

GRANT SPECIAL CONDITIONS  
REPORTING REQUIREMENTS AND  
PROJECTED DUE DATES

The seal of the Virginia Department of Criminal Justice Services is a circular emblem. It features a central image of a pair of scales of justice, symbolizing fairness and the law. The scales are positioned in front of a faint, larger-scale background of the same scales. The words "DEPARTMENT OF CRIMINAL JUSTICE SERVICES" are written in a circular path around the top half of the scales, and the word "VIRGINIA" is written along the bottom half. The entire seal is rendered in a light blue color.

**FY 2026 School Resource Officer (SRO)/ School Security  
Officer (SSO) Grant Program**  
**SRO Funding Opportunity# 544221**  
**SSO Funding Opportunity# 547761**

Virginia Department of Criminal Justice Services (DCJS)  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

## Grant Special Conditions, Reporting Requirements and Project Due Date

Acceptance of this grant award by the grantee constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accordance with established employment and personnel policies; and assuring that all terms, conditions and assurances--those submitted with the grant application, and those issued with this award--are complied with.

By signing the Statement of Grant Award/Acceptance, the grantee agrees to:

- use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
- comply with all relevant sections of the **Code of Virginia**;
- adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions; and,
- comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.

### 1. Performance and obligation periods

Grant funds, including local match, may be expended and/or obligated during the grant award period of performance. Grantees may only charge to the award allowable costs incurred during this grant award period. All properly incurred obligations must be liquidated no later than 45 days after the end of the award period. No new obligations may be made during the liquidation period. The grantee agrees to submit a final financial report and return all received and unexpended grant funds to DCJS within 45 days of the end of the grant award period.

### 2. Financial management systems

All grantees are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. They must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. Grantees must properly track the use of award funds and maintain adequate supporting documentation including maintaining proper documentation for all paid grant and match staff and volunteer time reported.

### 3. Access to grant records

The grantee must authorize DCJS and the Virginia Auditor of Public Accounts (APA) access to, and the right to examine, all records, books, papers, or documents related to this grant.

### **4. Documentation requirements**

The grantee agrees to, upon request, promptly provide financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements.

### **5. Additional monitoring requirements**

The grantee understands that it may be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.

### **6. Record retention and access**

Records pertinent to the award must be retained for a period of three (3) years from the date of submission of the final expenditure report. Grantees must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records.

### **7. Travel policy**

Grantees may follow their own established travel rates if they have an established travel policy. DCJS reserves the right to determine the reasonableness of an organization's travel policy. If the grantee does not have an established policy, then they must adhere to State travel policy. DCJS allows reimbursement for actual reasonable expenses and meals according to per diem. Please refer to the following IRS website for the most current mileage rate: <https://www.irs.gov/tax-professionals/standard-mileage-rates>. Transportation costs for air and rail must be at coach rates.

### **8. Project initiation**

Within 60 days of the starting date of the grant, the grantee must initiate the project funded. If not, the grantee must report to DCJS, in writing, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the grantee must obtain approval in writing from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds.

### 9. Contract amendments

No changes to the approved application may be made without prior approval from DCJS. Contract/budget amendments must be submitted for review in the On-line Grants Management System (OGMS). These contract amendments include, but are not limited to, the following:

- Budget Amendment – Revision
- Budget Amendment – In Line Adjustment
- Change in Grant Funded Staff
- Change in Authorized Official
- Change in Award Sponsorship
- Project Scope of Work Revision
- Reporting Extension

Check with your grant monitor for details regarding submitting contract amendments via OGMS.

The grantee agrees to submit a contract amendment in OGMS within thirty (30) days of any hiring of or change in grant-funded personnel, or any change in the Project Administrator, Project Director, or Finance Officer from the person listed in the Grant Application.

No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) Budget Amendments - Revisions will be permitted during the grant period. Requests, along with accompanying narrative, are to be submitted using the On-line Grants Management System (OGMS). The submission deadline for budget amendments is 45 days prior to the end of the grant period.

### 10. Financial audits

The grantee agrees to forward, to DCJS or to the Auditor of Public Accounts, a copy of the grantee's scheduled financial statement audit for the fiscal year that covers the grant award period.

### 11. Project income

Any funds generated as a direct result of DCJS grant-funded projects are deemed project income. Project income must be reported to DCJS. Examples of project income might include service fees; client fees; usage or rental fees; sales of materials; and income received from sale of seized and forfeited assets (cash, personal or real property included). Project income may only be used for allowable program costs and must be spent prior to draw downs. Project income should be reported quarterly by completing the Financial Report in OGMS.

### **12. Required reports**

The grantee agrees to submit, on or before scheduled due dates, such reports as required by DCJS. This includes filing required reports using OGMS. Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the award.

### **13. Delegation of responsibility**

Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.

### **14. Procurement**

All purchases for goods and services must comply with local established written procurement policies. If a grantee does not have an established written policy, then they must adhere to the Virginia Public Procurement Act:

<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>.

Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.

Any exemption to this regulation requires the prior approval of DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS.

### **15. Nondiscrimination under state grants and programs**

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, disability, or status as a veteran under any program or activity receiving state financial assistance or under any program or activity conducted by or on behalf of any state agency.

The formal grant awards that DCJS enters into with all recipients require compliance with all applicable federal, state, and local laws, regulations, executive orders and ordinances related to expenditure of the grant money and the activities financed with the grant money.

### 16. Unallowable Expenses

These following activities and/or expenses cannot be supported with these funds or used as local match\*:

- Expenses related to the purchase of firearms, handcuffs or other wrist restraints, or any stun weapon as defined in *Code of Virginia* [§18.2-308.1](#)
- Consultants
- Private security
- Food or beverage for any meeting, training, or event
- Vehicles or vehicle maintenance (\*these expenses may be used as local match only)
- Capital expenses, constructions or renovations
- Hosting, coordinating, or organizing local or regional conferences and trainings
- Entertainment
- Honoria or bonuses
- Lobbying and political contributions

### 17. SRO Basic Training Course

School Resource Officers (SRO) must have attended a DCJS SRO Basic Training course or attend one within 60 days of the first date the SRO begins services in the school building. Once completed the grantee must send a copy of the Partial In-Service Credit (PIC) Form or the Complete Historical Record from TRACER to their DCJS grant monitor. If training does not take place within the specified time period, the grantee must provide an approved training extension to their DCJS grant monitor and, in writing, the steps taken to register for training, the reasons for the delay, and the expected date of training.

### 18. Compliance with minimum training standards (#20.)

As required by §9.1-114.1, every full-time or part-time law-enforcement officer employed as a School Resource Officer after July 1, 2020, shall comply with the compulsory minimum training standards for school resource officers established by the Board within a period fixed by the Board.

### 19. Memorandum of Understanding

As required by Virginia Code §22.1-280.2:3, the grantee receiving funds for one or more SRO positions shall enter into a memorandum of understanding between the local law enforcement agency and the school division, to be reviewed every two (2) years.

### **20. School Security Officer requirements**

School Security Officers (SSO) must be certified or become certified by meeting eligibility and training requirements for certification as outlined in 6VAC20-240. Within 60 days of the SSO's hiring date, they must complete first aid training, and compulsory minimum entry-level training and pass all portions with an 80% or higher. Once certified, the SSO is required to receive 16 hours of DCJS approved school security related training, to include a legal portion, over a two-year period to maintain certification.

### **21. Additional reporting requirements**

The grantee agrees to provide additional information and feedback to DCJS staff regarding services provided and program outcomes to support DCJS' reporting requirements to the General Assembly.

### **22. Program Guidelines**

The grantee agrees to comply with the applicable Grant Program Guidelines and Attachments, available here:

<https://www.dcjs.virginia.gov/grants/programs/fy2026-srosso-incentive-grant-program>

### **23. Personnel Cost**

Grant funds may only be used for personnel costs and related benefits for individuals employed on the grant project. Payroll records must specify the grant program and funding sources, with clear identification by cost center or code. Charges for salaries, wages, and fringe benefits must accurately reflect the actual work performed by grant-funded staff during the project period. If a pay period extends beyond the project end date, you do not need to split the costs as long as the subrecipient is receiving a continuation grant. However, costs for salaries, benefits, or other related expenses cannot be charged to the grant after an individual leaves the grant program or outside the grant period.

### **24. Duplicative Funding**

If the subgrantee currently has other active awards of federal funds, or if the subgrantee receives any other award of federal funds during the period of performance for this award, the subgrantee promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subgrantee must promptly notify DCJS in writing of the potential duplication, and, if so, requested by DCJS, must seek a budget-modification or change-of-project-scope to eliminate any inappropriate duplication of funding.



### **25. Remedies for non-compliance of award requirements**

Failure to comply with any one or more of these award requirements -- whether a condition set out in full above, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the DCJS taking appropriate action with respect to the subrecipient and the award. Among other things, DCJS may withhold award funds, disallow costs, or suspend or terminate the award.

### **26. Employment Eligibility Verification**

The subrecipient is required to properly verify the identity and employment eligibility of all individuals that will be funded (in whole or in part) with these award funds. For the purpose of satisfying the requirement of this condition a subrecipient must use Form I-9 Employment Eligibility Verification process, more information can be found at <https://www.uscis.gov/i-9>. As part of the recordkeeping for the award, the subrecipient must maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements. If you have any questions about these conditions please contact your grant monitor.

### **27. Reporting potential fraud, waste, abuse and similar misconduct**

The subgrantee must notify the DCJS Grant Monitor of any suspected fraud, waste, abuse, or misconduct involving or relating to funds under this award.

### **28. Additional “Action Item” encumbrances**

Any additional “action item” encumbrances related to your award will be listed online on the OGMS website under the menu item Grants > Encumbrances. The grantee must address these items before DCJS staff can approve a claim marked as “Submitted” and disburse funds. If an encumbrance is placed on a grant while claims are in “Awaiting Payment, Correcting, Editing or Submitted” status, the claims will be voided or withdrawn by DCJS staff. The subrecipient may resubmit claims that were withdrawn or voided once the encumbrance is resolved.

Unless otherwise stated, these encumbrances must be met by the stated deadline in OGMS. If they remain unmet after this date, then the grantee must report to the DCJS, by letter, the steps taken to achieve compliance, the reasons for non-compliance, and the expected date of compliance. DCJS may terminate grant funding based upon unexplained or unreasonable failure to substantially comply with encumbrances within reasonable specified time frames.



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### **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial reports and status reports for this grant throughout the grant period, as well as any required final reports to close the grant. No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

To submit reports, requests, and to view your grant award, refer to the On-line Grants Management System (OGMS) at our website: <https://ogms.dcjs.virginia.gov/>. In order to use this web-based system, if you have not previously done so, you must register in OGMS.

- **FINANCIAL REPORTS & REIMBURSEMENTS (Claims)** – OGMS Detail of Expenditure/ Reimbursement forms are due within 15 days after the end of each calendar quarter. Claim reports are due even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day. For financial questions, contact Joseph Thompson at (804) 225-2782 or via email at [Joseph.thompson@dcjs.virginia.gov](mailto:Joseph.thompson@dcjs.virginia.gov).
- **STATUS REPORTS** for most grant programs are due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor. For status report questions, contact your assigned Grant Monitor.
- **BUDGET (Contract) AMENDMENTS** may be submitted for consideration through OGMS. Please refer to “#10. Contract amendments”, above. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For contract amendment questions, contact your assigned Grant Monitor.
- **GRANT CLOSEOUT**: The subrecipient has up to 45 days from the end of the award period to liquidate any unpaid obligations and submit a final financial report. The liquidation period exists to allow projects time to receive final

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invoices and make final payments -- no new obligations may be incurred during this period. Unclaimed funds will have the potential to be reappropriated by DCJS, 60 days from the end of the award period. The closeout financial reconciliations process can begin after the last claim is marked as 'Final Request – YES', even if the project end date has not arrived. Once the claims have been reconciled, any unexpended funds will be de-obligated from the award amount and subrecipient access to funds may not be available. Closeout questions should be directed to Joseph Thompson at (804) 225-2782 or via email at [Joseph.thompson@dcjs.virginia.gov](mailto:Joseph.thompson@dcjs.virginia.gov).

### PROJECT STATUS AND FINANCIAL REPORTING SCHEDULE

Calendar Quarter Ending Dates	Report Due Dates
9/30/2025	10/15/2025
12/31/2025	1/15/2026
3/31/2026	4/15/2026
6/30/2026	7/15/2026
Final Financial Report (Claim)	8/15/2026

For technical assistance regarding OGMS, please e-mail:  
[ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov).

For grant related questions or requests, please contact your assigned DCJS Grant Monitor.