

JAN 23 2023

Approved

**AGENDA PLACEMENT FORM**

(Submission Deadline – Tuesday, 12:00 PM before Regular Court Meetings)

Date: 1/11/23

Meeting Date: 1/23/23

Submitted By: Rexann Knowles

Department/Office: County Judge

Signature of Director/Official: \_\_\_\_\_

Agenda Title: FY 22 SCAAP Application - State Criminal Alien Asst. Program

**Public Description** (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

Consideration of Submission of the FY 22 SCAAP (State Criminal Alien Assistance Program) Grant Application Funding Opportunity Number O-BJA-2022-171484 in the Amount of \$59,000.00

(May attach additional sheets if necessary)

Person to Present: Rexann Knowles

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC  CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 2 minutes

Session Requested: Consent (Action Item, Workshop, Consent, Executive)

**Check All Departments Requiring Notification:**

County Attorney  IT  Purchasing  Auditor

Personnel  Public Works  Facilities Management

Other Department/Official (list) \_\_\_\_\_

To: JBI Clients with JustGrants Account

**ONLINE APPLICATION  
INSTRUCTIONS  
for  
FY 2022 SCAAP**

Application Submission Deadline Date is:

**02/06/2023 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 2022 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*)

# TABLE OF CONTENTS

STEP 1. Getting Online .....	3
STEP 2. Verifying Information .....	6
STEP 3. Uploading Data Provided By JBI .....	9
A. Eligible Inmates	
B. Correctional Officers & Facilities	
C. Certify and Submit	

*At the end of the application, send confirmation email with “Grant Package” attached to [jbihelpdesk@jbi-ltd.com](mailto: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#lql1efh>

# FY 2022 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 2022 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

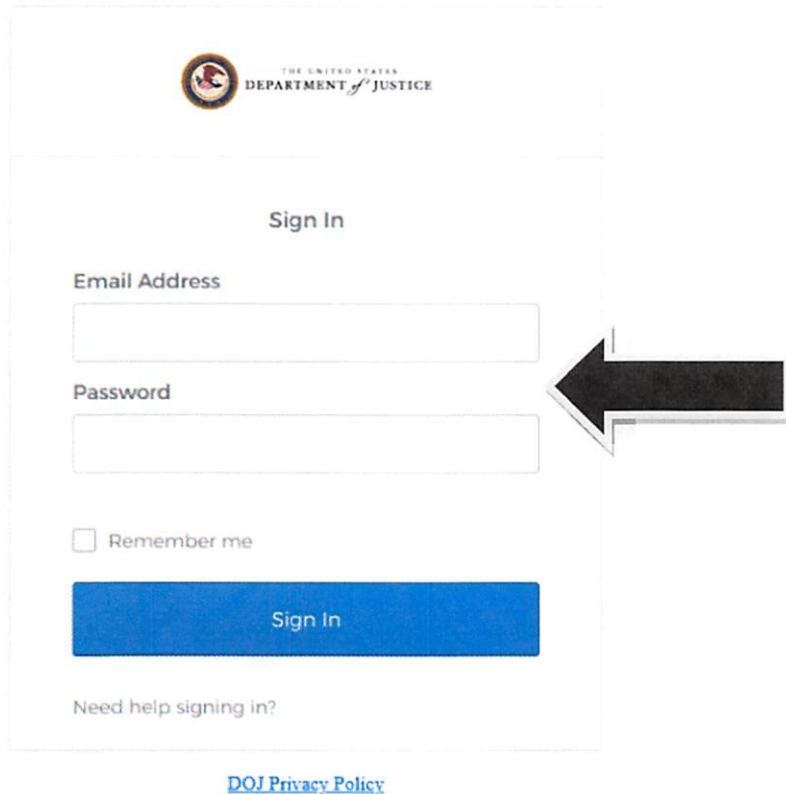
Sign In

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



The image shows a screenshot of the DOJ Sign In page. At the top left is the DOJ logo with the text "THE UNITED STATES DEPARTMENT OF JUSTICE". Below the logo is the heading "Sign In". There are two input fields: "Email Address" and "Password". A large black arrow points from the right towards these two fields. Below the fields is a checkbox labeled "Remember me" and a blue "Sign In" button. At the bottom left of the form area is the text "Need help signing in?". Below the form area is a link for "DOJ Privacy Policy".

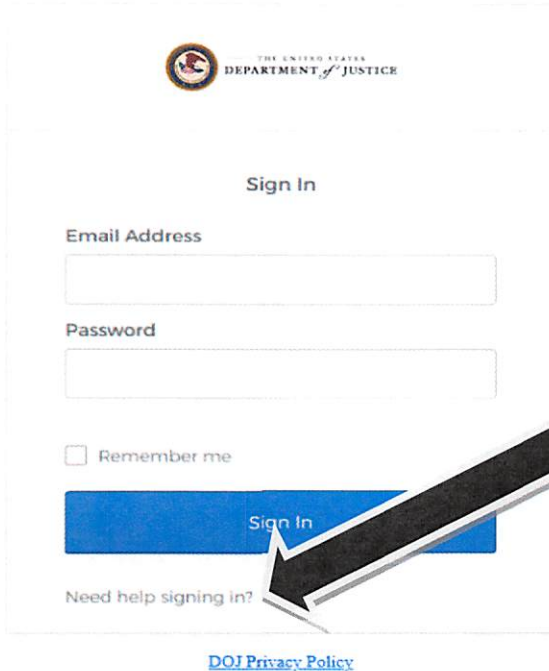
- Email Address: \_\_\_\_\_
- Password: \_\_\_\_\_

*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!!!**

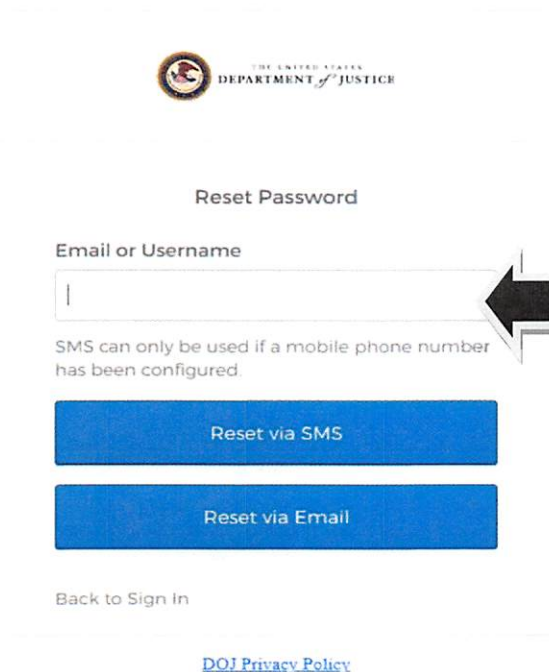
(CASE Sensitive means that the PASSWORD must be typed exactly the way you originally entered the information. If you used all Capital Letters or all Lower-Case Letters or a combination of the two, you must type it the same way every time you log in, or it will not be accepted.)

## 2. Applicant Sign In Trouble?:



The screenshot shows the DOJ Sign In page. At the top is the DOJ logo and the text "THE UNITED STATES DEPARTMENT OF JUSTICE". Below this is the heading "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 checkbox. At the bottom of the form is a link that says "Need help signing in?". A large black arrow points from the "Need help signing in?" link towards the right.

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 is the DOJ logo and the text "THE UNITED STATES DEPARTMENT OF JUSTICE". Below this is the heading "Reset Password". There is an input field labeled "Email or Username". Below the input field is a note: "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". At the bottom of the form is a link that says "Back to Sign in". A large black arrow points from the "Email or Username" input field towards the right.

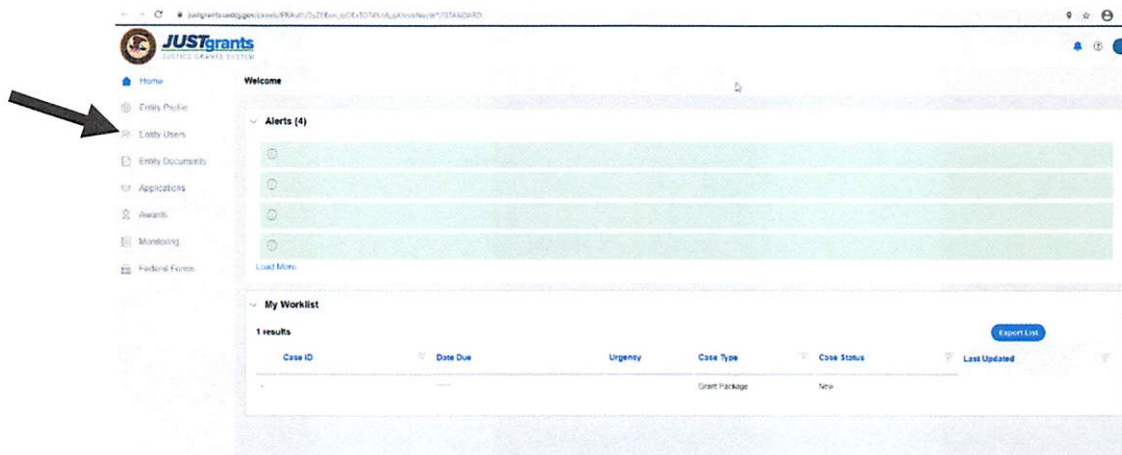
You will now need to enter your email/username. Select “Reset via Email” to set up a new password. You may also select “Reset via SMS” if you have a phone number configured with your account.

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

**(833) 872-5175** or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

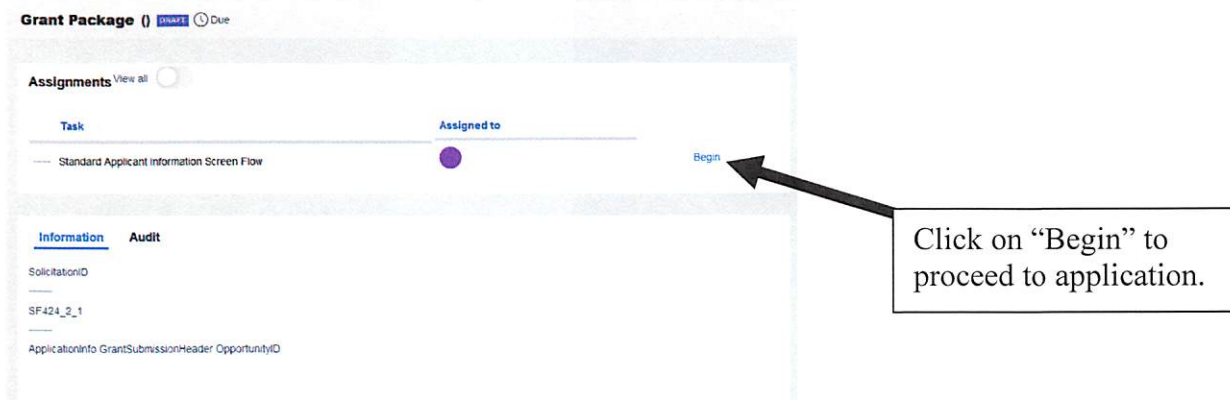
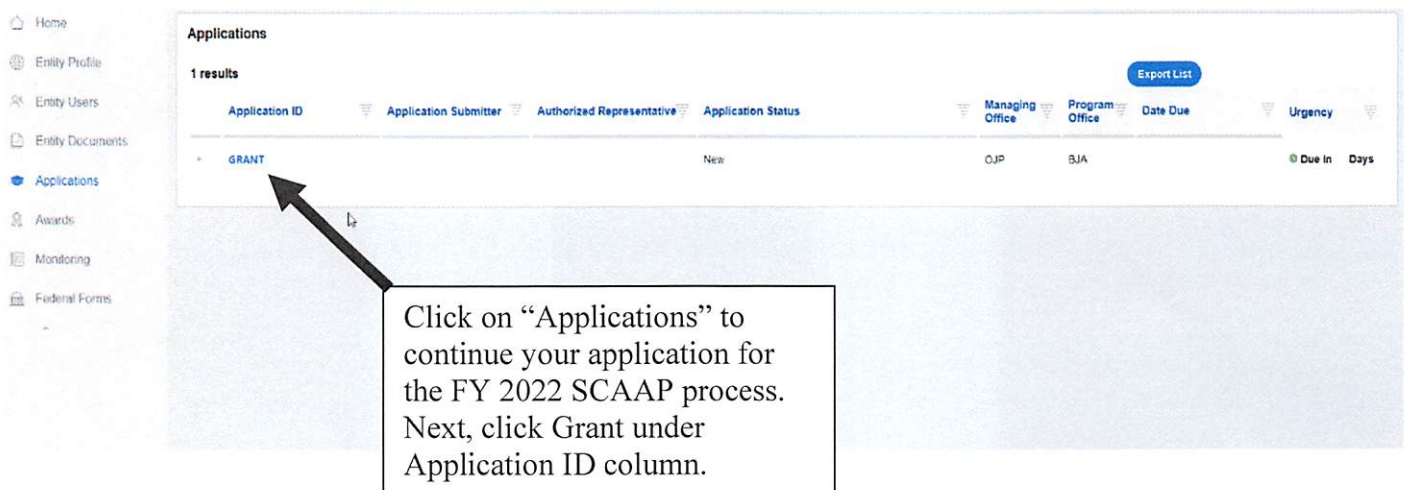
## STEP 2. Verifying Information

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

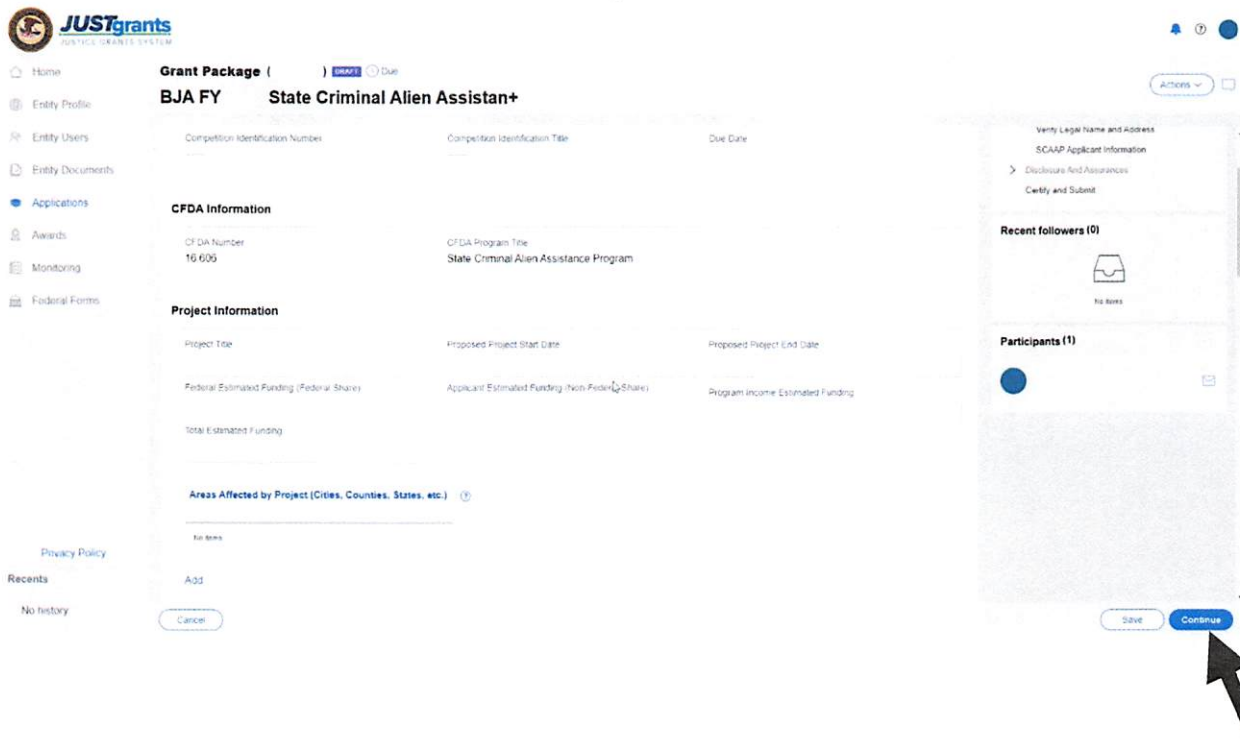


**NOTE: You may click on “Entity Users” to see if your name is listed as “Application Submitter” to ensure you have the permissions to submit your SCAAP application. If not, this will need to be added to your account by the “Entity Administrator”.**

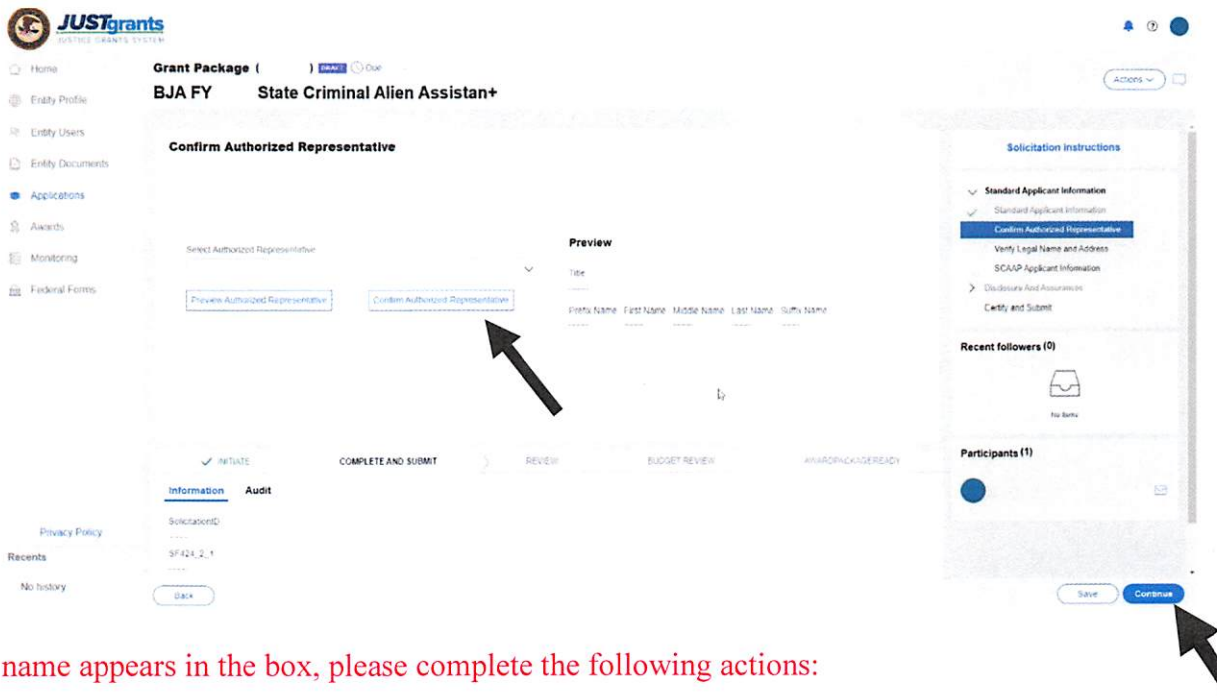
1. Click on “Applications” to continue your application for the FY 2022 SCAAP process. Next click Grant under Application ID column.



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 checkbox at bottom of screen and “continue”.

The screenshot shows the 'Verify Legal Name, Doing Business As, and Legal Address' step in the JUSTgrants system. The page title is 'Grant Package ( ) BJA FY State Criminal Alien Assistant+'. The form includes sections for 'Entity Name', 'Physical Address', and 'Mailing Address', each with fields for Street 1, Street 2, City, Country, State/U.S. Territory, and Zip/Postal Code. A 'Designate as Legal Address' checkbox is checked. A 'Solicitation Instructions' sidebar on the right shows a progress bar with 'Verify Legal Name and Address' highlighted. Below the sidebar are sections for 'Recent followers (0)' and 'Participants (2)'. At the bottom right, there are 'Save' and 'Continue' buttons.

The screenshot shows the confirmation step of the JUSTgrants application. The page title is 'Grant Package ( ) BJA FY State Criminal Alien Assistant+'. The main content area contains three numbered instructions: 1. If the information is correct, click 'Continue' to continue with completion of the application. 2. If the information displayed does not accurately represent the legal entity applying for federal assistance, contact the individual designated to manage your organization's entity profile or the System for Award Management (SAM.gov) to update the entity legal name/address. 3. If the above information is not the entity for which this application is being submitted, withdraw/delete this application and initiate a new application in Grants.gov with the correct DUNS/SAM profile. Below the instructions is a confirmation statement: 'I confirm this is the correct entity'. There are fields for 'Signer Name' and 'Certification Date / Time'. A progress bar at the bottom shows the current step as 'INITIATE', with other steps being 'COMPLETE AND SUBMIT', 'REVIEW', 'BUDGET REVIEW', and 'AWARD PACKAGE READY'. At the bottom right, there are 'Save' and 'Continue' buttons, with the 'Continue' button highlighted by a black arrow.

## 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 FY2022)**

The screenshot shows the JUSTgrants application interface. The main content area is titled "SCAAP Applicant Information" and includes a section for "Required Information on 'Eligible Inmates'". A black arrow points to the "Upload Inmate" button. Below this, there are two tables for "Required Information on 'Eligible Inmates'": one for attachments and one for inmate records containing errors. The right sidebar shows "Solicitation Instructions" and "Recent followers (0)".

The screenshot shows the "Attach Inmate" modal window. It features a "Select Inmate File" button at the top, a table with columns "Name", "Category", and "Comment", and "Cancel" and "Submit" buttons at the bottom. A black arrow points to the "Select Inmate File" button, and another black arrow points to the "Submit" button.

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	<input type="text"/>
Total number (reported as FTEs) of part time correctional officers employed by the applicant government, during the reporting period	<input type="text"/>
Total Number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period	<input type="text"/>
Total Number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during reporting period	<input type="text"/>
Sum of lines 1 through 4. "correctional officer" FTEs (during reporting period)	<input type="text"/>
Actual salary expenditure for "correctional officers" during the reporting period. (Enter in dollars, do not use commas)	<input type="text"/>

2. Attach the PDF titled, **Payroll – County ST FY22 provided by JBI** under "Correctional Officer". 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 I provided** in your upload package fill in the following boxes:



"Maximum bed count" for the reporting period	<input type="text"/>
"Total all inmate days" for the reporting period	<input type="text"/>

4. Attach the PDF titled, **Nightly Head Count – County ST FY22** provided by JBI under “All inmate days, by reporting day”. 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”)

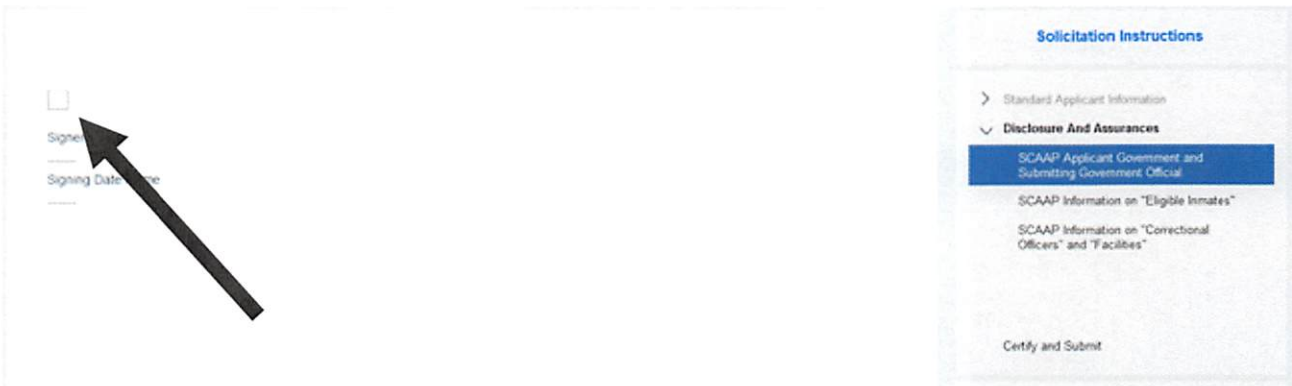


**Save and click “continue” to move to the next screen!**

### 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!**



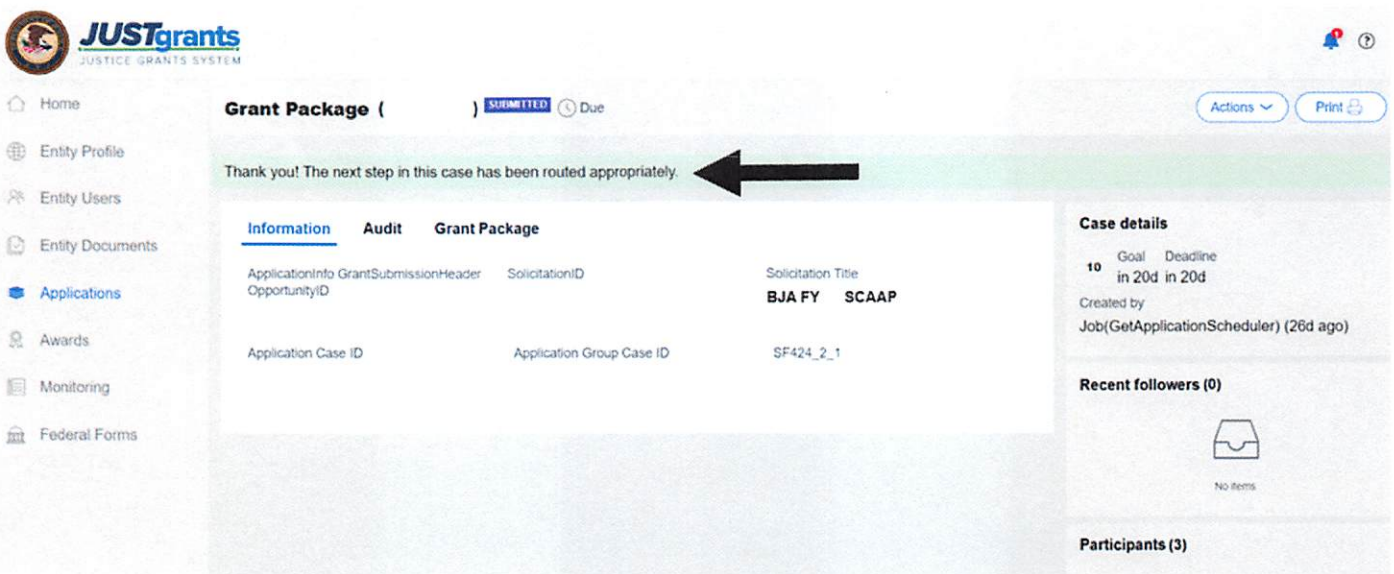
2. Click the last checkbox labeled “Final Review and Certification of Application confirmation”.



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

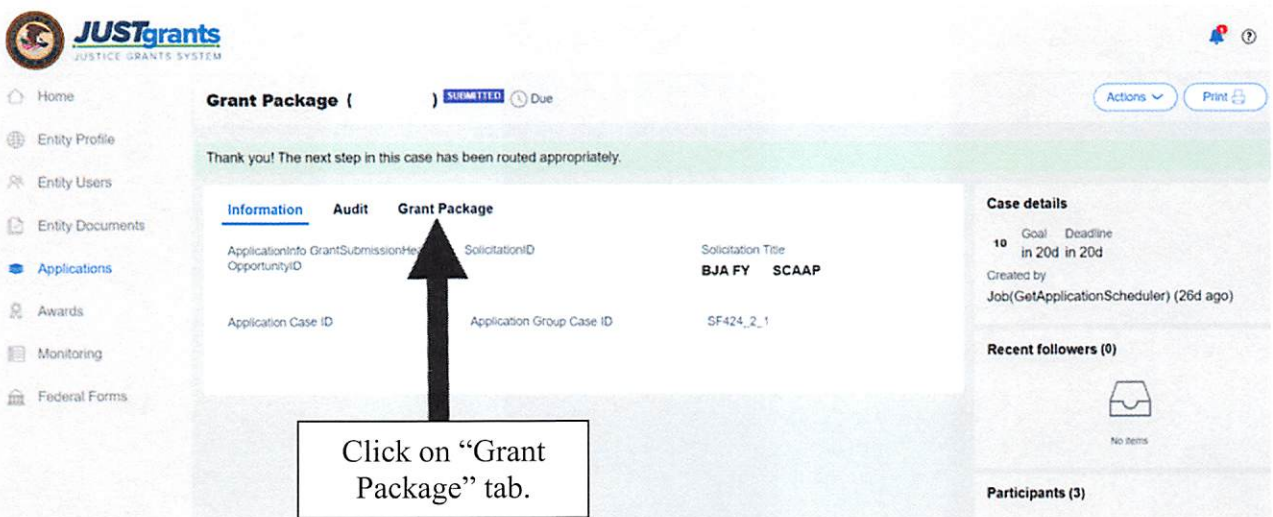
(If any error messages come up, please fix the issue, and “submit” again. Call the JBI Helpdesk if you are not sure what the error message means)

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



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

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



Print/Save with the button in the top right.

## **FINAL STEPS:**

Forward the email confirmation from DOJ (pictured below) over to JBI @ [JBIhelpdesk@jbi-ltd.com](mailto:JBIhelpdesk@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.



## **IMPORTANT INFO:**

**CONGRATULATIONS, YOU HAVE JUST SUCCESSFULLY COMPLETED THE APPLICATION FOR THE FY 2022 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 02/06/2023 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**