

# MEMO

To: Carroll County Board of Supervisors  
From: R. Cellell Dalton  
Date: 7/18/19  
Subject: School Resource Officer Grant

I request that the Board of Supervisors accept and appropriate the School Resource Officer/School Security Officer Grant in the amount of \$35,000.



# COMMONWEALTH of VIRGINIA

## *Department of Criminal Justice Services*

Shannon Dion  
Director

Megan Peterson  
Chief Deputy Director

Washington Building  
1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

June 4, 2019

Mr. Steve Trutt  
County Administrator  
Carroll County  
605-1 Pine Street  
Hillsville, VA 24343

RE: School Resource Officer School Security Officer Grant Program

Dear Mr. Trutt:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **20-A4748FR20** and was approved for a total award of **\$35,000**. The project period for this program is **07/01/2019** through **06/30/2020**.

Enclosed you will find the Statement of Grant Award (SOGA) and Special Conditions documents, along with Reporting Requirements and Projected Due Dates. To indicate your acceptance of the award and conditions, please sign the SOGA and return it electronically within the next 60 days to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov). Review the conditions carefully as some may require action on your part before we will disburse grant funds.

**Please provide copies of this Award Package to those contacts listed on your grant application.** We will be happy to assist you in any way we can to assure your project's success. If you have any questions regarding this award, please contact your Grant Monitor, Patrick Harris at (804) 786-5367 or via email at [Patrick.Harris@dcjs.virginia.gov](mailto:Patrick.Harris@dcjs.virginia.gov).

Sincerely,

  
Shannon Dion

Enclosures

## STATEMENT OF GRANT AWARD (SOGA)

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

<b>School Resource Officer/School Security Officer Grant Program</b>
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Subgrantee: Carroll	DCJS Grant Number: 20-A4748FR20
DUNS Number:	Grant End Date: 06/30/2020
Grant Start Date: 07/01/2019	

Federal Grant Number:	
Federal Awardee:	
Federal Catalog Number:	
Project Description:	
Federal Start Date:	

Federal Funds:	<b>\$0</b>	Indirect Cost Rate: _____ %
State General Funds:	<b>\$0</b>	*If applicable
State Special Funds:	<b>\$25,455</b>	
Local Match:	<b><u>\$ 9,545</u></b>	
<b>Total Budget:</b>	<b>\$35,000</b>	

Project Director	Project Administrator	Finance Officer
Mr. Mark Burnette Assistant Superintendent Carroll County Public Schools 605-9 Pine Street Hillsville, VA 24343 (276) 728-3191 maburnet@ccpsd.k12.va.us	Mr. Steve Truitt County Administrator Carroll County 605-1 Pine Street Hillsville, VA 24343 (276) 730-3001 Steve.Truitt@CarrollCountyVa.gov	Ms. Tammy Quesenberry Finance Manager Carroll County Public Schools 605-9 Pine Street Hillsville, VA 24343 (276) 728-3191 tquesenb@ccpsd.k12.va.us

**\*Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: \_\_\_\_\_  
Authorized Official (Project Administrator)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **SPECIAL CONDITIONS**

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

<b>School Resource Officer/School Security Officer Grant Program</b>
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<b>Subgrantee:</b> Carroll	
<b>DUNS Number:</b>	<b>DCJS Grant Number:</b> 20-A4748FR20
<b>Grant Start Date:</b> 07/01/2019	<b>Grant End Date:</b> 06/30/2020

The following conditions are attached to and made a part of this grant award:

1. **Where the Statement of Grant Award reflects a required cash match contribution, the grantee agrees, by accepting the award, to provide the non-federal cash match as shown.**
2. **By signing the Statement of Grant Award/ Acceptance, the grant recipient 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;**
  - **to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;**
  - **and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;**
3. **The Subgrantee agrees to submit such reports as requested by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.**
4. **Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 45 days after the end of the grant period.**
5. **By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.**
6. **Sub grantee may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses.**

Please refer to the following IRS website for the most current mileage rate  
<http://www.irs.gov/irm/part191/1910101.html> Transportation costs for air and rail must be at coach rates.

7. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not started during this period, the subgrantee must report to the DCJS, by letter, 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 subgrantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.
8. No amendment to the approved budget may be made without the prior approval of DCJS. No more than two budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System (GMIS), accompanied with a narrative. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant period.
9. The subgrantee agrees to forward to the DCJS a copy of the scheduled audit of this grant award.
10. The grantee agrees to comply with the Virginia Public Procurement Act (<http://www.law.com/ava>)  
  
Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS. Permission to make sole source procurement must be obtained from DCJS in advance.
11. Acceptance of this grant award by the local government applicant 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 accord with the local government's established employment and personnel policies; assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award are complied with.
12. 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.

13. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
14. **Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:**

## REPORTING REQUIREMENTS AND PROJECTED DUE DATES

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

### School Resource Officer/School Security Officer Grant Program

Subgrantee: Carroll

DUNS Number:

Grant Start Date: 07/01/2019

DCJS Grant Number: 20-A4748FR20

Grant End Date: 06/30/2020

### **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial and progress reports for this grant throughout the grant period, as well as 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 Grants Management Information System (GMIS) at our website: [www.dcjs.virginia.gov/grants/gmis-online](http://www.dcjs.virginia.gov/grants/gmis-online). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer.

- **FINANCIAL REPORTS** are due within 15 days after the end of each calendar quarter and must be approved by your locality's Financial Officer. Reports are required 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 Bill Dodd at (804) 371-0638 or via email at [Bill.Dodd@dcjs.virginia.gov](mailto:Bill.Dodd@dcjs.virginia.gov) or Mark Fero at (804) 225-2782 or via email at [Mark.Fero@dcjs.virginia.gov](mailto:Mark.Fero@dcjs.virginia.gov).
- **PROGRESS 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.
- **REQUEST FOR FUNDS** for most grant programs are processed quarterly. Requests must be preceded by the previous quarter's financial and approved progress reports. For request for funds questions, contact Bill Dodd at (804) 371-0638 or via email at [Bill.Dodd@dcjs.virginia.gov](mailto:Bill.Dodd@dcjs.virginia.gov) or Mark Fero at (804) 225-2782 or via email at [Mark.Fero@dcjs.virginia.gov](mailto:Mark.Fero@dcjs.virginia.gov).
- **BUDGET AMENDMENTS** can be submitted for most DCJS programs with prior approval through our online Grants Management Information System (GMIS). Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For budget amendment questions, contact your assigned Grant Monitor.

- **GRANT CLOSEOUT:** The last quarterly financial report of a project using federal funds must indicate any unpaid obligations that may exist at the expiration of the grant award period. The subgrantee 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 invoices and make final payments -- no new obligations may be incurred during this period. Closeout questions should be directed to Andrew Wooldridge (804) 225-1863 or via email at [Andrew.Wooldridge@dps.virginia.gov](mailto:Andrew.Wooldridge@dps.virginia.gov) or Mark Fero at (804) 225-2782 or via email at [Mark.Fero@dps.virginia.gov](mailto:Mark.Fero@dps.virginia.gov).

**REPORTING SCHEDULE**

<b>CALENDAR QUARTER ENDING</b>	<b>REPORT DUE DATES</b>
9/30/2019	10/15/2019
12/31/2019	1/15/2020
3/31/2020	4/15/2020
6/30/2020	7/15/2020
Final Report	8/15/2020

**GENERAL HELPDESK INFORMATION**

GMIS Online: Send an email to [grantsweb@dps.virginia.gov](mailto:grantsweb@dps.virginia.gov).

CIMS or VSDVVI Reporting Software: Call (804) 786-4576 or (804) 225-4868