



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

**OFFICE *of* HIGHWAY SAFETY AND JUSTICE PROGRAMS**

**SFY 2025-2026**  
**State-Funded School Resource Officer Program**  
**Open Solicitation**

**Award Period: Date of Award through June 30, 2026**

Application Release Date: August 5, 2025  
(Rescinds Open Solicitation document dated October 1, 2022)

**This solicitation will remain open until rescinded**

## 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.

**This OPEN SOLICITATION is only for requesting salary/fringe, training, and equipment for new state-funded SRO positions that have not been previously awarded unless directed otherwise by the SRO Program manager.** The annual solicitation for continued funding for existing state-funded SRO positions, training, and replacement equipment along with new positions will be available in January/February of each year.

## 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](mailto: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 submit their online application.** 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 awarded through this solicitation **within 180 days of receiving notification of an approved new position if training and equipment for the new position is being requested.**
- B. Charter Schools authorized by a local school district, that do not fall under the South Carolina Public Charter School District, the Charter Institute at Erskine, Limestone Charter Association, or other institution of higher learning, must 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 utilizing the **NEW** online [SCDPS Grant Management System](https://scdps.intelligrants.com/), *IntelliGrants*, at <https://scdps.intelligrants.com/>.
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 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 SRO Program Project Management Course(s) as directed.**
  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 SRO Program Project Management Course(s) as directed.**
  4. **Law Enforcement Agency Head** – The law enforcement agency head is the Sheriff, Chief of Police, or Director of the Law Enforcement Agency.
  5. **Official Authorized to Sign** – The Official Authorized to Sign is the Mayor or City/County/Town Administrator or Manager.

### III. Funding Policy

Projects may be funded on a yearly basis based on the availability of funds. Requests for new state-funded SROs is limited to schools without funding for an SRO. SRO Program funds are not available to provide a second SRO to a school or to replace locally-funded SROs.

In the event that new state-funded SRO position(s) is/are approved for a law enforcement agency with an existing SFY 25-26 SRO Program award, the existing award will be internally revised to include funding for the new position(s). For a law enforcement agency applying for their first state-funded SRO positions(s), a new award will be created for the remainder of SFY 25-26 with an award ending date of June 30, 2026. In the case of a partial year of funding, salary/fringe or other annual costs will be appropriately pro-rated.

## **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](mailto: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. Compensation for state-funded SROs will be considered reasonable to the extent that it is consistent with that paid to locally-funded SROs of the agency. In cases where the agency does not have locally-funded SRO positions, compensation will be considered reasonable to the extent that it is comparable to that paid to the agency's non-supervisory patrol or special unit officers that have a similar level of training, experience, and responsibility. Upon request of the SRO Program, participating agencies will cooperate fully with any wage studies/surveys and provide documentation supporting this reasonableness threshold.
3. 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.
4. 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, regulations, and directives.

5. 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.
6. 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.
7. The following applies to patrol vehicles purchased with SRO Program funds:
  - a. Must be a vehicle make and model 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, light bar, siren, in-car camera, center console, docking station, scanner/printer, push bumper, installation supplies and labor) and other reasonable associated costs. The OHSJP will not reimburse for upgrades or add-ons to the vehicle (e.g., upgraded engines) that are not included in orders for their typical patrol vehicles or otherwise required by the OHSJP.
  - b. Must be clearly identified as an SRO vehicle and be fully marked with emergency blue lights, external roof mounted light bar, and full-color agency graphics. 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. Graphics must contrast with the vehicle's color with subdued or ghost graphics not being 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 school's state-funded SRO position, the implementing law enforcement agency's application must identify the existing state-funded school SRO position, the currently assigned SRO, 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 a light bar and 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. Bonuses or overtime are 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 bonuses or 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 Project Management Course(s) as instructed.
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](mailto: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 will be reviewed equally by the Office of Highway Safety and Justice Programs staff.

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 or items with multi-year installments will be awarded in full or in part.

## **IX. Notification Process**

Applicants will be notified in writing by the OHSJP whether their application has been approved or denied for funding. The timing of award notification for the Open Solicitation will vary based on when the application is submitted in the staffing cycle. The award period is from the date of the official award notice after July 1, 2025 through June 30, 2026.



## X. 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](mailto:SROProgram@scdps.gov).

- a. Districts are encouraged to provide their law enforcement partners a signed copy of Appendix A **as soon as possible** 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. **At this time, School Districts do not need to register at or have access to *IntelliGrants*.**

PART 2. Law enforcement agencies will complete the Application Part 2 online on the [IntelliGrants](https://scdps.intelligrants.com) website located at <https://scdps.intelligrants.com>.

- a. Both law enforcement agencies with an existing SRO Program award and law enforcement agencies applying to the SRO Program for the first time will start a new application for new positions by selecting the SFY 25-26 School Resource Officer Program link under “My Opportunities” after logging in to *IntelliGrants*.
- b. The [IntelliGrants](https://scdps.intelligrants.com) applicant training video can be accessed at the same location. The SRO Program grant application workshop presentation may be accessed on the SRO Program website at <https://scdps.sc.gov/ohsjp/school-resource-officer-program>.
- c. The implementing law enforcement agency must upload the completed Appendix A into the online [IntelliGrants](https://scdps.intelligrants.com) application prior to submitting. If a law enforcement agency is requesting new state-funded SROs for multiple school districts, the law enforcement agency must upload a Part 1 (Appendix A) from **each** school district into **one consolidated IntelliGrants application** from the law enforcement agency.
- d. The application must be fully complete and submitted online via, [IntelliGrants](https://scdps.intelligrants.com).

For any financial questions, contact Grants Accounting at [SROAccountingTeam@scdps.gov](mailto:SROAccountingTeam@scdps.gov). For program or other questions, contact [your SRO Program Coordinator](#) or [SROProgram@scdps.gov](mailto:SROProgram@scdps.gov).