



FY 2023 School Resource Officer Grant Program (SROGP)

Frequently Asked Questions

1. **This is a three-year grant. Is the award amount for the entire three-year period, or is it renewed each year for three years?**
 - The award amount is for the entire three-year period. It is one award amount spread across three years. It will not be renewed.

2. **This grant requires a 50% cash match. Does my school district have to be the entity that pays for the match portion?**
 - There is no requirement under FY23 SROGP regarding which entity pays for the cash match portion of this grant, as long as the funds come from the local jurisdiction. Therefore, the school/district does not have to be the entity paying for the entire match portion.

3. **The 50% cash match is for “total project cost.” Does “total project cost” include all of the expenses for this position, or just eligible costs?**
 - Eligible costs. The total project cost is the total for all eligible expenses of the position, and the grant funding is for up to 50% of total eligible costs. Please see the below table for more information.

Table: 50% Cash Match Example – Reporting Period 1

All Expenses	All SRO Expenses	Eligible Expenses for the SROGP	100% Eligible Expenses for the SROGP	50% Eligible Expenses for Reimbursement
Wages	\$6,000	Wages	\$6,000	\$3,000
Fringe Benefits	\$2,000	Fringe Benefits	\$2,000	\$1,000
Overtime	\$1,000	-	-	-
Vehicle/Uniform	\$1,000	-	-	-
SRO-Specific Training	\$500	SRO-Specific Training	\$500	\$250
TOTALS	\$10,500	-	\$8,500	\$4,250

4. My school district reimburses our law enforcement agency for a percentage of the position (example: 70%, or the 50% from the grant and 20% from district funds), and the law enforcement agency covers the remainder. Is that allowable?

- Yes. Cost-sharing arrangements can be determined among the school district, law enforcement agency, and local municipality.

5. My school district has a cost-sharing arrangement with our law enforcement agency. Can we only be reimbursed for the school's portion?

- No, reimbursement is not limited to the school district's portion. The grantee can request reimbursement for up to 50% of the total eligible project cost for that reporting period, and the reimbursement can be transferred internally to accommodate the cost-sharing arrangement your district and law enforcement agency have determined.

6. Do the reimbursements go by costs *incurred* or costs *paid* for each reporting period?

- Costs **paid**. *Example: If the SRO works the last week of a reporting period, but the paycheck for that work week was not paid until the first week of the next reporting period, then those costs must go on the **next** report.*

7. Where can I find the reporting forms for this grant?

- Reporting forms are available for download on the Office of School Safety website www.mi.gov/officeofschoolsafety under the "Award-Related Links" section for the SRO Grant.

8. What documentation is needed for reimbursement under this grant?

- Required documentation (download reporting forms [here](#)):
 - i. A completed and signed Financial Status Report (FSR).
 - ii. A completed and signed Performance Status Report (PSR).
 - iii. A Reimbursement Certification Form, completed and signed by your partnering law enforcement agency/local municipality; or an itemized invoice from your partnering law enforcement agency/local municipality breaking down all expenses so that ineligible costs can be deducted.
 - iv. Proof of payment of total eligible position costs (from the law enforcement agency), or proof of district's payment to the law enforcement agency if the district is paying 100% eligible position costs.
 - v. If SRO-specific training costs were paid during the period, then proof of all individual costs paid, *and* proof of full training attendance or completion (if possible) are required to be submitted.
- Please note: Proof of payment for total eligible costs paid is required in order for grantees to be reimbursed a full 50% of those costs.

**If your district submits only proof of their repayment to the law enforcement agency, and the district is not paying 100% eligible position costs to the agency, then only 50% of what is shown to be paid will be reimbursed.*

9. Our law enforcement agency charges us one flat rate for “contracted services.” What documentation will we need to provide to receive our reimbursement?

- Have your partnering law enforcement agency or local municipality fill out the [Reimbursement Certification Form](#) **each reporting period** and submit it with your FSR form and documentation. This form breaks out the eligible expense amounts and serves as proof of what costs are being reimbursed for that period.
- If you are submitting for reimbursement for a full 50% of the total eligible costs (regardless of your district’s cost-sharing arrangement), you will need to submit proof of payment for all costs indicated on the Reimbursement Certification Form.
 - i. If your district is paying for 100% of the eligible position costs, your district’s payment to the partnering law enforcement agency for the position costs is sufficient proof of payment.
 - ii. If your district has a cost-sharing arrangement with another entity, we suggest you obtain and submit proof of original payment from the partnering law enforcement agency that shows proof of total costs paid during that period. If you provide proof of the law enforcement agency’s original payment, you would not need to submit proof of your district’s repayment to the agency.
- Please note that the Office of School Safety may request additional supporting documentation as needed at any point.

10. If our school district is sharing the costs for the position with another entity (i.e., the law enforcement agency), what financial documentation do we need to show in order to be reimbursed for the full 50% so we can distribute that reimbursement internally?

- Please see the responses to Questions 8 and 9 for required documentation and cost-sharing information.

11. Our partnering law enforcement agency’s proof of payment for total position costs also includes payment for ineligible expenses. Is that an issue?

- No. As long as the proof of payment *includes* the eligible expenses, and the law enforcement agency has completed the Reimbursement Certification Form certifying how much of that total is eligible for the SROGP, the proof of payment does not need to be broken down further.

12. Are vehicle, uniform, and/or regular law enforcement training costs eligible for reimbursement?

- **No.** The only eligible costs under this grant include:
 - i. Salary/wages (straight time only)
 - ii. Fringe benefits (wage-related benefits only)
 - iii. SRO-specific training

13. If we have extra award money, can we fund a second SRO position with this grant (either partially or fully)?

- No. All grantees were awarded for a maximum of one SRO position under this grant.

14. How long will it take to receive our reimbursement?

- Due to the high volume of reimbursements, it may take four to six weeks to receive the reimbursement after submitting the required documentation. Please note that submitting proper documentation expedites the review and approval process.

15. There are report due dates before/after our grant period dates. Do we have to submit reports for reporting periods before/after our grant period?

- No. Per Section 10.2 of the SROGP Grant Agreement, grantees are not required to submit any reports that are due before their grant start date or after approval of their final reports.

16. What if the start date for my grant-funded SRO changed and is now different from what I requested our grant start date to be?

- Amendments to the grant period are possible. Please email MSP-SchoolSafety@michigan.gov with this request, and more information will be provided.

17. Is the Memorandum of Agreement (MOA) our district submitted sufficient?

- If your district's MOA does not meet minimum requirements under this grant, you will receive an email with the required changes.

18. Our district has a contract with our law enforcement agency for this SRO position. Is that the same as an MOA?

- While you do not need to have two separate documents in this case, the contract must meet the following requirements:
 - i. "Memorandum of Agreement" or "Memorandum of Understanding" must be included in the title of the document.
 - ii. It must state that the SRO shall not be involved in enforcing school discipline. (See [MSP's Sample MOA](#) for reference).

19. Can we hire a retired police officer to fill this position?

- Yes, but the officer must still be MCOLES certified **and** must still be employed, supervised, and managed by the local or county law enforcement agency.

20. What is a SIGMA Vendor ID/Address ID?

- SIGMA Vendor IDs and Address IDs are used for reimbursement. Please speak with your financial department to determine your district's SIGMA information. You can also visit the state of Michigan [SIGMA Vendor Self-Service](#) to access your existing account or register for one. If your agency has a cost-sharing arrangement, you may use SIGMA information for the local entity that works best for the arrangement, and transfer funds internally as needed.
- The correct SIGMA Vendor and Address IDs must be provided on each FSR form in order to be reimbursed.

21. Are travel costs for SRO-specific training eligible for reimbursement?

- Yes, travel costs (including mileage, airfare, lodging, and meals) are eligible for reimbursement under this grant. Please note that travel reimbursement will follow the [state of Michigan travel policies and rates](#), and proof of payment (including receipts) will be required for reimbursement.