



south carolina
DEPARTMENT *of* PUBLIC SAFETY
PROTECT. EDUCATE. SERVE.

OFFICE *of* HIGHWAY SAFETY AND JUSTICE PROGRAMS

SFY 2024-2025
State-Funded School Resource Officer Program
Annual Solicitation

Award Period: July 1, 2024 – June 30, 2025

Application Release Date: January 5, 2024

Application Due Date: February 16, 2024*

***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 and Limestone Charter Association). 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 19, 2024** 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 16, 2024**. 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, Limestone Charter Association, or other school 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*:

1. **Project Director** – The Project Director is an employee of the implementing law enforcement agency and a person knowledgeable in the daily operations of the project. Justification must be provided and written approval from OHSJP must be obtained in order for the Project Director to be the Law Enforcement Agency Head or a city/county employee not a member of the law enforcement agency. The Project Director is responsible for the timely submission of special condition documents, obtaining purchase pre-approval from Grants Accounting, submitting Requests For Payment/Quarterly Fiscal (RFP) reports, providing timely Personnel Assignment Letters (PALs), and any other required documents or reporting. **The Project Director will be required to attend an annual SRO Program Project Management Course.**
2. **Financial Officer** – The Financial Officer is the person serving as the Chief Financial Officer for the city or county.
3. **Financial Point of Contact** – The Financial Point of Contact is the agency, city, or county employee that will be assisting the Project Director with providing necessary supporting receipts and payroll records for RFPs. **The Financial Point of Contact will be required to attend an annual SRO Program Project Management Course.**
4. **Law Enforcement Agency Head** – The law enforcement agency head is the Sheriff, Chief of Police, or Director of the Law Enforcement Agency. The law enforcement agency head cannot be the Project Director unless the same individual is holding both positions with a current SRO Program award, otherwise, written approval of the SRO Program must be obtained.

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. 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. RFPs must be submitted at the end of every quarter, but may additionally be submitted for shorter time periods. Contact SROAccountingTeam@scdps.gov with any questions regarding reimbursement or other financial matters.

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. Generally, an officer newly hired or assigned to a vacant state-funded SRO position may attend SRO certification training or training required to obtain and/or maintain their law enforcement certification during the school year. However, SCDPS OHSJP reserves the right to deny reimbursement to an agency for these periods of training in cases where it detects a pattern of selected officers failing to successfully pass training or not remaining in a state-funded SRO position for a minimum of one full school year after completing training.
2. Law enforcement equipment may include the normal uniforms, uniform accessories, body armor, weapon(s), fully-marked patrol vehicle, and other law enforcement equipment associated with outfitting a law enforcement officer of the implementing law enforcement agency.
3. In-state or online 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 South Carolina law.
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.
5. The law enforcement agency may be reimbursed for mileage based on the current GSA Mileage Rate for the assigned patrol vehicle of each state-funded SRO, not to exceed 12,000 miles per SRO for a twelve month award period (shorter award periods will be pro-rated). This mileage reimbursement is for the operational costs (fuel, maintenance, insurance, etc.) of the state-funded SRO's assigned vehicle regardless of the funding source for the vehicle.
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. 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 (e.g., upgraded engines).
- b. Must be clearly identified as an SRO vehicle and fully marked with external emergency blue lights (external roof mounted light bar) and full-color graphics in the same manner as the regular fully-marked patrol vehicles of the implementing agency. An external roof mounted light bar is mandatory on state-funded SRO vehicles regardless of whether or not they are utilized on locally-funded vehicles. Subdued or Ghost graphics are not allowed. If not otherwise clearly identified with "School Resource Officer", in any size lettering on the vehicle, the vehicle must have "SRO" on each rear quarter panel area of the vehicle, which must be a minimum of four inches in height.
- c. Must affix any OHSJP-required and supplied decals as instructed.
- d. May be equipped with the standard law enforcement equipment of the implementing law enforcement agency's patrol vehicles.
- e. Must be assigned to the state-funded SRO at the school it was purchased for during the useful life of the vehicle, a minimum of six years.
- f. Cannot replace a patrol vehicle assigned to a state-funded SRO that is less than six years old.
- g. In the case of a replacement vehicle for an existing state-funded SRO, the implementing law enforcement agency's budget narrative at SCDPSgrants.com must identify the existing state-funded SRO, his or her school assignment, along with the year, make, model, VIN, 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

1. 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.
2. All purchases must be approved by Grants Accounting in writing prior to obligating any award funds.
3. Payment of funds will be made on a reimbursement basis requiring supporting documentation.
4. Items with a minimum cost of \$2,500 and any items deemed sensitive, regardless of cost, will require submission of a Property Control Form, inventory tracking, and SCDPS authorization prior to disposal.

D. Program Requirements

1. All state-funded SROs must be assigned full-time to one designated school listed in the approved application and, in the absence of extenuating circumstances, the state-funded SRO must be at the assigned school during normal school hours.

Extenuating circumstances include illness or other authorized leave, attendance of training required to maintain the SRO's law enforcement commission, required court attendance, a natural disaster, or a declared state of emergency. Every attempt should be made to schedule training, annual leave, or compensatory time off during normal school breaks.

2. The Project Director and the Financial Point of Contact will be required to attend an in-person Project Management Course at the beginning of the award period.

3. The Project Director will be responsible for the timely submission of award documents, personnel assignment changes, and any other required reporting.
4. 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.

5. Each School District is required to provide a consolidated end of the quarter report of SRO assignments regardless of funding source or providing law enforcement agency.
6. In order to provide technical advice, ensure program compliance, and maintain proper inventory control of state-funded equipment, site monitoring will occur. Site monitoring at schools provided state-funding for an SRO will be unannounced by a uniformed SRO Program Coordinator during normal school hours with every attempt being made to avoid unnecessary disruptions. Site monitoring for the law enforcement agency will be scheduled in advance.

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, 2024 – June 30, 2025.

XI. Application Process

PART 1. The school district applicant must submit a signed copy of the Application Part 1 (Appendix A) to **the participating law enforcement partner(s) related to the current request** and copy SROprogram@scdps.gov.

- a. Districts are encouraged to provide their law enforcement partners a signed copy of Appendix A no later than **January 19, 2024** 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. Apply under the *SFY 24-25 SRO Program* solicitation. To assist with completing a successful application, a voluntary virtual solicitation workshop presentation will be conducted at **1:00 p.m., Wednesday, January 10, 2024** at the following link:

<https://scdps.webex.com/scdps/j.php?MTID=m56574259bdcf6ff60ffc9346b3816525>

While the virtual application workshop is voluntary, it is recommended that the school district point of contact who is responsible for preparing Part 1 (Appendix A) of the application for the school district superintendent's signature and the participating law enforcement agency staff member responsible for completing and submitting Part 2 of the application in *SCDPS Grants* attend in order to learn of any changes for SFY 24-25 and receive information related to submitting a successful annual application. Pre-registration is not required.

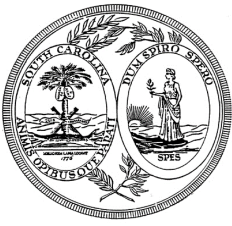
Please contact Kayla Boston at (803) 896-8707 or at KaylaBoston@scdps.gov if you have any problems joining the above link. The solicitation workshop presentation slides may be viewed via a link at <https://scdps.sc.gov/ohsjp/school-resource-officer-program>.

- b. 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*.
- c. 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**.

- d. **IMPORTANT NOTE:** NEW law enforcement agency users must submit their subgrantee logon credential requests at [SCDPSgrants.com](https://scdpsgrants.com) no later than **Friday, February 9, 2024**.
- e. The application must be fully complete and submitted via *SCDPS Grants* prior to the application deadline, which is **Friday, February 16, 2024**.
- f. 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 any financial or procurement questions, contact Grants Accounting at SROAccountingTeam@scdps.gov. For program or other questions, contact [your SRO Program Coordinator](#) or SROProgram@scdps.gov.

APPENDIX A



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



**SFY 2024-2025 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 19, 2024 in order for the law enforcement agencies to meet the requirements of completing APPLICATION - PART 2 at SCDPSgrants.com by the February 16, 2024 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 District 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)
- Currently assigned SRO's Name (Name is a cross check for our records and will be removed during staffing) OR
 - If awarded position but vacant, then use VACANT in parenthesis (VACANT)
 - If requesting new position, then use NEW in parenthesis (NEW)
- School District (e.g. Aiken, Lexington 5, Spartanburg 7, Williamsburg, etc.)
- School Name (e.g. Main Street Academy, Aiken Elementary School, etc.)
 - Example of line with all above: SRO (NEW), Aiken, Aiken Elementary School
- % 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

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 \$2,500 or more or items deemed sensitive
- 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 \$2,500 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
- Existing SRO Patrol vehicles being replaced are identified and justified per solicitation guidelines (SRO Name, assigned school, vehicle year, make, model, VIN, tag number, and mileage)

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 (PD), Financial Officer (FO), Financial Point of Contact (FPOC), and Law Enforcement Agency Head. Signatures of PD, FP, and LE Agency Head will be required once an award is made.