

APR 11 2022

Approved

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Rexann Knowles

TODAY'S DATE: April 4, 2022

DEPARTMENT:

COUNTY JUDGE

SIGNATURE OF DEPARTMENT HEAD:

X _____

REQUESTED AGENDA DATE:

April 11, 2022

SPECIFIC AGENDA WORDING: Consideration of the Submission of the FY 2021 SCAAP (State Criminal Alien Assistance Program) Grant Application Funding Opportunity Number O-BJA-2021-171190

PERSON(S) TO PRESENT ITEM:

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 2 minutes

ACTION ITEM: X

WORKSHOP: _____

(Anticipated number of minutes needed to discuss item)

CONSENT: _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: X

IT DEPARTMENT: _____

AUDITOR: X

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

To: JBI Clients with JustGrants Account

**ONLINE APPLICATION
INSTRUCTIONS
for
FY 2021 SCAAP**

Application Submission Deadline Date is:

05/09/2022 08:59PM EDT-NO EXCEPTIONS

Prepared by:

JBI
JUSTICE BENEFITS, INC.
1711 East Beltline Road
Coppell, TX 75019
PH: 800-576-3518
FAX: 972-406-3763 or 972-406-3790

JBI Help Desk for SCAAP: 1-800-576-3518

Items included in the Email Packet are as follows:

1. FY 2021 Online SCAAP Application Instructions
2. County Specific Information (*including Facility Information*)
3. Inmate Data (*ASCII Text, for upload to application*)
4. Nightly Head Count Report (*for upload to application*)
5. Payroll File (*for upload to application*)

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At the end of the application, send confirmation email with “Grant Package” attached to jbihelpdesk@jbi-ltd.com

****Use JustGrants Support page & training videos below for additional help****

JustGrants Support Page and Training: <https://justicegrants.usdoj.gov/user-support#cvho5>

JustGrants Training Videos: <https://justicegrants.usdoj.gov/training-resources/justgrants-training/entity-management#lq1efh>

FY 2021 SCAAP

INSTRUCTIONS FOR ONLINE APPLICATION FOR JBI's CLIENTS

The entire SCAAP application submission process is paperless via the Internet (JustGrants system). Therefore, we have provided the following detailed instructions and diagrams to guide you through the online application process for the FY 2021 SCAAP program.

STEP 1. Getting Online

1. Once online, you will need to type the following Internet address:

<https://diamd-auth.usdoj.gov/>

(Please Note that it must be "https:" and not just "http:" or your ID/Password will not work.)

NOTICE TO USERS

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By logging in to this information system you are acknowledging that you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.



Sign In

Email Address

Password

Remember me

Sign In

[Need help signing in?](#)

[DOJ Privacy Policy](#)

1. Enter Username and Password, then click on “Sign-In”

DOCUMENT EMAIL/PASSWORD AS YOU WILL USE IT EVERYTIME YOU SIGN-IN



Sign In

Email Address

Password



Remember me

Sign In

Need help signing in?

[DOJ Privacy Policy](#)

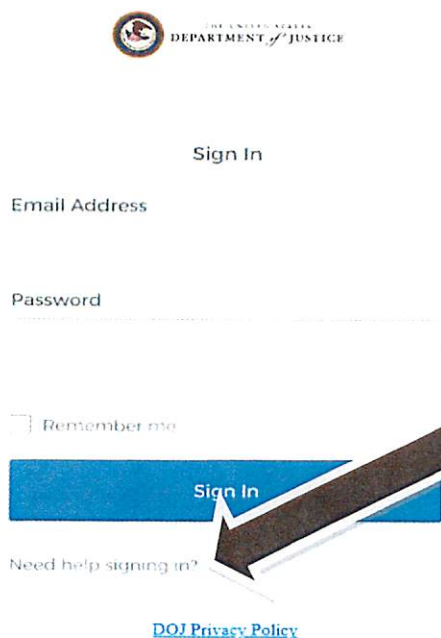
- Email Address: _____
- Password: _____

*These two items are needed for future logins.
Let someone else know where you keep these in case you are unavailable.*

Remember PASSWORD's are CASE sensitive!!!

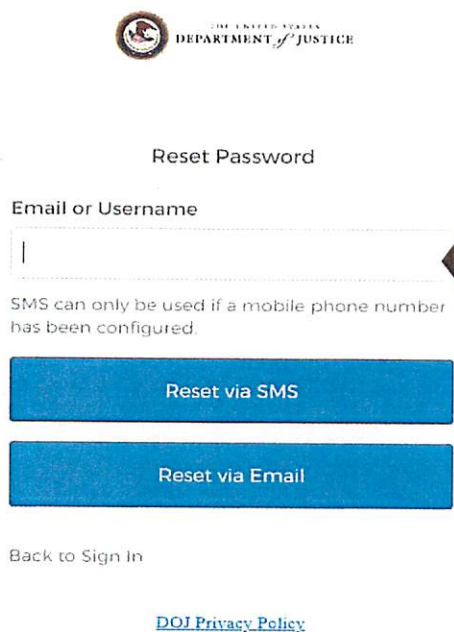
(CASE Sensitive means that the PASSWORD must be typed exactly the way you originally entered the information. If you used all Capital Letters or all Lower-Case Letters or a combination of the two, you must type it the same way every time you log in, or it will not be accepted.)

2. Applicant Sign In Trouble?:



The screenshot shows the DOJ Sign In page. At the top left is the DOJ logo. Below it is the text "Sign In". There are two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember me". A blue button labeled "Sign In" is positioned below the "Remember me" checkbox. Below the "Sign In" button is the text "Need help signing in?". At the bottom of the page is a link for "DOJ Privacy Policy". A large black arrow points from the "Need help signing in?" text to the "Sign In" button.

You can click on "Need help Signing in?" if you forgot your password or need to unlock your account.



The screenshot shows the DOJ Reset Password page. At the top left is the DOJ logo. Below it is the text "Reset Password". There is an input field labeled "Email or Username". Below the input field is the text "SMS can only be used if a mobile phone number has been configured.". There are two blue buttons: "Reset via SMS" and "Reset via Email". Below the buttons is the text "Back to Sign In". At the bottom of the page is a link for "DOJ Privacy Policy". A large black arrow points from the "Reset via Email" button to the "Email or Username" input field.

You will now need to enter your email/username. Select "Reset via Email" to set up a new password. You may also select "Reset via SMS" if you have a phone number configured with your account.

For further assistance signing into your account contact the JustGrants Support Desk at:

(833) 872-5175 or JustGrants.Support@usdoj.gov

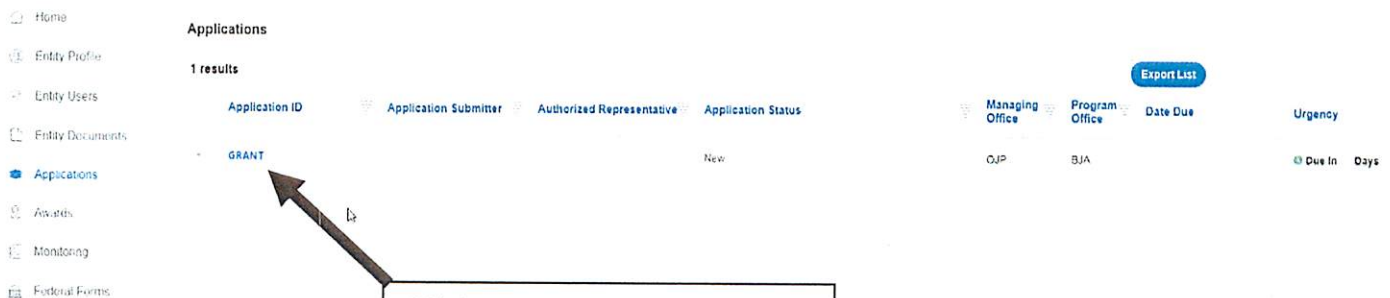
STEP 2. Verifying Information

Click on the square titled “JustGrants”. You are now logged into the JustGrants System Homepage!



NOTE: You may click on “Entity Users” to see if your name is listed as “Application Submitter” to ensure you have the permissions to submit your SCAAP application. If not, this will need to be added to your account by the “Entity Administrator”.

1. Click on “Applications” to continue your application for the FY 2021 SCAAP process. Next click Grant under Application ID column.



Click on “Applications” to continue your application for the FY 2021 SCAAP process. Next click Grant under Application ID column.

Grant Package (1) **DRAFT** Due

Assignments View all

Task
Standard Applicant Information Screen Flow

Assigned to

Begin

Information Audit

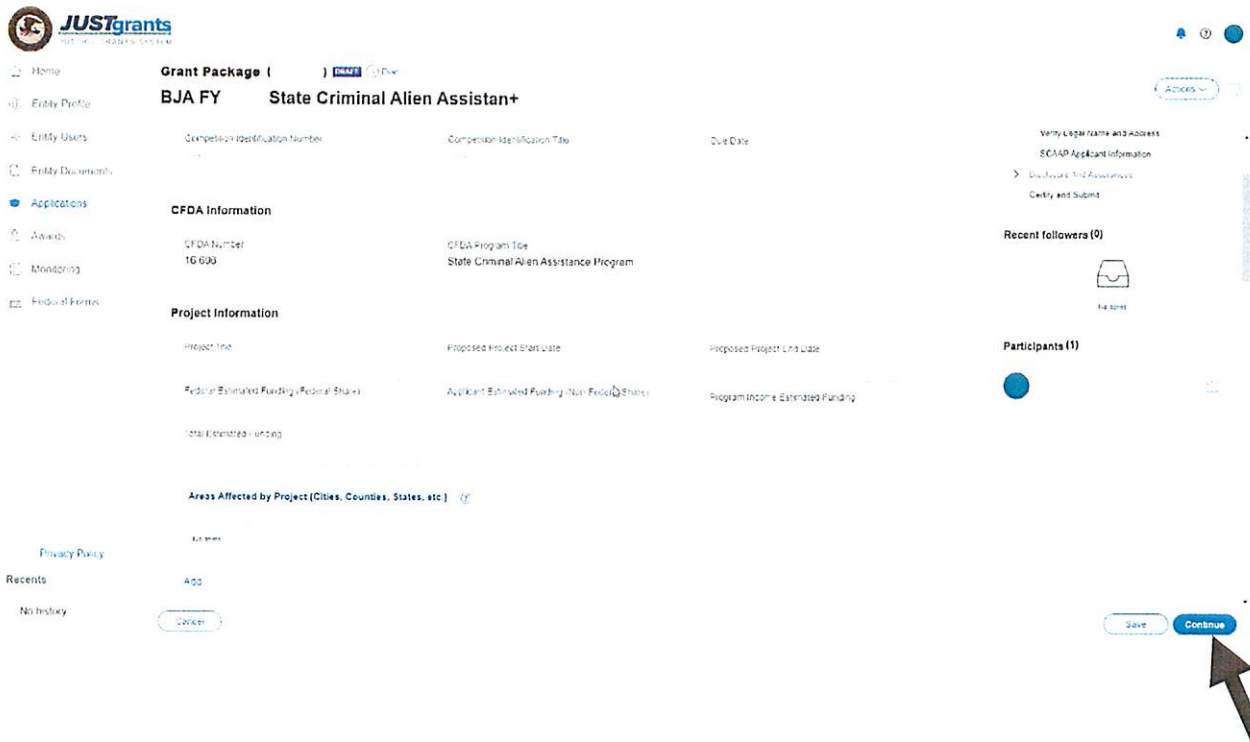
SolicitationID

SF424_2_1

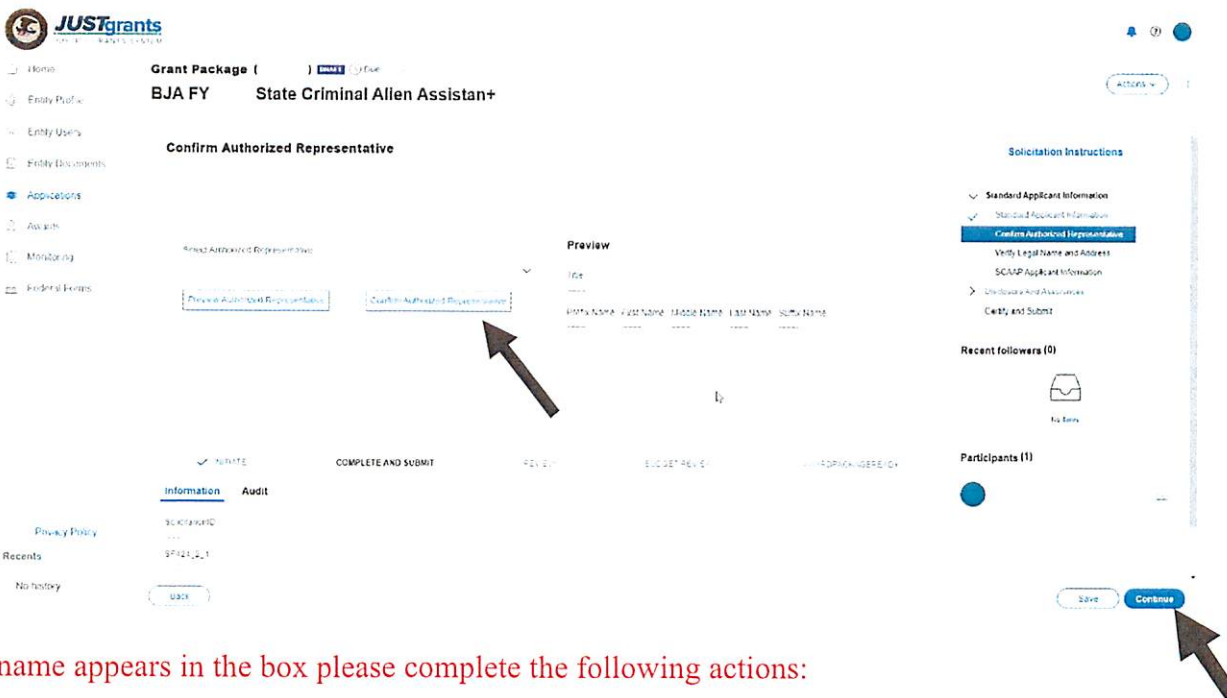
ApplicationInfo GrantSubmissionHeader OpportunityID

Click on “Begin” to proceed to application.

2. Scroll through and verify pre-filled information is correct then press “continue”:



3. Click the drop-down box to select name, then click “Confirm Authorized Representative” and “continue”.



****If no name appears in the box please complete the following actions:**

1. Entity Administrator needs to assign the Authorized Representative role to a user in your County.
2. They need to log in to JustGrants and click on DIAMD.
3. Go to Manage Members; Add desired name at the top & add Authorized Rep role; click submit.
4. Authorized Representative must login before their name will be visible in your application.

4. Verify information is correct then click small box at bottom of screen and “continue”.

The screenshot shows the 'Verify Legal Name, Doing Business As, and Legal Address' step of an application. The form includes sections for 'Entity Name', 'Physical Address', and 'Mailing Address'. Each section has fields for Street 1, Street 2, City, State, Country, and Zip/Postal Code. There are also checkboxes for 'Designate as Legal Address'. On the right side, there are 'Solicitation Instructions' and 'Recent followers' sections. At the bottom right, there are 'Save' and 'Continue' buttons.

This screenshot shows the instructions for the 'Verify Legal Name, Doing Business As, and Legal Address' step. The instructions are numbered 1, 2, and 3. Below the instructions, there is a confirmation statement: 'I confirm this is the correct entity'. Below this statement are fields for 'Signature' and 'Certification Date'. At the bottom, there are buttons for 'INQUIRE', 'COMPLETE AND SUBMIT', 'REVIEW', 'SUGGEST REVISION', and 'WITHDRAW/USER END'. At the bottom right, there are 'Save' and 'Continue' buttons. An arrow points to the 'Continue' button.

Step 3. Uploading Data Provided By JBI

A. Eligible Inmates

1. Locate “Upload Inmate” button and click.
2. Next, click “Select Inmate File” then browse your files to find the saved attachment listed as (Inmates-Upload this File FY2021)

The screenshot shows the JUSTgrants application interface. The main content area is titled "SCAAP Applicant Information" and "Required Information on 'Eligible Inmates'". A blue button labeled "Upload Inmate" is highlighted with a black arrow pointing to it. Below this, there is a table with columns: Name, Category, Comment, Uploaded By, and Date. The table is currently empty, showing "No assignments". Below the table, there is a section for "Inmate records containing errors:" with a table with columns: A-Number, Last Name, First Name, Middle Name, Date of Birth, Inmate ID, Country, Date Incarcerated, Date Released, FBI Number, and LESC I. The table is also empty, showing "No items". On the right side, there is a "Solicitation Instructions" panel with a list of steps: Standard Applicant Information, Standard Applicant Information, Certified Authorized Representative, Verify Legal Name and Address, SCAAP Applicant Information (highlighted in blue), Disclosure And Assurances, and Certify and Submit. Below this, there are sections for "Recent followers (0)" and "Participants (2)". At the bottom right, there are "Save" and "Continue" buttons.

The screenshot shows a modal dialog box titled "Attach Inmate". At the top center, there is a blue button labeled "Select Inmate File" with a black arrow pointing to it. Below this, there is a table with columns: Name, Category, and Comment. The table is currently empty, showing "No items". At the bottom left, there is a "Cancel" button, and at the bottom right, there is a "Submit" button with a black arrow pointing to it.

3. Click "Submit" button then review the box below to make sure you have **no rejected inmates**. If your rejected inmate line has anything other than 0 please call the JBI Helpdesk

NOTE: Compare the Number of records uploaded to the number located in the Reference only section at the bottom of the Information Sheet to see if they are the same. If the numbers do not match or the message indicates that errors occurred during the upload, please contact our Help Desk at 1-800-576-3518.

Details	Count
Accepted Inmate Records	91
Rejected Inmate Records	0
Total Inmates	91
Total Inmates Saved	91


Make sure "accepted" and "total" numbers match!

"0" rejected, ALL accepted!

B. Financial information Correctional Officers & Facilities Screen

1. Using the **Information Sheet JBI provided** in your upload package, fill in the following boxes:
Do not use commas

Reporting Period



Total number of full-time "correctional officers" employed by the applicant government during the reporting period

Total number (reported as FTEs) of part time correctional officers employed by the applicant government during the reporting period

Total Number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period

Total Number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period

Sum of lines 1 through 4 "correctional officer" FTEs (during reporting period)

Actual salary expenditure for "correctional officers" during the reporting period. (Enter in dollars, do not use commas)

2. Attach the FY 2021 Payroll PDF **provided by JBI** under ""Correctional Officer" salary expenditures detail (for the reporting period)". Select the attach button and a pop-up box will appear. Choose "Select File" and locate the saved Payroll PDF that JBI provided. Once the file has been found, select "Attach."

"Correctional Officer" salary expenditures detail (for the reporting period)

Click on the Attach button to upload the required attachment (detail on actual salary expenditures for correctional officers)

Attach

Name	Comment	Uploaded By	Date
No attachments			

Attach File(s)

Drag and drop files here

or

Select file(s)

Cancel Attach

3. Using the “Information Sheet” **JB** provided in your upload package fill in the following boxes:

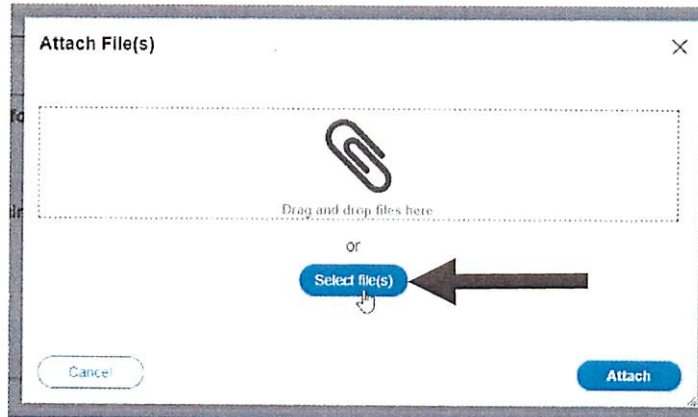


"Maximum bed count" for the reporting period
"Total all inmate days" for the reporting period

4. Attach the Nightly Head Count PDF **provided by JBI**. Select the “Attach” button and a pop-up box will appear. Choose “Select File” and locate the saved Nightly Head Count PDF. Once the file has been found, select “Attach”.

"All inmate days, by reporting day" detail (for the reporting period)

Click on the Attach button to upload the required attachment ("all inmate days, by reporting day")

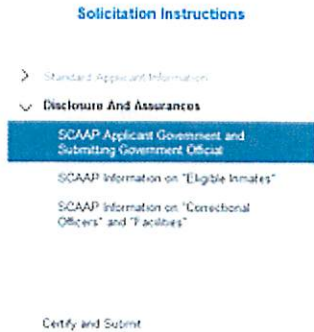


Save and click “continue” to move to the next screen!

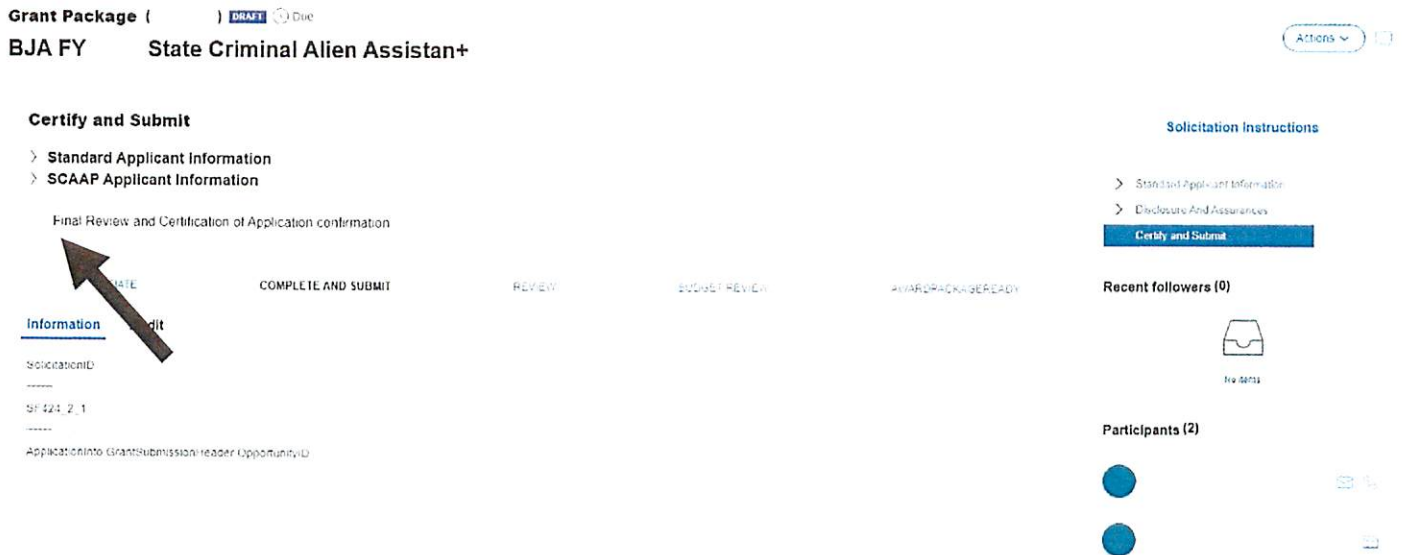
C. Certify and Submit

1. Click check box and “continue” to certify and assure information in application.

You will need to do this 3 times!



2. Click the last checkbox labeled “Final Review and Certification of Application confirmation”.



*****Click the blue “submit” button in the bottom right-hand corner*****

(If any error messages come up, please fix the issue, and “submit” again. Call the JBI Helpdesk if you are not sure what the error message means)

- You will now be taken to the final confirmation page, which will show a green banner reading “Thank you!” like the one below.

Grant Package () SUBMITTED 🕒 Due Actions ⌵ Print ⋮

Thank you! The next step in this case has been routed appropriately. ←

Information	Audit	Grant Package
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title BJA FY SCAAP
Application Case ID	Application Group Case ID	SF424_2_1

Case details

10 Goal Deadline in 20d in 20d
Created by Job(GetApplicationScheduler) (26d ago)

Recent followers (0)

No items

Participants (3)

Print or Save your “Grant Package” at this point!

- Click on the “Grant Package” tab to be taken to a full view of your submitted application. To save and print, look to the top right of the screen. **This is what you will send to JBI!**

Grant Package () SUBMITTED 🕒 Due Actions ⌵ Print ⋮

Thank you! The next step in this case has been routed appropriately.

Information	Audit	Grant Package
ApplicationInfo GrantSubmissionHeader OpportunityID	SolicitationID	Solicitation Title BJA FY SCAAP
Application Case ID	Application Group Case ID	SF424_2_1

Case details

10 Goal Deadline in 20d in 20d
Created by Job(GetApplicationScheduler) (26d ago)

Recent followers (0)

No items

Participants (3)

Click on “Grant Package” tab.

Print and Save with the buttons in the top right.

FINAL STEPS:

Forward the email confirmation from DOJ (pictured below) over to JBI @ JBIfhelpdesk@jbi-ltd.com or
Fax to JBI @ 972-406-3763

Please attach the “Grant Package” to this confirmation email!

***If you need to go back in to find the “Grant Package” at any point, follow these steps:*

Log in to JustGrants > Go to the “application” tab > Click on the blue “Grant” link > Click on “Grant Package” > Print/Save package by using buttons in the top right.

From: Default <do-not-reply@ojp.usdoj.gov>
Sent:
To:
Subject: Notice of Application Submitted to

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



An application for BJA FY _____ State Criminal Alien Assistance Program Program Requirements and Application Instructions has been submitted to the Department of Justice OJP BJA on behalf of _____, COUNTY OF Doing Business As _____ COUNTY JAIL at _____ 12:09 PM.
<https://justgrants.usdoj.gov/>

For more information go to www.justicegrants.usdoj.gov
JustGrants is operated under the U.S. Department of Justice

IMPORTANT INFO:

CONGRATULATIONS, YOU HAVE JUST SUCCESSFULLY COMPLETED THE APPLICATION FOR THE FY 2021 SCAAP PROGRAM.

1. PLEASE REMEMBER TO KEEP YOUR USER ID AND PASSWORD AS YOU WILL NEED THIS INFORMATION TO RE-ENTER THE JUSTGRANTS.
2. IF YOU WERE NOT ABLE TO SUBMIT THE APPLICATION AT THE CURRENT TIME...SAVE YOUR WORK AND YOU CAN LOG BACK ONTO THE JUSTGRANTS SYSTEM AT ANY TIME AND COMPLETE THE APPLICATION PROCESS **PRIOR TO 05/09/2022, 08:59 PM EDT.**
3. IF AT ANY TIME YOU NEED ASSISTANCE WITH THE APPLICATION PROCESS, PLEASE CALL JBI AT THE FOLLOWING NUMBER:

JBI HELP DESK @ 1-800-576-3518