



# **Fiscal Year 2023 School Resource Officer Grant Program and Fund**

**Guidelines and Application Procedures for  
School Security Officers  
Second Round Funding Opportunity**

***Application Due Date  
July 15, 2022***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, Virginia 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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## I. Introduction

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

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

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund and instructions for completing and submitting your application.

## II. Eligibility

These instructions are applicable to School Resource Officer Grant Program applicants to provide guidance on the preparation and submission of a grant application.

This funding is available for new SSO positions on a 4-year grant cycle. Funding is also available for grantees whose funding ended in FY22 for continuation on an annual basis, as funding is available, but priority is given to new positions. Grantees whose funding ended prior to FY22 can apply for a new 4-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SSO. If the locality is applying for a new SSO position and a continuing position then they must be on separate applications.

Units of local government are eligible to apply for and receive these funds. A school division will manage an SSO position, however the grant application must be submitted by, and the funds awarded to, a local unit of government.

## III. Grant Application Deadline

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on July 15, 2022.** The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment.

## IV. Amount Available

The total amount requested in an application may not exceed \$50,000 per SSO position. The only allowable expenses for these grants are salary and benefits for full-time or part-time SSO positions to provide coverage during routine school hours.

**Grant awards are contingent on the availability of funding within the SRO fund as appropriated by the state budget bill.**

## V. Priorities for New Applications

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

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

## VI. Grant Period

For new positions, successful applicants will be funded for a period not to exceed a total of 48 months. After which, funding will be available for continuation on an annual basis, as funding is available, but priority is given to new positions.

For grantees whose funding ended in FY22, continuation is on an annual basis, as funding is available, but priority is given to new positions.

Grants will be awarded on a competitive basis for one (1) 12-month period beginning July 1, 2022, and ending on June 30, 2023.

## VII. Match Requirement

**A local match is not required for FY23. Futures match requirements should be considered when planning for continuation years.**

## VIII. Restrictions

- These grant funds are for SSO positions to be funded by the SRO Grant Fund.
- The state grant funds cannot be used to supplant or replace state or local funds that are allocated by a local unit of government to fund an SSO.
- The state grant funds can only be used for salary and fringe benefits for full or part-time SSOs. Funds must be used to fund the SSO position and cannot be used for employees who are not performing the activities of the project.
- The state grant funds may not be used to purchase equipment, supplies, firearms, vehicles, training or other non-personnel related costs.
- The state funds may be awarded up to a maximum of four (4) years, to support an SSO position in any public school, provided funds are available (see VI. Grant Period).

## IX. Availability of Continuation Funding

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

## X. Application Requirements

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

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

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

**In the event of an unscheduled school closure or alternative scheduling during the grant year**, such as with COVID-19, SSOs are required to spend at least 75% of their time performing school-related activities or activities that directly support their students. In this case, the applicant should notify their grant monitor and provide assurances that the SSO will meet these conditions. If the applicant is unable to meet the above requirements, it could result in a reduction or rejection of funding.

## XI. Application Forms and Instructions

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

**General Information:** The OGMS Application Creation Wizard will assist you in completing the application's General Information form.

- *Step 1:* The Wizard requires an application title and a primary contact. The application title should include the locality's name and fiscal year (e.g. Town of ABC -FY23 or DEF City -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 to give them access to edit the application or associate them later if the grant is awarded.

Once the information has been entered, click "Save Form" to enter Step 2.

- *Step 2:* Under this step, an Application ID will be assigned and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Select the organization for who you will be submitting this application. Click "Save Form Information" to start Step 3.
- *Step 3:* Under "Additional Applicants," select any additional contacts within your organization that will also manage the grant and work on the application, to include the Project Administrator and Finance Officer (definitions under Face Sheet). Once you click "Save Form Information" on Step 3, you will have completed the General Information component of the application.

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

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### Face Sheet: Required

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This **does not apply** to this grant program.
- *Jurisdiction(s) Served:* Select all jurisdiction (s) served.
- *Program Title:* The program title must include the assigned schools' name.
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *Type of Application:* Choose "New" or "Continuation of Grant." Please note, continuation funding is only available for grantees whose full grant ended in FY22. Grantees whose funding ended prior to FY22 can apply for a "New" 4-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SSO.
- *Grant Number:* If this is a **continuation** of a 4-year cycle that ended in FY22, provide the grant number for the current fiscal year.
- *Performance Statement:* For **continuation** grants, provide a brief description of the accomplishments for the FY22 grant year.
- *Community Setting:* Check the box(s) that best describes the applicant service area.
- *Brief Project Overview:* Provide a short description of the project including the name of the assigned school(s).
- *Project Director:* List the person who will have the day-to-day responsibility for managing the project and provide all required contact information.
- *Project Administrator:* List the person who has authority to formally commit the locality to complying with all the terms of the grant applications, including the provision of the required match. **This must be the local unit of government's chief elected official or the County Administrator, City Manager, Town Manager or Mayor (not the Sheriff, Chief of Police or School Superintendent).**
- *Finance Officer:* List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

### Budget: Required

- *Budget:* Click "Edit Grid" and enter your requested state amount under the "**Special**" column. Local match is not required for FY 23 but may be required in subsequent continuation years.
- *Match Percentage:* Match is not required for FY23. The percentage should equal zero (0).

### Priority for New Applications: All questions in this section are **required**.

- *SSO Program Information:* Provide the following information on the current SSO program in your agency.

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- How many SSOs are in the school division's program?
- How many of the SSOs in your program are currently funded by DCJS grants?
- Is this application for the continuation of a grant funded SSO?
  - If yes, provide a brief description of attempts to seek other funding for the position and how those attempts were unsuccessful.
- *DCJS Funded SSO(s)*: List any of the SSOs in your program funded by DCJS and provide the grant number(s).
- *School Information*: List the schools that have an assigned SSO and provide the type, grade levels, and the number of SSOs assigned to the school.
- *Sustainment Plan*: By checking the box, you acknowledge that continuation years will have a match requirement. In FY24, the maximum amount allowed by the grant will include state funds and the required local match, which will potentially lower the state funding portion of the award. For example, if the FY23 award is \$80,000 in state funds and in FY24 the local match is 20% then the FY24 award would be \$64,000 in state funds and \$16,000 local match.

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

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

Personnel: To request funding for staff click "Add Row".

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

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- *Total Salary Amount Requested from Grant:* Enter the total annual salary you are requesting the grant to cover. **Do not** include fringe benefits.
- *Percent being requested:* This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Total Salary Amount Requested from Grant.”
- *Number of Grant-Funded Hours:* This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Total Salary Amount Requested from Grant.”
- *New Position:* If this is a continuation grant, the response should be “No”. For new grant applications, the response should be “Yes.”
- *Personnel Funding:* Enter the “Total Salary Amount Requested from Grant” into **Special Funds**. The “Personnel Total” will auto calculate when you save the row.

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

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

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

- *Employee Name:* Choose the name of the employee from the drop down box.
- *Description of Position:* The position description should briefly describe grant-related duties performed by the SSO.
- *Justification for Position:* The justification should explain how the position is essential and how the requested salaries are consistent with the locality’s human resource policies. Grantees whose funding ended prior to FY22 and are applying for a new 4-year cycle must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SSO.

**Attachments:** The section is **not required** for this funding opportunity.

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

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



## XII. Reporting Requirements

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

## XIII. Submitting the Application

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on Friday, July 15, 2021.** The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Plan time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

## XIV. Technical Assistance

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

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

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

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

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

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

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

## XV. Grant Application Review Process

DCJS staff will utilize an application review form to review all grant applications. Grant applications will be reviewed as part of a competitive review process. The competitive review process may include DCJS staff who will rate each application based on the information provided, adherence to the funding opportunity, and the listed funding priorities (see V. Priorities for New Applications). Reviewers may consider geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, number of current SSOs in the agency, and geographical representation. Each submitted grant application will be rated on its quality and adherence to these guidelines.

Funding decisions will be made by DCJS staff by August 1, 2022 and presented to the Criminal Justice Services Board (CJSB) for final approval. Funding decisions made are final and may not be appealed.

## **XVI. Advisory**

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

- Failure to provide all requested grant components.
- Failure to designate the correct official as the Program Administrator.
- Exceeding the budget limits established for the SSO (\$50,000) positions.
- Requesting state funding for items other than personnel and benefits.
- Failure to submit your grant application in OGMS and by the deadline (5:00 pm on July 15, 2022).