

South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs



SFY 2022-2023 State-Funded School Resource Officer Program Solicitation

Award Period: July 1, 2022 – June 30, 2023

Application Release Date: January 18, 2022

***Application Due Date: February 25, 2022**

***Law Enforcement Agencies must submit their portion of application at [SCDPSgrants.com](https://scdpsgrants.com) no later than the application due date.**

I. Introduction

The State-Funded School Resource Officer (SRO) Program is administered by the South Carolina Department of Public Safety (SCDPS) Office of Highway Safety and Justice Programs (OHSJP) pursuant to the South Carolina Code of Laws, Regulations, Appropriations Act, provisos, and directives. Any changes to the above, between the date of this solicitation release and the award date, will be incorporated into the award and special conditions.

The purpose of the SRO Program is to fund full-time certified law enforcement officers to serve as SROs in schools that otherwise would lack the adequate resources to hire their own SROs. SRO Program funds may be used to pay for the salary and employer contributions (fringe benefits), as well as law enforcement equipment and training for new and existing state-funded SROs based on a documented need.

II. Eligible Applicants

The SRO Program is open to traditional South Carolina School Districts, including the South Carolina Public Charter School District and schools authorized by an institution of higher learning (e.g. Charter Institute at Erskine). Other special school districts and schools administered by an agency of the state of South Carolina (e.g. SCDC, SCDJJ, Governor's Schools, etc.) should fund any required SROs through the agency's normal budget process.

In addition, the following points should be noted regarding eligible applicants:

- A. School Districts must apply for funding through OHSJP by submitting a simple one page Application Part 1 (Appendix A of this solicitation) via email to SROprogram@scdps.gov. In addition, **school districts must provide each of their law enforcement partners with a signed copy of Appendix A. Law enforcement agency partners need a signed copy of Appendix A in order to receive continued funding of salaries, equipment, and training for existing state-funded SROs, as well as requests for any new state-funded SROs.** Districts are encouraged to provide their law enforcement partners a signed copy of Appendix A no later than **January 31, 2022** in order for the law enforcement agencies to meet the requirements of completing Application Part 2 outlined in paragraph XI of this solicitation no later than **February 25, 2022**. It is the responsibility of the school districts to coordinate with their designated law enforcement agencies. Law enforcement agencies must have a reasonable expectation to be able to hire/assign officers to new state-funded SRO positions **within 90 days of the beginning of the award period.**
- B. Charter Schools desiring a state-funded SRO that do not fall under the South Carolina Public Charter School District, the Charter Institute at Erskine, or other school superintendent authorized by an institution of higher learning should be included in the local school district's application.
- C. Law enforcement agency partners will be required to provide information for the following individuals while completing the Application Part 2 in *SCDPS Grants*:

- a. Project Director – Person involved in the daily operations of the project.
- b. Financial Officer – City or County Finance Director
- c. Financial Point of Contact – Finance person to contact if not the Financial Officer
- d. Law Enforcement Agency Head – Sheriff, Chief of Police, Director, etc.

III. Funding Policy

Projects may be funded on a yearly basis based on an annual evaluation of current-year award performance and availability of funds. Requests for new state-funded SROs is limited to schools without an SRO. At this time, SRO Program funds are not available to provide a second SRO to a school or replace locally-funded SROs.

IV. Distribution of Award Funds

All award funds will be distributed on a reimbursement basis (monthly or quarterly). If the law enforcement agency can document and justify a legitimate hardship, personnel salaries may be awarded at the start of a quarter with reconciliation against payroll records being completed prior to another payment.

V. Matching Requirement

The SRO Program does not require any matching funds.

VI. Guidelines for the Use of Grant Funds

A. Allowable Expenses:

1. Funding is provided for 100% of the SRO's base salary and employer contributions (fringe benefits) normally related to full-time employees of the implementing law enforcement agency. Employer contributions may include: Social Security & Medicare (FICA), Retirement, Workers Compensation Insurance, and Health Insurance.

The OHSJP will only reimburse the lesser of 100% of the base price paid or 100% of the base state contract price for all vehicles and equipment installed in the vehicle (including but not limited to radar, in-car radio, single cell cage, console, emergency equipment and lighting, siren, in-car camera, center console, docking station, scanner/printer, installation and install supplies, push bumper) and all other associated costs. The OHSJP will not reimburse for add-ons to the vehicle or equipment (for example, upgraded engines).

2. Law enforcement equipment may include the normal uniforms, uniform accessories, body armor, weapon(s), fully-marked SRO patrol vehicle, and other law enforcement equipment associated with outfitting a law enforcement officer of the implementing law enforcement agency.
3. SRO training or continuing education courses as provided or recognized by the National Association of School Resource Officers or the South Carolina Criminal Justice Academy including travel-related costs associated with said training based on current United States General Services Administration (GSA) rates located at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
4. Training and law enforcement equipment may be funded based on the availability of funds. All equipment requests must be thoroughly explained and justified in the budget narrative with the SRO equipment assignment clearly identified.
5. The law enforcement agency may be reimbursed for mileage based on the current GSA Mileage Rate (0.585/mile as of January 1, 2022) for the assigned patrol vehicle of each state-funded SRO not to exceed 12,000 miles per SRO for the twelve month award period.
6. The following applies to patrol vehicles purchased with SRO Program funds:
 - a. Must be a vehicle type typically used in the ordinary course of performing routine patrol duties for the implementing law enforcement agency.
 - b. Must be clearly identified as an SRO vehicle and fully marked with external emergency lights (light bar) and full-color graphics in the same manner as the regular fully-marked patrol vehicles of the implementing agency. If not otherwise clearly identified as an SRO vehicle, the vehicle must have “SRO” on each rear quarter panel of the vehicle, which must be a minimum of four inches in height or other OHSJP-required decals.
 - c. May be equipped with the standard law enforcement equipment of the implementing law enforcement agency’s patrol vehicles.
 - d. Must be assigned to a state-funded SRO for the useful life of the vehicle, a minimum of six years.
 - e. Cannot replace a patrol vehicle assigned to a state-funded SRO that is less than six years old.
 - f. In the case of an existing state-funded SRO, the implementing law enforcement agency’s budget narrative at [SCDPSgrants.com](https://www.scdpsgrants.com) must identify the existing state-funded SRO, his or her school assignment, along with the year, make, model, license plate number, and mileage of his or her currently assigned patrol vehicle.

B. Unallowable Expenses:

1. Lighting, graphics, or window tinting not standard to normal patrol vehicles of the implementing law enforcement agency are not allowable with the exception of lettering "School Resource Officer", "SRO", or OHSJP-required decals in order to comply with the above patrol vehicle marking requirements. If funded from sources other than this award, temporary (e.g. magnetic) school or mascot logos are allowable with the authorization of the law enforcement agency head.
2. Overtime is not an allowable expense, however, nothing prohibits the implementing law enforcement agency from utilizing compensatory time off in lieu of overtime or the payment of overtime from other sources.
3. Other equipment not issued to all patrol officers of the implementing law enforcement agency unless specifically required by the SRO and fully justified in the agency's budget narrative.
4. Equipment or training costs obligated outside the award period are not reimbursable.

C. Financial Requirements

An assurance that SRO Program funds will not be used to supplant local funding must be provided in the application as stated in the award Terms and Conditions. This certification attests that SRO Program funds will be used to supplement existing locally funded SROs with additional state-funded SROs, not replace local funds already appropriated for the same purpose. Potential supplanting will be the subject of post-award monitoring and audit. Violations of this requirement can result in recoupment of monies provided under this award in addition to possible civil, and/or criminal penalties.

D. Program Requirements

1. All state-funded SROs must be assigned full time to one school and, in the absence of a declared or immediate emergency, must have one hundred percent of their time dedicated to SRO activities while school is in session and support any existing school activities during school breaks.
2. In accordance with the below regulation, a Memorandum of Understanding (MOU) signed by the school district superintendent and the law enforcement agency head must be submitted to SROprogram@scdps.gov as part of award Special Conditions.

Pursuant to South Carolina Code of Regulations 43-210, prior to placing a school resource officer at a school or in a district office, a memorandum of understanding must be executed between the school district, and the employing local law enforcement agency. The role of the school district, individual schools, local law enforcement agency, school administration, and the school resource officer shall be clearly defined in the memorandum of understanding.

The role of the school resource officer must clearly be defined pursuant to S.C. Code Ann 5-7-12 and in the memorandum of understanding. The provisions of this regulation and Regulation 43-279 must be included in the memorandum of understanding.

VII. Suspension or Termination of Funding

The OHSJP may suspend funding (in whole or in part), terminate funding, or impose another sanction on an awardee for any of the following reasons:

- A. Failure to comply with the requirements or statutory objectives of the SRO Program guidelines or other provisions of law.
- B. Failure to adhere to the standard terms and conditions or special conditions of the award.
- C. Implementing substantial program changes to the extent that, if submitted originally, the application would not have been approved for funding.
- D. Failure to submit reports (programmatic and/or financial) in a timely manner.
- E. Filing a false certification in this application or other report or document.

VIII. Application and Funding Review Process

All applications, whether new or a continuation, will be reviewed equally by the Office of Highway Safety and Justice Programs staff. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Applications will be carefully reviewed to ensure that any supplanting issues related to SRO positions, training, or equipment are addressed. The OHSJP staff will use the following criteria in the development of funding recommendations for the South Carolina Public Safety Coordinating Council.

- A. Jurisdictions with limited resources - All applications for new state-funded SROs will be ranked on the most recent School District Index of Taxpaying Ability (ITA) as the district's indicator of ability to pay, with districts of the lowest ITA receiving priority consideration.
- B. Budgetary Review - Each application will be reviewed to ensure costs are allowable, reasonable, and allocable.
- C. Demonstration of need – In addition to the justification of need that the law enforcement agency demonstrates in their budget narrative, the OHSJP will take into consideration geographical areas of greatest need, jurisdictions with limited resources, and current or past grant performance in making awards for training and equipment. There is no guarantee that replacement equipment will be awarded in full or in part.

IX. Funding Priorities

In accordance with its statutory authority, the OHSJP has established the following priorities for SRO Program funding:

1. Continuation of salary/fringe for existing state-funded SROs.
2. New state-funded SROs salary/fringe, training, and equipment utilizing the most recent index of taxpaying ability as the district's indicator of ability to pay, with districts of the lowest index of taxpaying ability receiving priority consideration.
3. Allowable equipment and training which is reasonable and allocable for existing state-funded SROs subject to the availability of funds, and demonstration of need.

X. Notification Process

Applicants will be notified in writing by the OHSJP whether their application has been approved or denied for funding. Notices of these decisions are tentatively scheduled for publication in June/July. The award period is July 1, 2022 – June 30, 2023.

XI. Application Process

PART 1. The school district applicant must submit a signed copy of the Application Part 1 (Appendix A) to SROprogram@scdps.gov and each of their law enforcement partners.

- a. Districts are encouraged to provide their law enforcement partners a signed copy of Appendix A no later than **January 31, 2022** in order for the law enforcement agencies to meet the requirements of completing Application Part 2 outlined below.
- b. No further application action is required on the part of the school districts.
- c. **School districts do not need to register at, or have access to, *SCDPS Grants*.**

PART 2. Law enforcement agencies will complete the Application Part 2 at [SCDPSgrants.com](https://scdpsgrants.com)

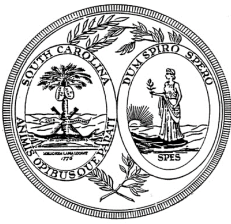
- a. The implementing law enforcement agency must upload the completed Appendix A into *SCDPS Grants* prior to submitting their portion of the application in *SCDPS Grants*.
- b. If a law enforcement agency is providing state-funded SROs for multiple school districts, the law enforcement agency must upload all Part 1 (Appendix A) of the

school district's applications to *SCDPS Grants* to be included in **one consolidated *SCDPS Grants* submission.**

- c. **IMPORTANT NOTE:** NEW law enforcement agency users must submit their subgrantee user registration requests at [SCDPSgrants.com](https://scdpsgrants.com) no later than **Friday, February 18, 2022.**
- d. The application must be fully complete and submitted via *SCDPS Grants* prior to the application deadline, which is **Friday, February 25, 2022.**
- e. Appendix B *SRO Program Application Check List* is an optional checklist to assist the law enforcement agency in completing their online portion in *SCDPS Grants*.

Please be aware that *SCDPS Grants* will allow application submissions until 11:59 PM on the application due date. However, staff will not be available to assist with application questions after 5:00 PM. For programmatic questions, you may contact Trevon Fordham at (803) 896-8709 or email TrevonFordham@scdps.gov. For any financial questions, contact Nicole Cannon at (803) 896-8426 or email EmeikaCannon@scdps.gov.

APPENDIX A



South Carolina Department of Public Safety Office of Highway Safety and Justice Programs School Resource Officer Program



SFY 2022-2023 STATE-FUNDED SRO PROGRAM APPLICATION - PART 1

School districts are encouraged to provide their law enforcement partners a signed copy of this document (APPLICATION - PART 1) no later than January 31, 2022 in order for the law enforcement agencies to meet the requirements of completing APPLICATION - PART 2 at SCDPSgrants.com by the February 25, 2022 deadline. Please copy SROprogram@scdps.gov when forwarding this document to your law enforcement agency partners.

PART 1A SCHOOL DISTRICT INFORMATION

DISTRICT NAME:				EMAIL ADDRESSES:
SUPERINTENDENT:				
POINT OF CONTACT:				
PHONE NUMBER:		EXT.		WEBSITE:

This application is made pursuant to the South Carolina Code of Laws, the South Carolina Appropriations Act, and related provisos, requesting that law enforcement agencies providing state-funded SROs to this school district be provided continued funding for the salaries, training, and equipment of existing state-funded SROs in addition to any new state-funded SRO positions requested below.

PART 1B STATE-FUNDED SROS ARE REQUESTED FOR THE FOLLOWING SCHOOLS WITHOUT AN SRO:

LEAVE THIS SECTION BLANK IF NOT REQUESTING NEW STATE-FUNDED SRO(S)

(List starting with highest priority at top. Attach additional sheet, if needed. Charter school districts do not need to prioritize and may submit an individual Appendix A for each school.)

NAME OF SCHOOL	LAW ENFORCEMENT AGENCY

If new positions are being requested, I affirm that the above school(s) do not have a full-time locally funded SRO and that local funding for SROs will not be supplanted. Additionally, this school district has coordinated with the law enforcement agency(s) listed above and that they have a reasonable expectation to be able to hire/assign officers to new state-funded SRO positions within 90 days of the beginning of the award period. It is further understood that this application is subject to approval and may be limited based on funds available for award.

Signature of School Superintendent

Date

APPENDIX B

SRO Program Application Check List

The following checklist will assist the law enforcement agency in providing all required information in *SCDPS Grants* for Part 2 of the application.

Budget Tab:

- ☐ Proposed expenditures are reasonable and adhere to application guidelines

Personnel category includes:

- ☐ Position Title (e.g. SRO, Master Officer, SRO Sergeant, etc.)
- ☐ School District (e.g. Aiken, Lexington 5, Spartanburg 7, Williamsburg, etc.)
- ☐ School Name (e.g. Beechwood Middle, Main Street Elementary, Timmons ville High, etc.)
- ☐ % of Time On Project must equal 100%
- ☐ Base Salary – projected annual salary cost for July 1 – June 30 award period
- ☐ Total Fringe Benefits – projected annual cost based on the award period

"Total Fringe Benefits" is the total employer contributions for Social Security & Medicare (FICA), Retirement, Workers Compensation Insurance, and Health Insurance.

Travel category:

- ☐ Travel Requests follow solicitation guidelines/GSA rates
- ☐ Patrol Vehicle mileage reimbursement request does not exceed 12,000 miles per state-funded SRO.

Equipment category:

- ☐ Items listed under equipment have a value of \$1,000 or more
- ☐ Brand name not listed. Does not include leased, rented items or software

Other category:

- ☐ Items listed under Other have an individual value of less than \$1,000 or do not fall into one of the above categories.

Budget Narrative Tab:

- ☐ Documented need for requested items is fully justified and explained in detail
- ☐ Patrol vehicles being replaced are identified and justified per solicitation guidelines

Other Relevant Requirements:

- ☐ A copy of the School District's Part 1 (Appendix A) has been uploaded to the application for each school district the law enforcement agency is supporting with a state-funded SRO.
- ☐ The name, title, address, phone, and email information must be completed on the online application for the Project Director, Financial Officer, Financial Point of Contact (if different than the Financial Officer, and Law Enforcement Agency Head. Signatures will only be required once an award is made.