



**Spring 2020–2021  
School Resource Officer  
School Security Officer  
Incentive Grant Program**

**GUIDELINES AND APPLICATION  
PROCEDURES FOR  
CONTINUING POSITIONS**

***Application Due Date  
February 28, 2020***

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 a new cycle of state grants through the School Resource Officer Grants Program and Fund **to continue funding existing grants** for School Resource Officer (SRO) positions in local law enforcement agencies and School Security Officer (SSO) positions in local school divisions. Grants awarded under this solicitation may be awarded for up to a 36-month period, (not to exceed a total of 48 months including the current and prior years' funding). The application deadline is February 28, 2020.

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund, links to the required grant application forms, and instructions for completing and submitting your non-competing continuation application. The purpose of a continuation grant application is to:

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

A “**School Resource Officer**” means a certified law enforcement officer hired by a local law enforcement agency to provide law enforcement and security services to Virginia public schools. An SRO may be a full-time or part-time employee.

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. A SSO may be a full-time or part-time employee. Localities are encouraged to consider School Security Officer positions when additional security presence is merited yet the full functions of a School Resource Officer may not be necessary.

## II. Eligibility

These instructions are applicable to existing School Resource Officer Grant Program grantees and provide guidance on the preparation and submission of a non-competing continuation grant application. Units of local government are eligible to apply for and receive these continuation funds. A police department or sheriff's office may manage an SRO position, while a school division may manage a 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 emailed and received by DCJS no later than 5:00 p.m. on Friday, February 28, 2020.** Email the application packet (saved as one PDF document) to:

**[grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)**

**Applications received later than 5:00 p.m. on February 28, 2020 will not be considered.**

## IV. Amount Available

The only allowable expenses for these grants are salary and benefits for full-time or part-time SRO or SSO positions to provide coverage during routine school hours or after school activities. The total amount requested in an application may not exceed \$70,000 per SRO position or \$35,000 for an SSO position, including the state funds requested and the required local cash or in-kind match.

## V. Grant Period

Applicants will be funded for up to an additional 36-month period, from July 1, 2020 through June 30, 2023, (not to exceed a total of 48 months including current and prior years' funding). However, continuation funding is subject to program performance and availability of state funding.

## VI. Match Requirement

**A local match is required. Localities may use in-kind contributions to meet the requirement.**

“**In-kind Match**” is the value of an item or service received or provided that pertains to or directly supports the specific project activities funded by the grant.

Applicants should use the Virginia Department of Education’s “**2020–2022 Composite Index of Local Ability-to-Pay**” to determine the amount of their grant match requirement, which must be based on the locality’s 2020–2022 Composite Index, available at:

[http://www.doe.virginia.gov/school\\_finance/budget/compositeindex\\_local\\_abilitypay/2020-2022/composite-index-2022.xlsx](http://www.doe.virginia.gov/school_finance/budget/compositeindex_local_abilitypay/2020-2022/composite-index-2022.xlsx) (link)

Grant applicants must provide the local cash match or in kind match from non-federal sources. Failure to accurately calculate the required amount of local match will likely result in your grant application not being considered for funding. The following example shows how the required amount of local match for each line item should be calculated on the *DCJS Itemized Budget Form*.

### EXAMPLE

The town of Virginiaville’s established annual salary rate for a full-time SRO is \$62,500 with fringe benefits equaling \$7,500. Virginiaville’s 2020–2022 Composite Index of Local Ability-to-Pay is .3032. Calculate the amount of required local match by multiplying the total salary and benefits by the locality’s composite index (.3032) and repeat this process for each line item.

Total per line item x Composite Index (\$70,000 x .3032) = Total Local in-kind match of \$21,224.

The total budget for an SRO position must not exceed \$70,000 and the total budget for a SSO position must not exceed \$35,000.

ITEMIZED BUDGET								
1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		
a. Names of Employee	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	Total
Dep. J. Smith	SRO	\$62,500	2080		\$43,500		\$18,950	\$62,500
<b>TOTAL:</b>					\$43,500		\$18,950	\$62,500
<b>b. Fringe Benefits \$5,000</b>								
FICA % =10%					\$523		\$227	\$750
Retirement = 20%					\$1,045		\$455	\$1,500
Other (itemize) = 70%					\$3,658		\$1,592	\$5,250
					\$5,226		\$2,274	\$7,500
<b>TOTAL PERSONNEL (a + b):</b>					\$48,776		\$21,224	\$70,000

## VII. Restrictions

- These grant funds are to continue SRO or SSO positions currently funded by DCJS.
- 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.
- The state grant funds may not be used to purchase equipment, supplies, firearms, vehicles, training or other non-personnel related costs.
- The in-kind 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 (4) years, at level annual funding to support an SRO or SSO position in any school, provided funds are available.

## Availability of Continuation Funding

The award of an SRO/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 special conditions placed on the grant are key factors in determining eligibility for continuation funding.

## VIII. Application Requirements

- A. *School Resource Officer (SRO)* positions must be based on the [Virginia School – Law Enforcement Partnership Guide](#) and incorporate the following components:

1. SROs must be certified, sworn law enforcement officers as defined in § 9.01-101, and employed by a lawfully established public police department or sheriff's office.
2. SROs must have at least three (3) years of certified law enforcement experience and the demonstrated ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems.
3. SROs must have attended a DCJS approved SRO Basic Training course or attend one within the first four months of the grant period.
4. Each SRO must be assigned to one designated school, but are allowed to provide assistance to other schools.
5. For SRO positions, there must be a Memorandum of Understanding (MOU) between the School Division and the Law Enforcement agency. It is expected that the principles expressed in the MOU regarding the role of the SRO and school administrator are consistent with the intent of the DCJS Model MOU. The MOU must include provisions that recognize that the SRO shall not be involved in enforcing school discipline rules and the principal will consider alternatives to suspension for incidents of student misconduct.
6. If a MOU is not in place at the time of application submission, the applicant must submit letters signed by the Chief of Police or Sheriff and the School Superintendent indicating the intent to have a MOU in place within 30 days after the grant start date. The executed MOU must be received by DCJS within 30 days of the grant start date.
7. SROs shall adhere to the tenets of the MOU signed by their school divisions and law enforcement agencies. SROs shall also fulfill the roles of the SRO as outlined below:
  - **Law enforcement officer**

As a sworn public law enforcement officer, the SRO's primary role in schools is as a law enforcement officer. SROs assume primary responsibility for responding to requests for assistance from administrators and coordinating the response of other law enforcement resources to the school. SROs should work with school administrators in problem solving to prevent crime and promote safety in the school environment. SROs should also collaborate with school personnel to reduce student involvement with the juvenile justice system and divert students from the courts when possible.
  - **Law-related educator**

SROs should strive to assist with presentations for school personnel on law-related topics such as law enforcement practices, relevant laws, crime trends, crime prevention, school safety, and crisis response procedures. SROs may also provide law-related education to students using approved lessons or curricula. In all cases, responding to incidents or conducting investigations will take precedence over making of educational presentations.
  - **Informal mentor and role model**

Students often seek approval, direction, and guidance from adults in the school setting about various problems. Through formal and informal interaction with students, SROs serve as informal mentors and role models. SROs are expected to communicate clearly to students about acceptable and unacceptable behavior, to set a positive example in handling stressful situations and resolving conflicts, to show respect and consideration of others, and to express high expectations for student behavior. Students who may need additional assistance should be encouraged to seek the help of available school or community resources.

**B. *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

## IX. Application Forms and Instructions

Each application for continuation SRO or SSO funding must contain the following items in the order listed below. ***Please submit the grant application by email as one PDF file. Do not send multiple documents.*** Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

**Grant Application Form:** The first page of the application is the [Grant Application Form](#), a one-page form. Please do not alter this form. It is extremely important that you provide contact information for each person listed. Use the following table to assist you in completing the Grant Application Form.

Information Block	Content
Grant Program	“School Resource Officer Grants Program and Fund – CONTINUATION ”
Congressional District	Indicate the Congressional District(s) in which the project will operate.
Applicant	Name of the locality applying.
Faith Based organization?	Select “No.”
Applicant FIN	Provide applicant’s Federal Identification Number.
Best Practice?	Leave blank.
Jurisdiction(s) Served and Zip Codes	List all jurisdictions and Zip Codes in which the project will operate.
Program Title	“School Resource Officer” or “School Security Officer”
Grant Period	“July 1, 2020 to June 30, 2021”
DUNS Number	Provide your locality’s or organization’s Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-character identification number issued by Dun and Bradstreet. If you do not have a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> . <b>Only those applications with a current and correct DUNS Number will be considered for funding.</b>
Type of Application	Select the appropriate checkbox.
Rural, Urban, Suburban	Select the check the box that best describes your locality.
Project Director	Name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.

Project Administrator	Name and contact information of the person who has the authority to commit the locality to comply with the terms of the grant application. 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	Name and contact information for the person responsible in the locality for fiscal management of the funds associated with this grant.
Signature of Project Administrator	The County Administrator, City Manager, Town Manager or Mayor <b>must</b> sign the application in the designated location.
Brief Project Description	In 100 words or less, provide a description of the proposed project. Include the name of the school in which the SRO/SSO is currently working.
Project Budget Summary	This grant only provides salary and fringe benefits. Budget figures should be in the Personnel category only. Figures on this form must match those on the “Itemized Budget” form. Please round figures to the nearest dollar.

**A. Itemized Budget Form:** You must submit the [DCJS Itemized Budget](#), a two-page form that lists all proposed project expenditures including local in-kind matching funds. On the Itemized Budget Form, provide line item breakdowns of salary and benefit figures, listing the figures in the “State” column under “DCJS Funds” and in the “Applicant Match” column provide the in-kind match amounts. The proposed grant budget must reflect local match on a line-by-line basis. The Itemized Budget Form is an Excel spreadsheet that will automatically calculate the totals by line and column.

On the Itemized Budget Form:

**1. Personnel/Employees**

- a. Salaries:** list the position(s) by title and provide the name of the SRO(s) or SSO(s) designee(s). Show the proposed local annual salary rate for a full-time SRO/SSO and the number of weekly work hours for full-time or part-time SRO or SSO positions. SRO and SSO job descriptions and qualifications should be on file at the implementing agency.
- b. Fringe Benefits:** Indicate each type of fringe benefit that the grant-funded SRO/SSO will receive, calculating the state funds and local in-kind match line-by-line.

**B. Budget Narrative:** In addition to completing the Itemized Budget Form, provide a separate Word document titled “**Budget Narrative**” with two subheadings: 1) Personnel/Employees and 2) Fringe Benefits; which describes and justifies each budget item and the basis for the amounts requested.

**C. Progress Report (1 Page):** Provide a detailed description of accomplishments and highlight activities over the first seven months of the current budget period (July – January). Indicate how the accomplishments and activities are connected to the original grant’s goals and objectives. Provide a brief description of the project design for the coming year. What changes, if any, are planned and a description of implementation activities.

**D. [Project Goals and Objectives Form](#)**

- Describe the proposed SRO/SSO project in the specified school(s) for 2020–2021.
- Failure to provide specific, measurable objectives and performance measures may result in the elimination of your application from consideration.

To assist you in filling out the form, please refer to the following chart.

<b>1. Purpose Area</b>	“School Safety”
<b>2. Goal</b>	Complete the “Goal” section of the Project Goals and Objectives Form; include the full name of the school(s) where the SRO/SSO project will occur. <b>Sample Goal Statement</b> “The police department and public school system will continue their partnership to promote school safety and reduce juvenile violence through the assignment of a new School Resource Officer at XYZ High School.”
<b>3. Objective</b>	Objectives identify the project’s focus and targeted outcomes. Objectives should address safety, security and juvenile delinquency issues identified in the Project Narrative. Number each objective. Objectives must be <b>Specific, Measurable, Achievable, Related to the goal and Time-bound (SMART)</b> .
<b>4. Start/End Dates</b>	July 1, 2020 to June 30, 2021.
<b>5. Activities</b>	Provide a specific list of measureable activities and tasks that will be undertaken each quarter to accomplish each objective and to complete the project successfully.
<b>6. Implementation Steps</b>	The “Implementation Steps” section should include details such as when and where an activity will occur, who and how many will participate in the activity and what resources and materials will be used in the activity.

**E. Additional requirements for SRO or SSO Applications:**

- 1. SRO Memorandum of Understanding for 2020–2021:** Applicants requesting funds for one or more SRO positions must submit an up-to-date [Memorandum of Understanding \(MOU\)](#) (link) between the local law enforcement agency and the school division per the SRO guidelines. This requirement must be met within 30 days of the award date of the grant. Grant funds will not be distributed until this requirement is met.  
  
The MOU should at a minimum include the following:
  - a description of the chain of command for the SRO(s);
  - definitions of the roles and responsibilities of school officials and of law enforcement officers;
  - communication between the SRO(s) and the school, the SRO(s) and the parent law enforcement agency, and the school and the law enforcement agency;
  - language about the role of the SRO that is consistent with DCJS’s Model MOU and section IX of these grant guidelines;
  - dates for reviewing and renewing the MOU and date the MOU is effective; and
  - signatures of authorized officials representing all parties to the agreement.
- 2. SRO Departmental General Order:** Applicants must submit a law enforcement agency departmental general order that outlines the operation of their SRO program.
- 3. SRO Training Certification Form** indicating dates the designated SRO attended a DCJS-approved SRO Basic Training or dates the designated SRO will attend training within the first four months of the grant cycle. Grants may be special conditioned to ensure training and certification requirements are met. The DCJS SRO Basic Training link is [SRO Basic Training](#).
- 4. SRO or SSO Sustainment Plan** to support the grant funded position after grant funding ends.
- 5. SRO or SSO Assigned School:** Name of school(s) where the position(s) will be assigned must be included in the application.

## X. Reporting Requirements

Grant recipients must submit Quarterly Financial and Progress Reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant-reporting requirements at the time of grant award.

## XI. How and Where to Submit Application

The completed DCJS Grant Application packet must be **received by 5:00 p.m. on Friday, February 28, 2020**. Applications received after the deadline will not be considered. The application packet (one PDF document versus numerous attachments) must be emailed to:

[grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)

Please put the name of your locality in the subject line of the email. You will receive an automated reply once you email your grant. Early submissions are appreciated.

All parts of the application should: a) be complete, b) comply with any page limitations, c) use the forms provided, and d) be submitted as one PDF document with the name of your locality as the title of the PDF document. (i.e., “Richmond CONTINUATION”). Number all pages and submit the application packet components in the following order:

### Grant Application Components

- Grant Application Face Sheet: [DOC](#) (DCJS online form)
- Itemized Budget Form: [XLS](#) (DCJS online form)
- Budget Narrative
- Progress Report
- Project Goal and Objectives Form: [DOC](#) (DCJS online form)
- SRO Memorandum of Understanding
- SRO Departmental General Orders
- SRO Training Certification Form
- SRO or SSO Sustainment Plan

Links to grant preparation instructions:

- Grant Application Instructions: [DOC](#)
- Itemized Budget Instructions: [DOC](#)

**The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet and they must sign the application face sheet.**

## XII. Technical Assistance

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

Tracy Matthews: email [tracy.matthews@dcjs.virginia.gov](mailto:tracy.matthews@dcjs.virginia.gov) or telephone (804) 371-0635

For specific questions regarding SRO/SSO training 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) 205-3803

### XIII. Grant Application Checklist

- Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county executive, mayor or chairman of the board of supervisors]
- Have all applicable parts of the Grant Application Itemized Budget been completed?
- Does each entry on the Itemized Budget form show the state fund amount and local in-kind match amount as well as the total?
- Was the “2020–2022 Composite Index of Local Ability-to-Pay” used to calculate the local match?
- Has a Budget Narrative been provided, explaining each item in the Itemized Budget?
- Is your *total* grant budget within the budget limits: SRO \$70,000 and SSO \$35,000? Applications which exceed these budget limits will not be considered for funding.
- Progress Report and Project Description (no more than three pages)
- Name of the School (s) where the position (s) will assigned
- Goals and Objectives Forms
- SRO Memorandum of Understanding for 2020–2021 (SRO positions only)
- SRO Departmental General Order (SRO positions only)
- SRO Training Certification Form (SRO positions only)
- SRO or SSO Sustainment Plan

### XIV. Grant Application Review Process

DCJS staff will utilize an Application Checklist to review all continuation grant applications and forward funding recommendations to the Grants Committee of the Criminal Justice Services Board. The Grants Committee will make their recommendations to the full Board. Final approval is at the discretion of the Criminal Justice Services Board. The Application Checklist will document compliance with the continuation grant guidelines, grant reporting requirements, and the project’s performance during the current funding year. Failure to comply may result on the loss of funding.

### XV. Grant Submission Advisory

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

- Failing to provide all requested grant components.
- Failing to designate the correct official as the Program Administrator.
- Not providing the signature of the designated Program Administrator.
- Failing to correctly calculate the required local match based on the 2020–2022 Composite Index of Local Ability to Pay.

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- Exceeding the budget limits established for the SRO (\$70,000) and SSO (\$35,000) positions.
- Requesting budget items other than personnel and benefits.
- Submitting your grant application after the posted grant application deadline (5:00 pm on February 28, 2020).