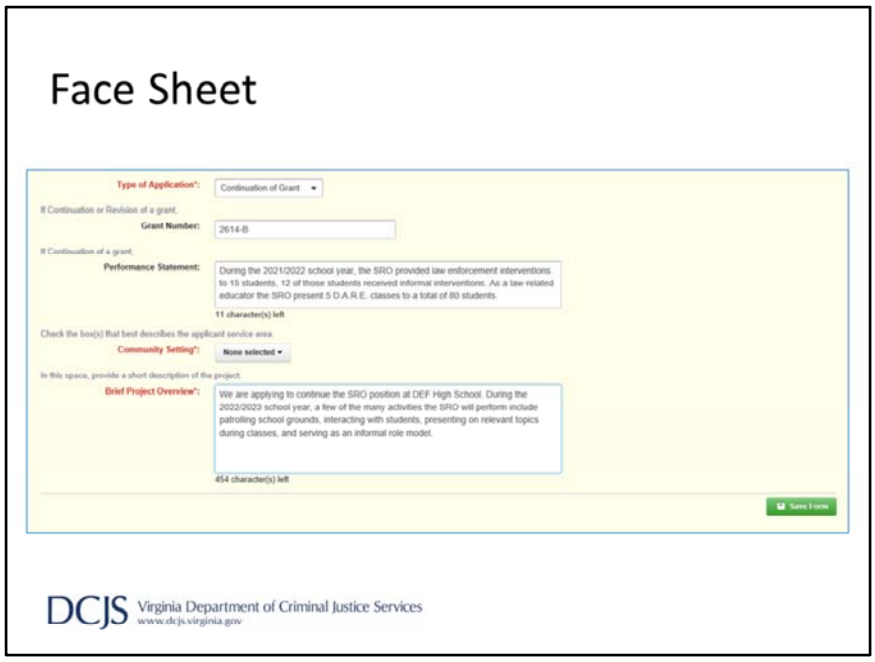
Under step 3 is where you will have the chance to include additional applicants or contacts.
You can select any additional individuals within your organization that will also manage the grant and work on the application.
This should include the Project Director and Finance Officer.
Once you click "Save 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.



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.



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.

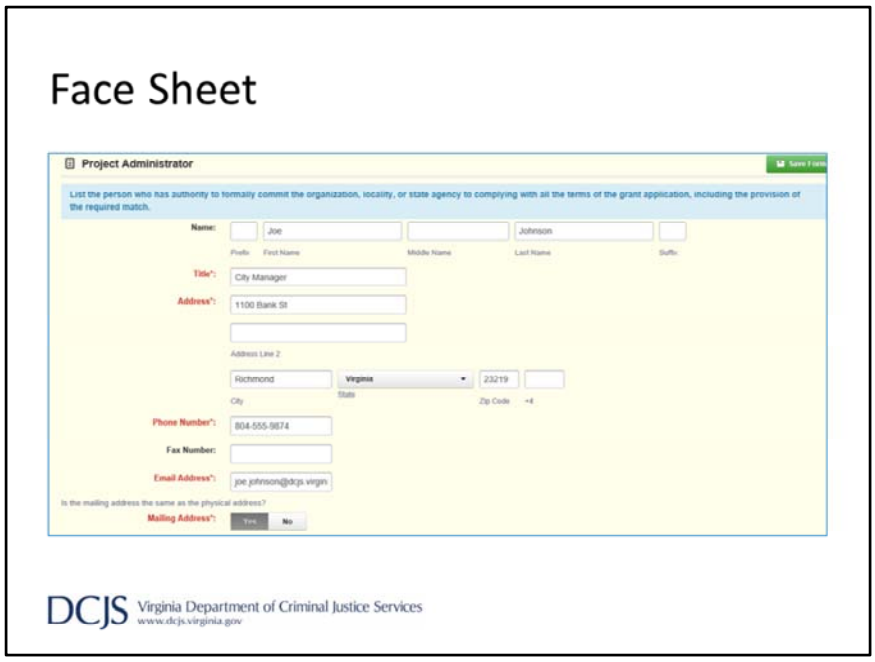


The type of application will depend on if you are submitting a continuation application or one for a new project.

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.



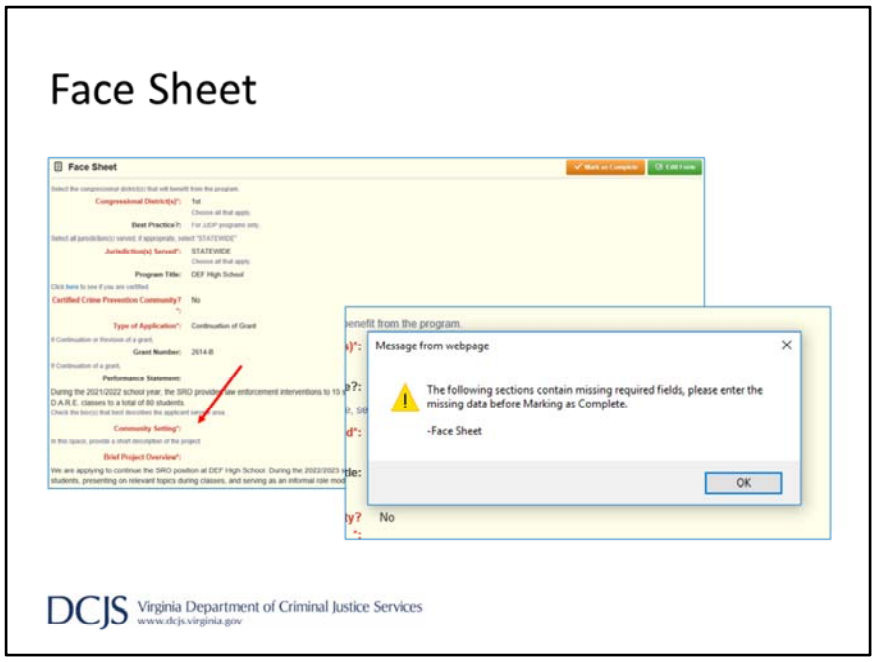
Next you will enter the Project Director, Project Administrator, and Finance Officer including their contact information.

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.

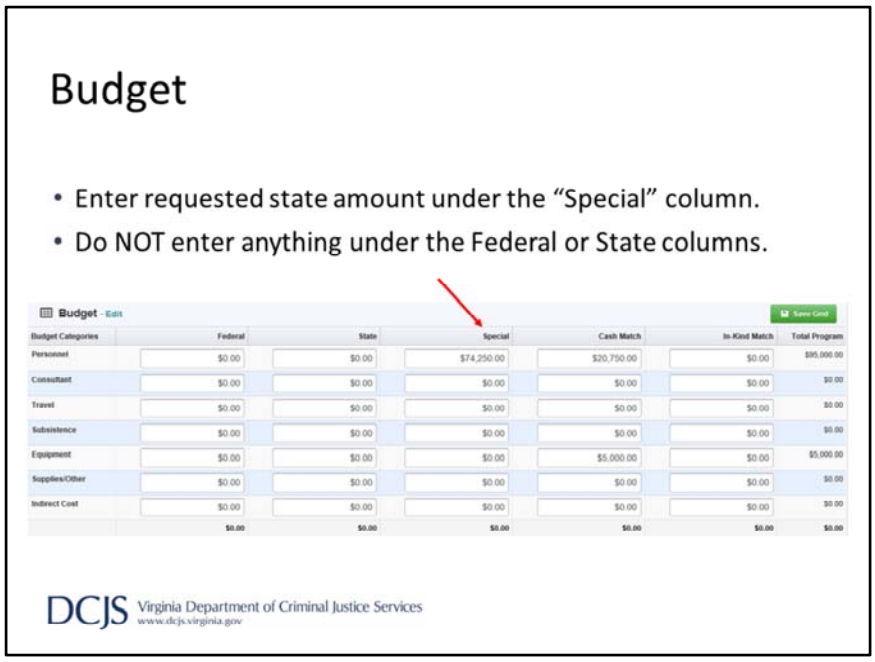
The Project Administrator is the person who has authority to formally commit the locality to complying with all terms of the grant applications, including the required match. This must be the local unit of government's chief elected officials or the County Administrator, City Manager, Town Manager or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

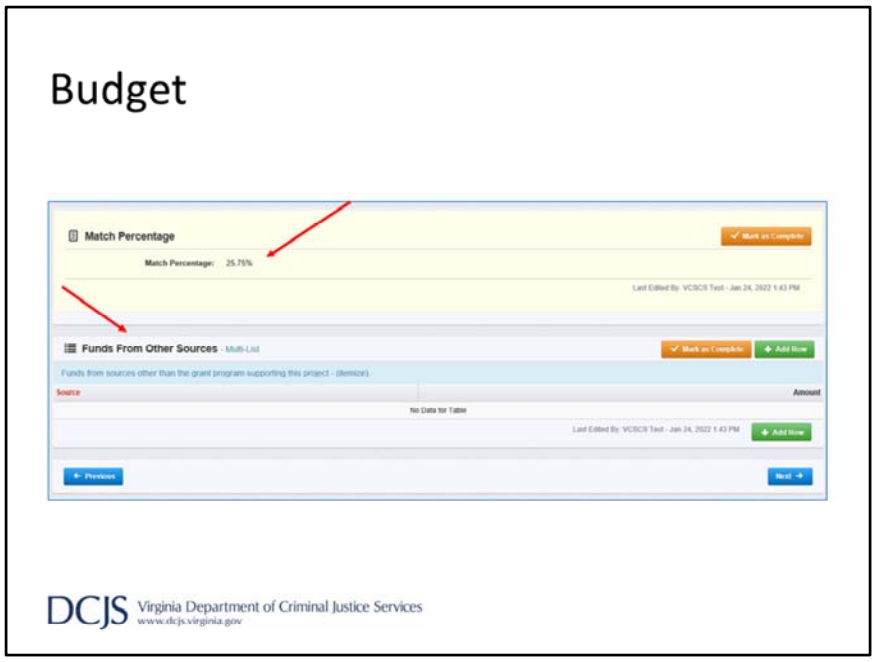
Lastly, you will enter the Finance Officer information. The person listed should be the one responsible for the fiscal management of grant funds.



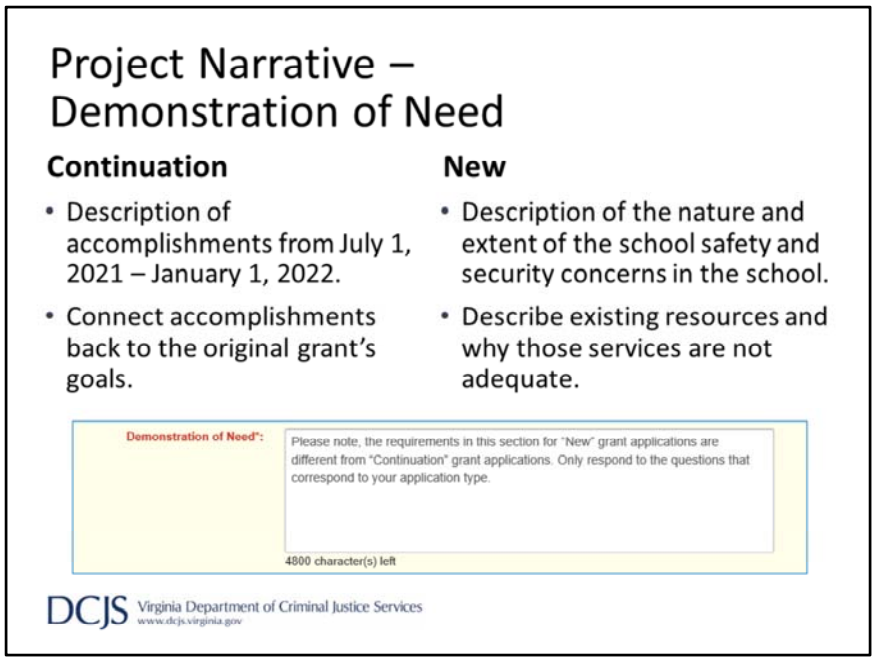
Before the form can be marked as complete, all fields in red font must be completed. If a field is missing, you will get an alert letting you know that a required field is missing and you will need to go back to the form.
For this section, the separate forms are Face Sheet, Project Director, Project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



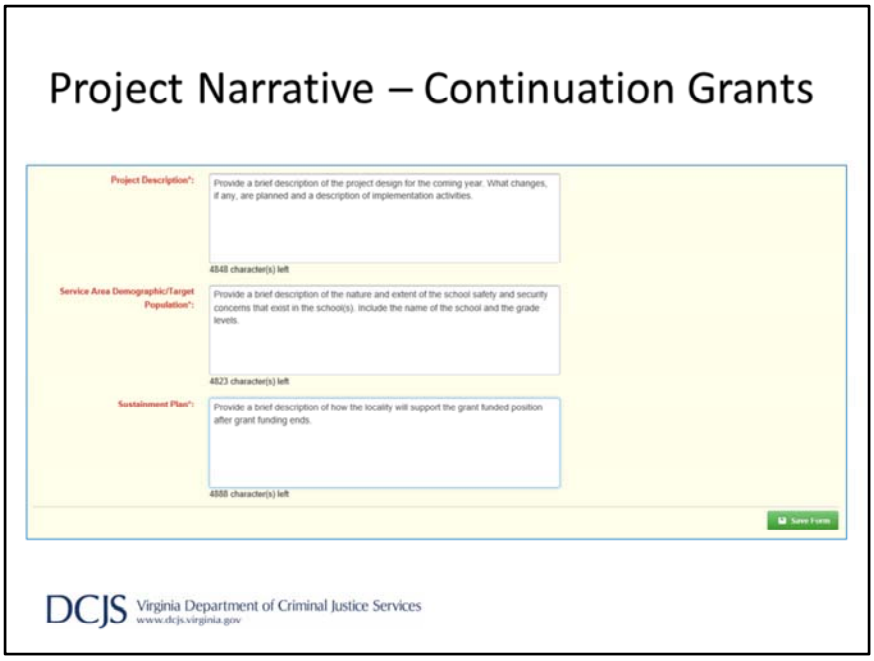
The Budget form is required and may look familiar to our current grantees.
To complete this form, click "Edit Grid" and enter your requested state amount under the "Special" column. Do not enter anything under the federal or state columns.
You will enter the local match under "Cash Match" or "In-Kind 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.



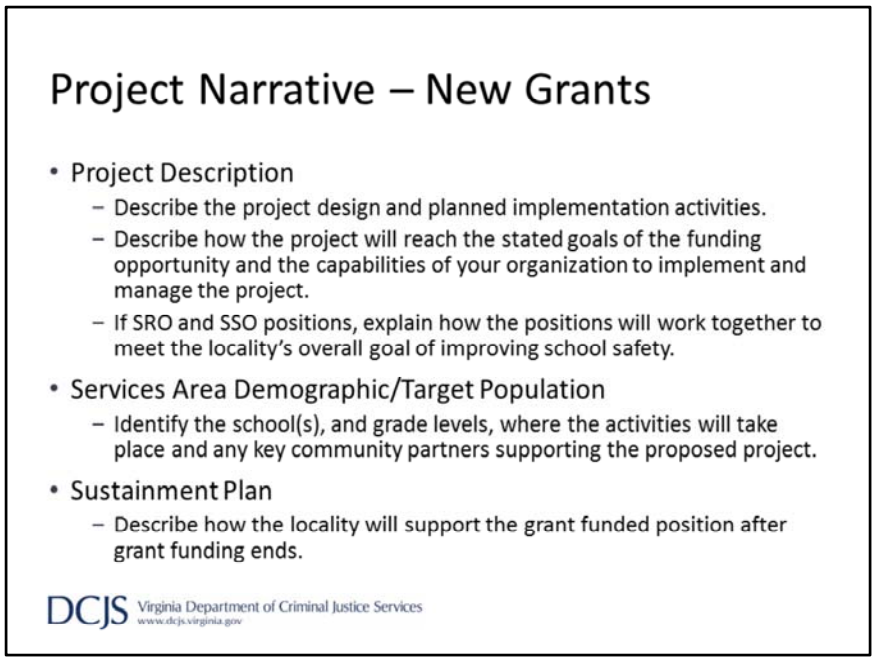
After you enter all your amounts in the budget grid, the "Match Percentage" box will auto-calculate the percentage of match you provided.
You will want to make sure that the match percentage on this form matches what is in the composite index.
Under that, the next section is "Funds From Other Sources." 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.



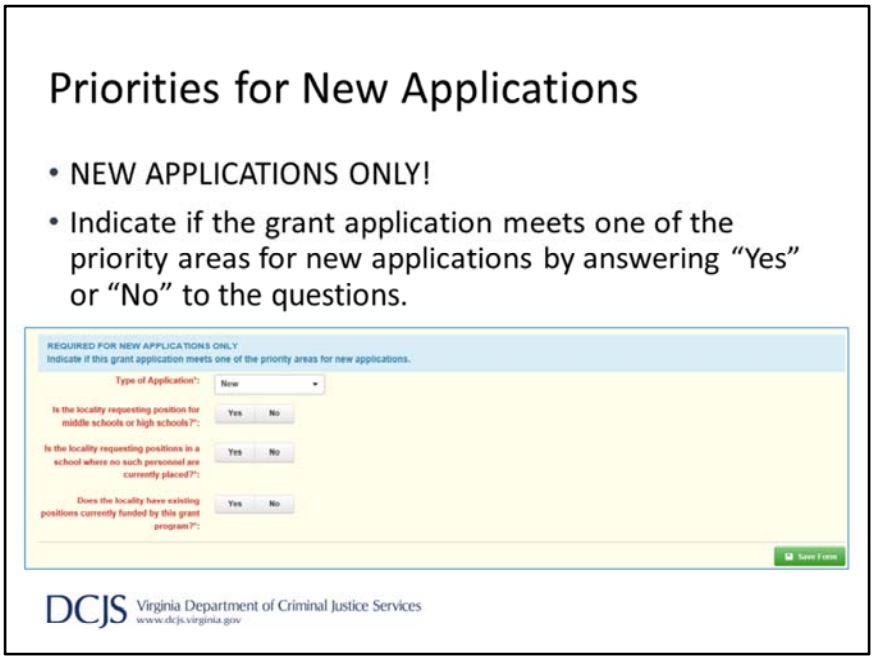
There are four sections to the "Project Narrative" form. Please read the instructions carefully to know what information is needed under each one. Especially since requirements are different for new and continuation grant applications.
The first section is "Demonstration of Need."
For continuation grants, 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.



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.

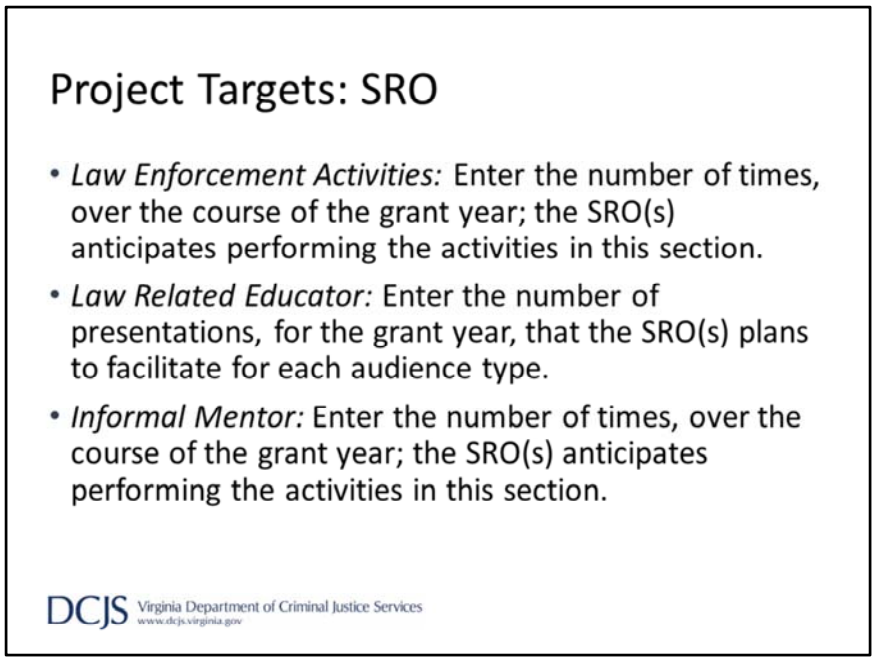


For new applications, your project description should describe the project design and implementation activities.
You also want to describe how you will accomplish the project goals and discuss the capabilities of your agency to manage the project.
If you are asking for both SRO and SSO positions then 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.



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.



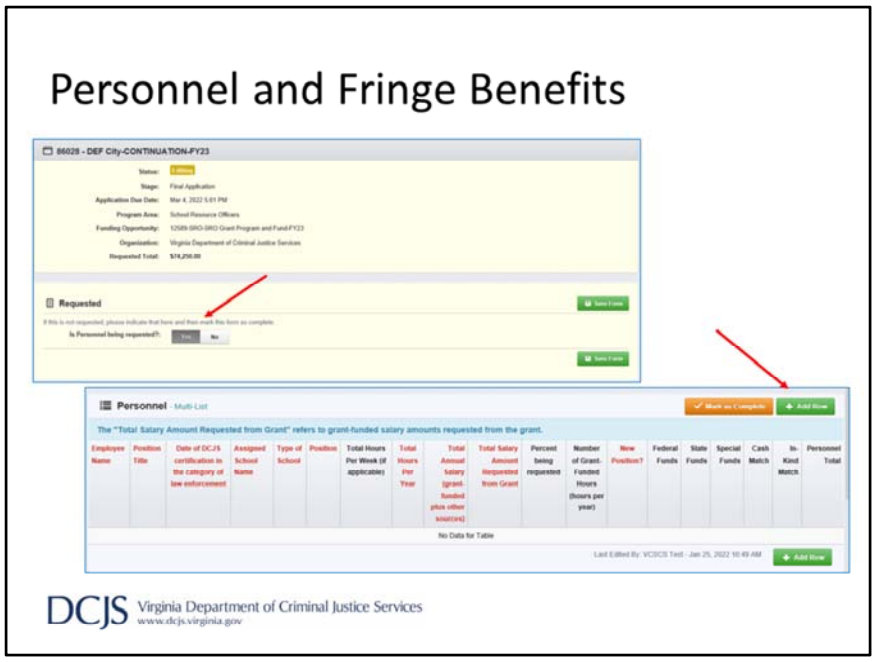
The next section of the application is "Projects Targets" and is a required section for all grants.

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

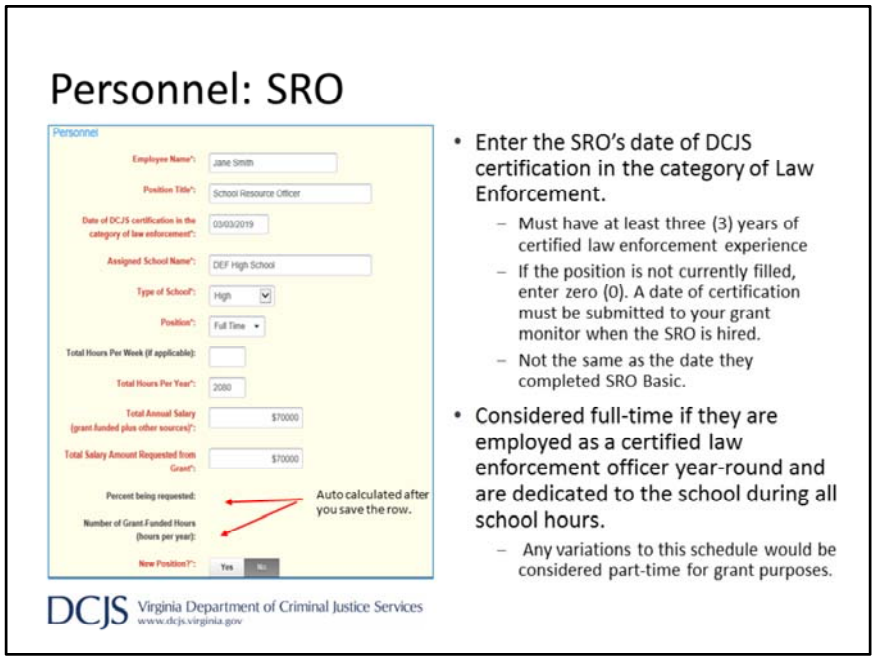
The targets should be realistic and include all SRO positions requested in the application. Activities should only be grant funded and performed in the role as an SRO. Remember, grant funds **cannot be used** to pay for general security during school sponsored events or overtime. Funds also **cannot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

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.



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."



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.

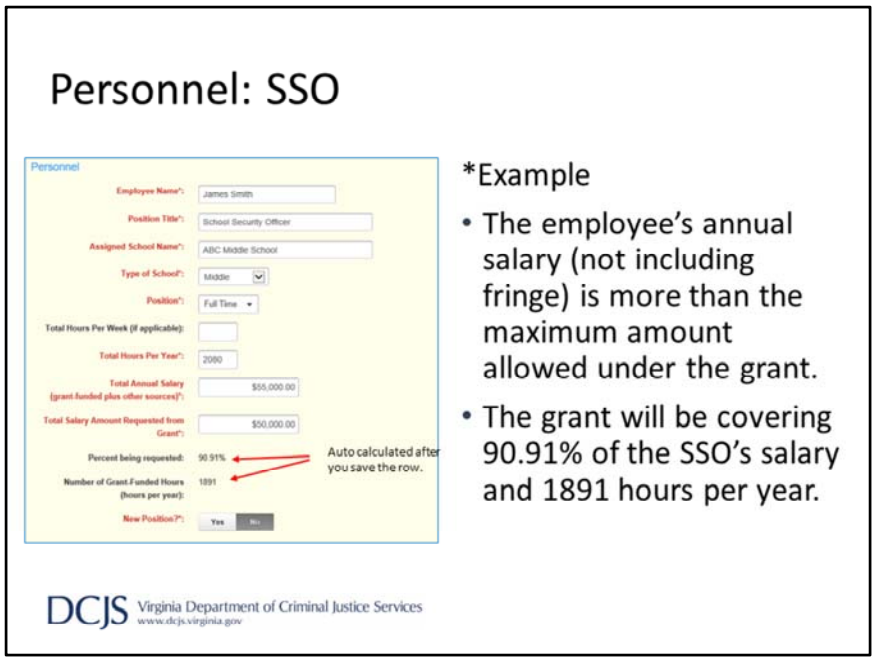
Under "Position", for grant purposes, a full time SRO is a certified law enforcement officer, employed 12 months of the year, and dedicated to the school during all school hours. For scheduled school breaks, to include summer, the agency is given flexibility to assign the SRO as needed. Any variations 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."



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

.

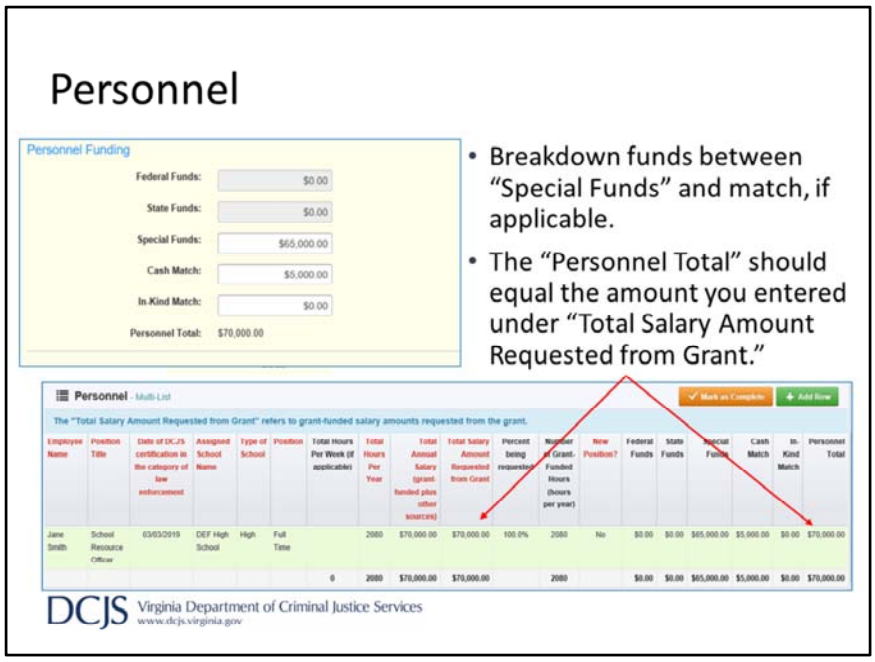
Next is "Total Annual Salary", and you should enter the total annual salary to include

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.

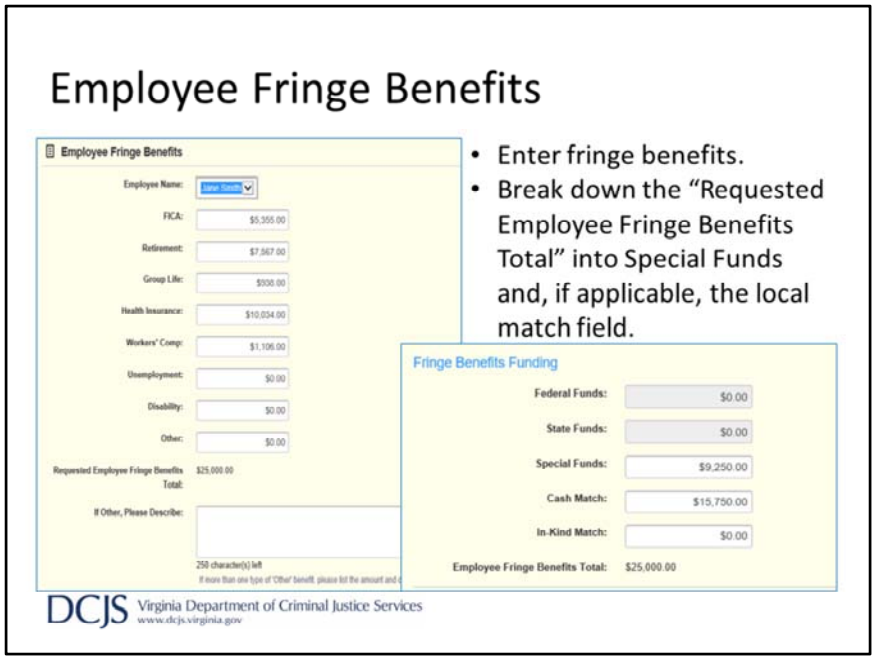
The "Percent Being Requested" and "Number of Grant-Funded Hours" will auto calculate after you save the row and is based on information you’ve entered.

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



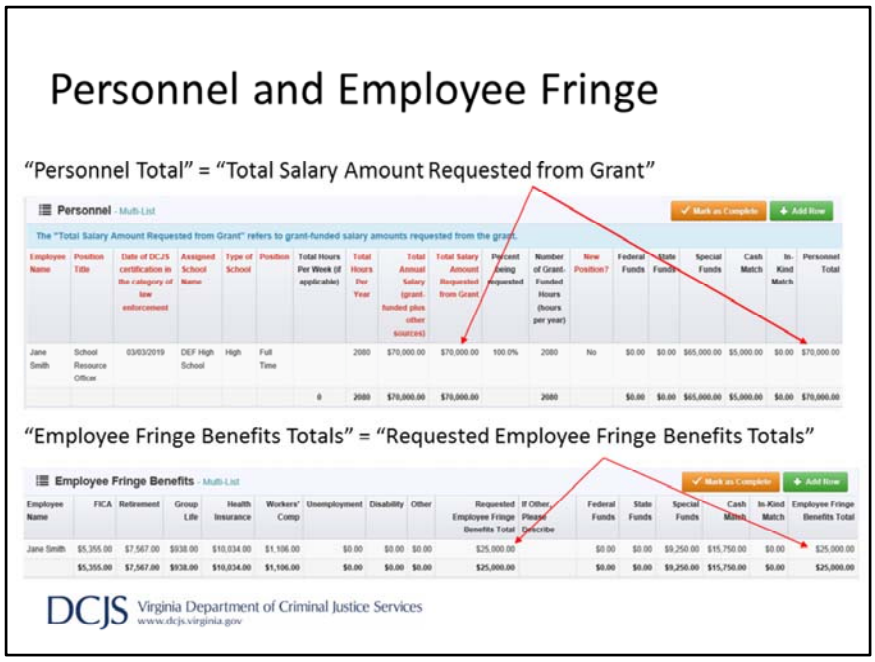
The next section on this form is Personnel Funding. This is where you breakdown the amount you are requesting from state "Special Funds" and any match you are providing in this category. As above, the total will auto calculate when you save the row.

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



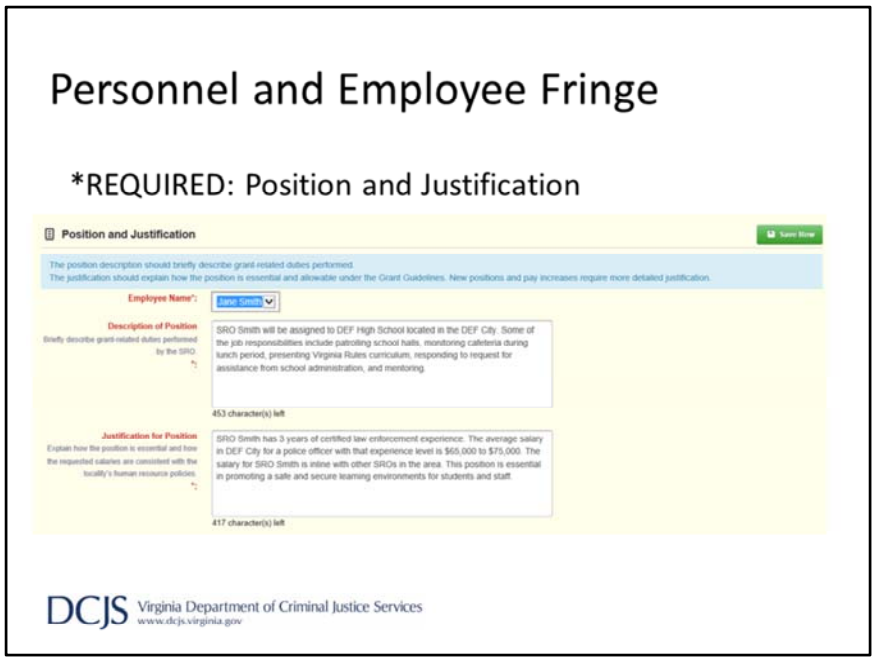
Next, you will move down to the Employee Fringe Benefits section.
When you add a row, you will choose the employee name from the dropdown box. This is an example of why you want to number the "To be determined" positions so you can match the appropriate fringe with the position.
There are fields with 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.



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."

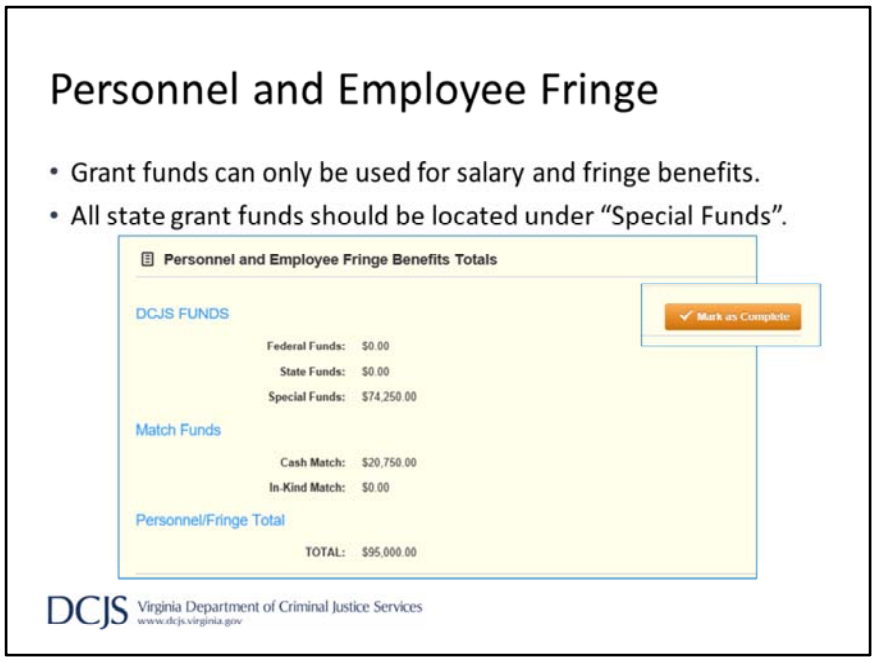


The last section required under Personnel and Employee Fringe is Position and Justification.

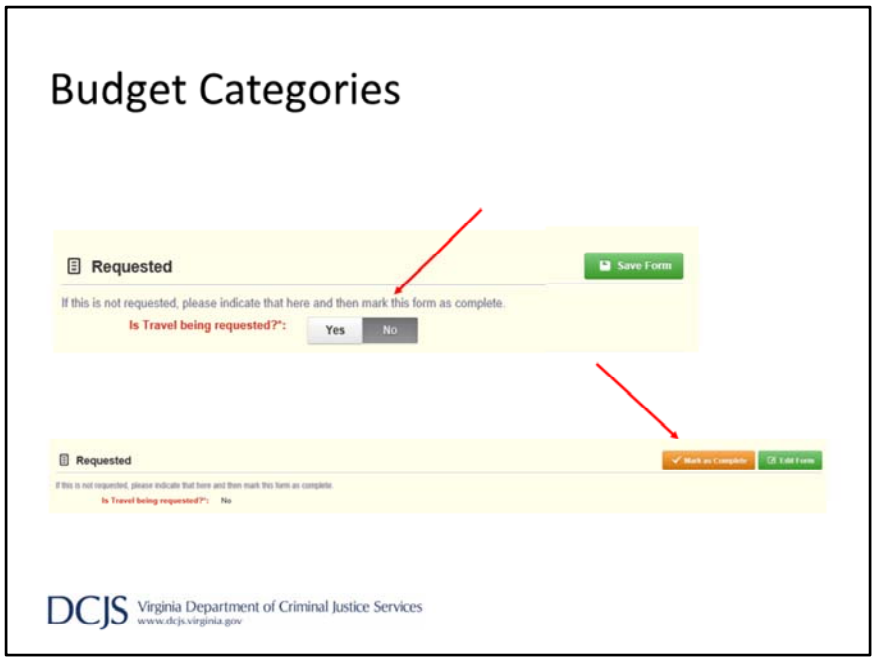
You will click "Add Row" and choose the name of the employee from the drop down box.

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.

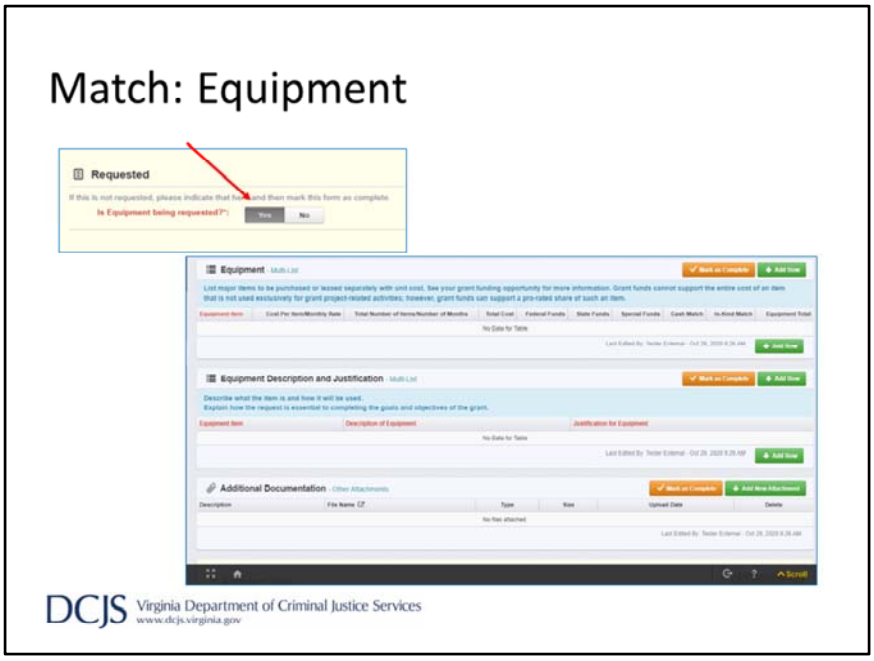


After you’ve completed the required sections for personnel and fringe, the system will auto calculate the "Personnel and Employee Fringe Benefits Totals".
Please make sure these numbers are consistent with what you entered in the Budget form.
After all the requirements are met, you can click "Mark as Complete."

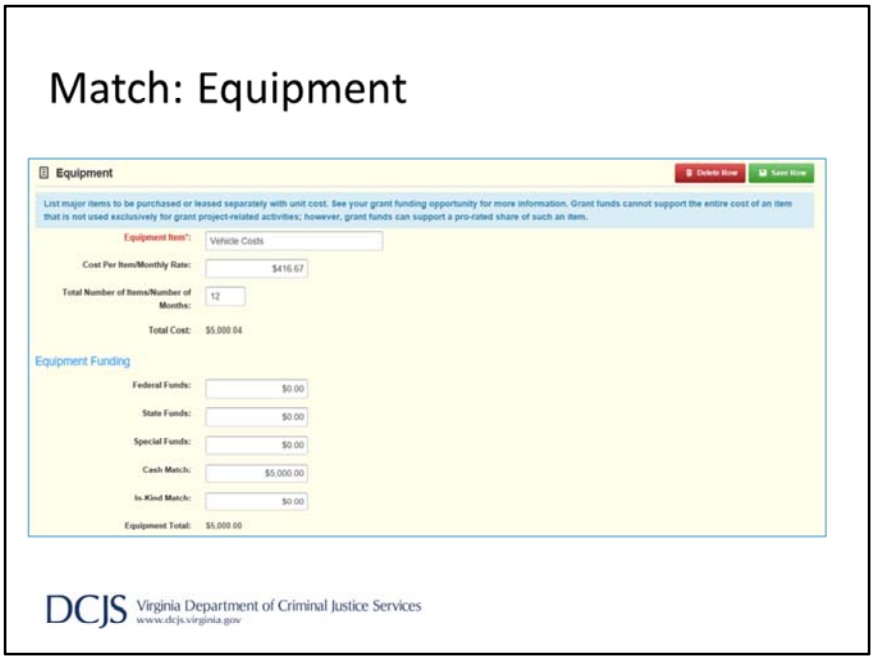


As I discussed earlier, match can be based on existing local costs for personnel, equipment, training or other local costs intended to support an SRO or SSO position. If you are providing match in a category other than personnel and fringe, you will need to allocate it under the appropriate budget category.

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.

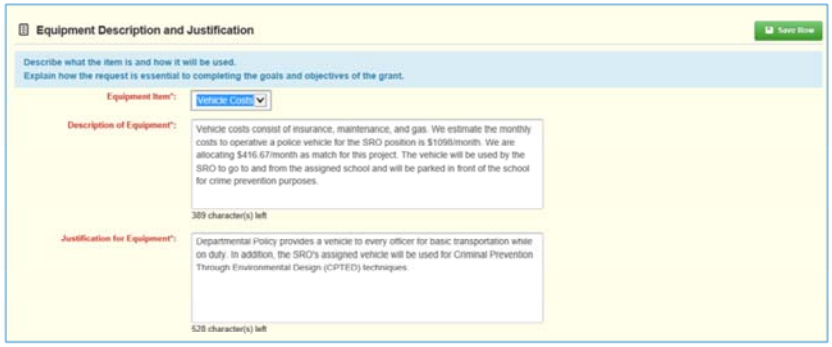


For the sake of time, I'm only going over Equipment. Please read the grant requirements and instructions on how to complete the other categories.
If you are providing match under Equipment, you should answer, "Yes" when asked, "Is Equipment being requested?"
There are three sections under this category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



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



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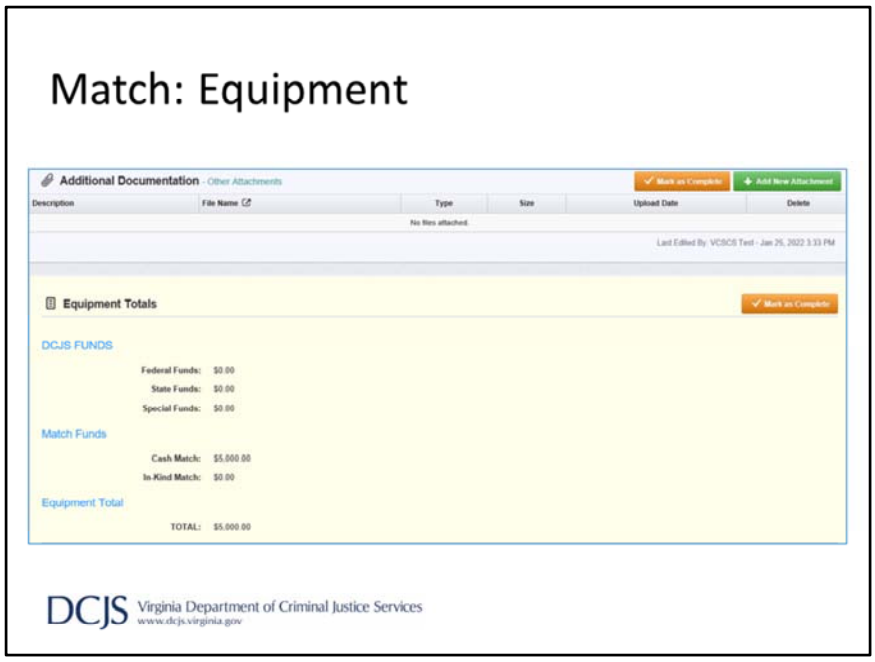
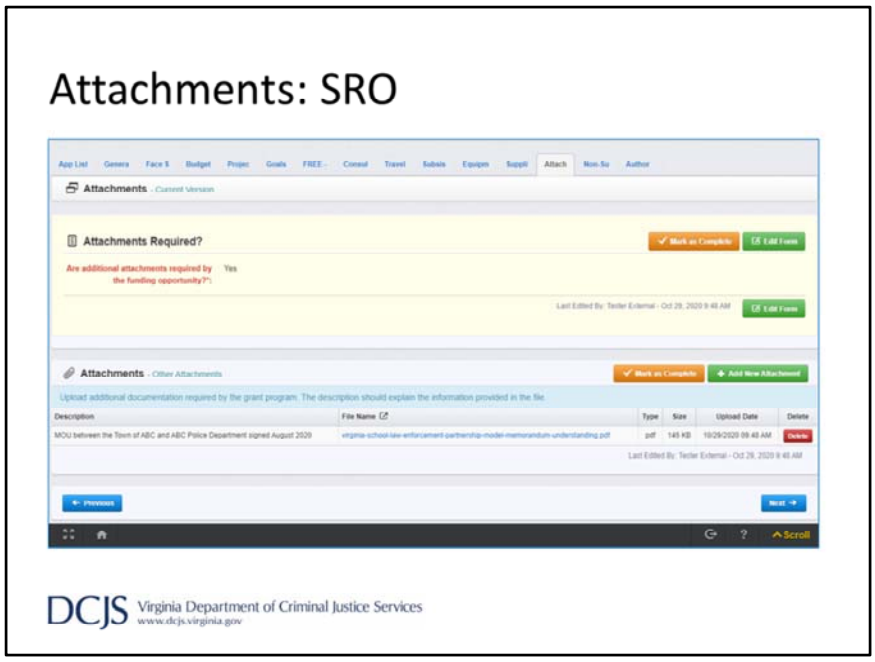
If you are providing match under any category, you must complete the description and justification sections.
On the equipment form, choose the item from the drop down box and the describe the item and how it will be used.
The justification should explain why the costs are necessary and essential to the project.



The third section under Equipment is “Additional Documentation.”
This is where you can include any supporting documentation for the equipment listed above. This could include quotes, purchase orders, invoices, or receipts. Essentially you could upload documents to show evidence of the expenses associated with the item.
Lastly, just like the Personnel and Fringe form, the system will auto calculate the "Equipment Totals".
Please make sure these numbers are consistent with what you entered in the Budget form.

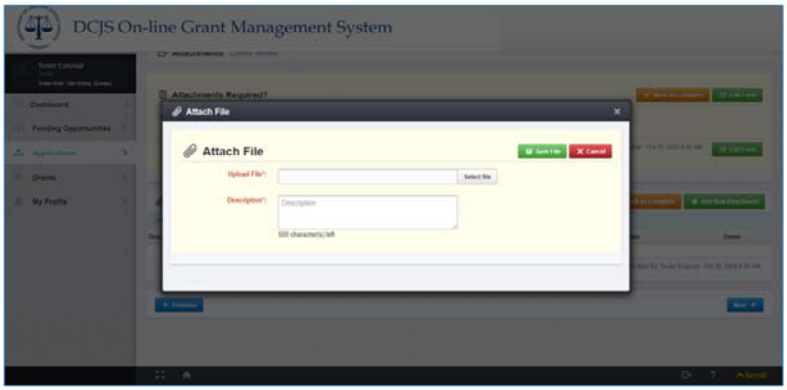


After all of the budget itemization forms is the Attachments form.
This is required for SRO applications only. If you are applying for an SSO position you should answer, "No" when asked, "Are attachments required by the funding opportunity?"

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



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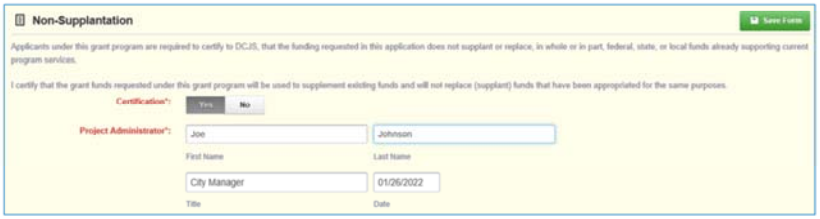
If you are applying for an SSO position, you will answer "No" when asked, "Are additional attachments required by the funding opportunity?"
However, SRO grant applicants should answer “Yes”.
First you will select "Add New Attachment."
Then, when attaching the files, you select the file from your computer 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.



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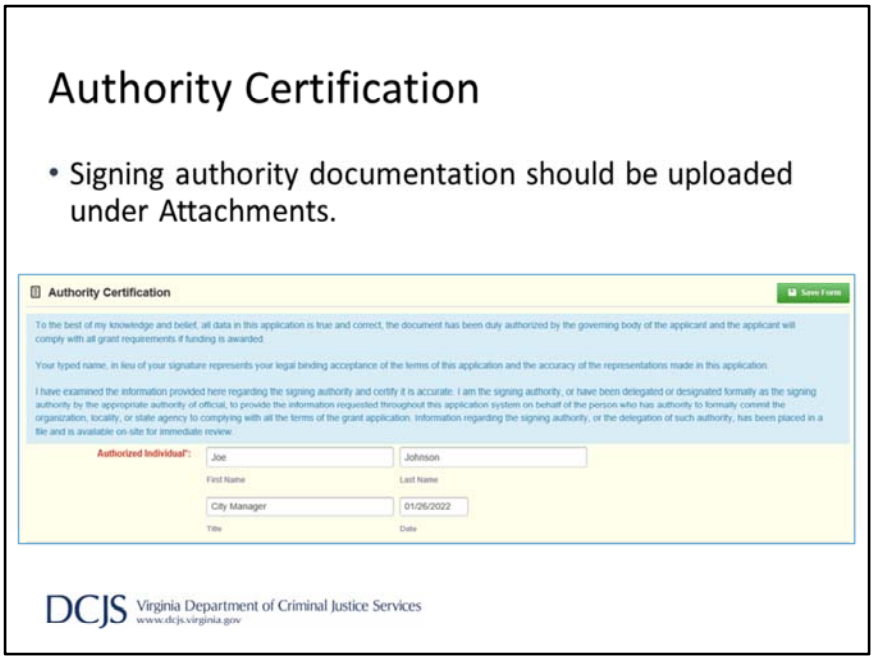
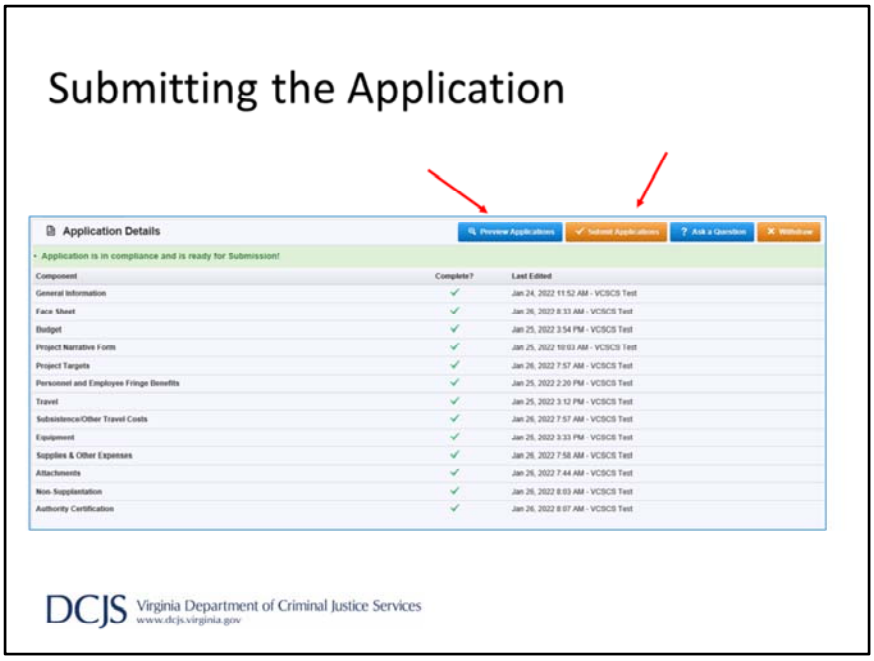
As we get to the end, there is a non-supplantation form. This section is required and the Project Administrator, or the individual who has been delegated as the signing authority, must certify that the grant funds requested will be used to supplement existing funds and will not replace (supplant) funds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



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.



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.

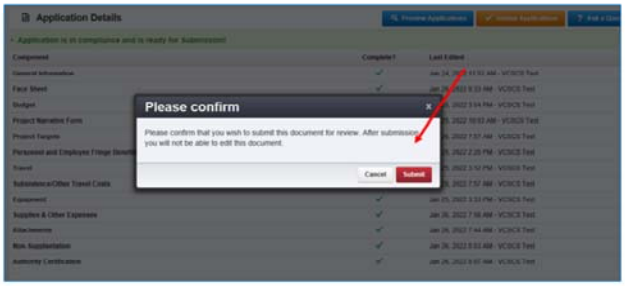
Once you submit the application, you will not be able to make changes. So, please make sure to review the entire application and make sure budgets match, information is correct, and you've provided all required items. It's possible to have more than person working on an application at one time, so again, 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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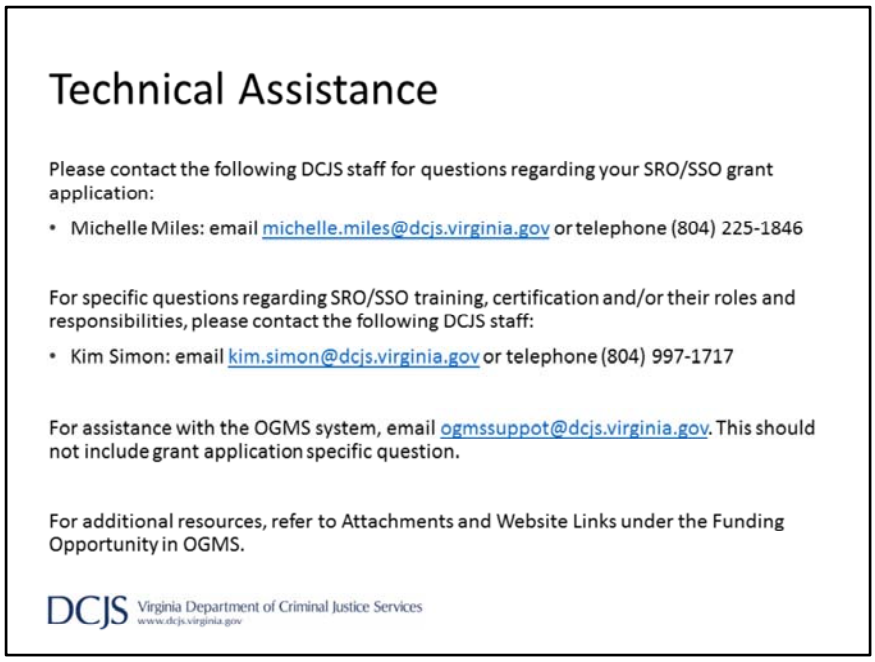
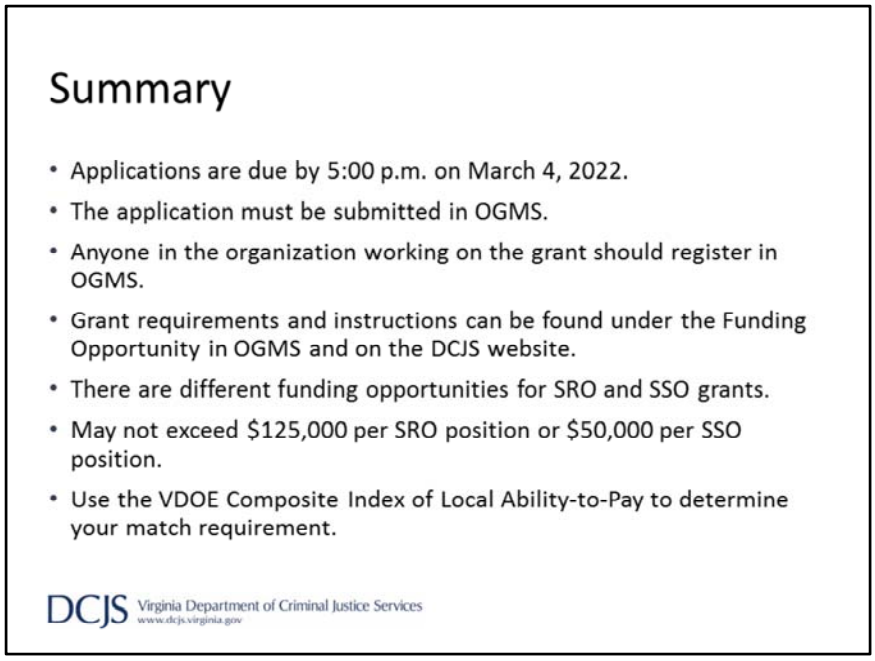
www.dcjs.virginia.gov

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.

After clicking "Submit" the system will take you back to your Current Applications listing and will display your submitted application.
The list will show you the status of the application, which in this case is "submitted." It will also display the stage, application title, organization name, the program area, and the title of the funding opportunity you applied under.



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. 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.



So, to briefly recap, applications are due by 5:00 p.m. on March 4th. 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.

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 or 804-225-1846.