



AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: September 7, 2023

Meeting Date: September 25, 2023

Submitted By: Rexann Knowles

Department/Office: County Judge

Signature of Director/Official: _____

COMMISSIONERS COURT

SEP 25 2023

Approved

Agenda Title:

Consideration of Acceptance of the FY 22 SCAAP (State Criminal Alien Assistance Program) Award 15PBJA-22-RR-05179-SCAA in the amount of \$51,391.00

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

Requesting Court approval of the FY 22 SCAAP (State Criminal Alien Assistance Program) award in the amount of \$51,391.00

(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: 1 minutes

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

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

Please Inter-Office All Original Documents to County Judge’s Office Prior to Deadline & List All External Persons Who Need a Copy of Signed Documents In Your Submission Email

Rexann Knowles

From: JBIHelpDesk <JBIHelpDesk@jbi-ltd.com>
Sent: Thursday, August 31, 2023 2:25 PM
To: Rexann Knowles
Subject: SCAAP FY22 Awards Now Available!

CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.



JUSTICE BENEFITS, INC.

1711 East Beltline Road ~ Coppell, Texas 75019
Phone: 800-576-3518 ~ Fax: 972-406-3763

Rexann Knowles
Budget Coordinator

Johnson County, Texas

Great News!! BJA has released the FY22 SCAAP awards in JustGrants; therefore, you can now follow the instructions below to accept the funds! **Once completed, send JBI your confirmation page so we can mark you down as finished! (Screenshot showing the purple pending status at the top next to your award number)**

Award: \$51,391.00

Please see instructional video provided by DOJ on award acceptance in JustGrants:

[Training: Grant Award Acceptance | JustGrants Resources \(usdoj.gov\)](#)

To change/add roles in JustGrants (if needed):

Entity Admin signs into JustGrants > DIAMD Box > Manager Members > Select name at the top > Choose roles to add on bottom left > Confirm with blue button on bottom right

FY 2022 SCAAP Award Acceptance and Drawdown Procedures

STEP 1. Entity Administrator listed in JustGrants must confirm roles for award:

- Go to <https://diamd-auth.usdoj.gov/> and sign in to your JustGrants account.
- Find the grant package in your “worklist” on the homepage and click the blue case ID link.
- Confirm roles by selecting from the dropdown and clicking the blue “OK” buttons on the right.
- Select blue “Accept” in bottom right once available. Purple pending status should change from “Pending-ExternalAssignee” to “Pending-AwardAcceptance”. It is now ready for the Authorized Rep to finish.

STEP 2. The Authorized Representative listed in JustGrants can now log in and accept the award:

- Go to <https://diamd-auth.usdoj.gov/> and sign in to your JustGrants account.
- Find the grant package in your “worklist” on the homepage and click the blue case ID link.
- Go through and certify all the sections by clicking the arrow on each section to drop it down
- Check the boxes at the bottom of each section and click “Accept”. If it is still greyed out, you may have missed a checkbox.
- You should see a green banner appear at the top showing it has been submitted. (screenshot page to send to JBI)

STEP 3. Awards are sent to County ASAP account where funds can be routed appropriately:

- Awards **will not** be automatically sent to your bank account after JustGrants acceptance. You **must** initiate the transfer in ASAP!
- ASAP Account help/questions: asaphelpdesk@fiscal.treasury.gov or (855) 868-0151
- Create ASAP Account: ask.OCFO@usdoj.gov or 800-458-0786

Please send over your confirmation page so JBI can mark you down as complete.

CONGRATS on your FY22 SCAAP award!!!

Sincerely,
JBI SCAAP Team
Justice Benefits, Inc.
(800) 576-3518



- Home
- Entity Profile
- Entity Users
- Entity Documents
- Applications
- Awards**
- Monitoring
- Federal Forms
- Training Resources

Funded Award

(15PBJA-22-RR-05179-SCAA) **PENDING-AWARD EXTERNAL ASSIGNEE**

Entity Legal Name (JOHNSON, COUNTY OF) Doing Business As: ()

- Award Package**
- Award Conditions
- Award Details
- Attachments
- Management
- and Availability
- Report (FFR)
- Modification (GAM)

▼ Award Letter

August 30, 2023

Dear Rexann Knowles,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you that the Office of Justice Programs (OJP) has approved the application submitted by JOHNSON, COUNTY OF for a Payment Award (non-grant) under the funding opportunity entitled 2022 BJA FY 2022 State Criminal Alien Assistance Program. The approved payment amount is \$51,391.

Review the award instrument below carefully and familiarize yourself with all requirements before accepting your payment award. The award instrument includes the payment award offer and award acceptance. In connection with this payment award, references to the term "award" should be understood as this payment award.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the award offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations on your payment award.

Maureen Henneberg
Deputy Assistant Attorney General