

**AGENDA PLACEMENT FORM**

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

**Date:** December 4, 2023  
**Meeting Date:** December 11, 2023  
**Submitted By:** Rexann Knowles  
**Department:** County Judge  
**Signature of Elected Official/Department Head:**  
\_\_\_\_\_

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>
<p>COMMISSIONERS COURT</p> <p>DEC 11 2023</p> <p><b>Approved</b></p>

**Description:**

Consideration of FY 2023 State Criminal Alien Assistance Program (SCAAP)  
Award Acceptance in the Amount of \$61,197.00

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(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:** (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**

County Attorney     IT     Purchasing     Auditor  
 Personnel     Public Works     Facilities Management

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

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**

## Rexann Knowles

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**From:** JBIHelpDesk <JBIHelpDesk@jbi-ltd.com>  
**Sent:** Monday, November 27, 2023 11:41 AM  
**To:** Rexann Knowles  
**Subject:** SCAAP FY23 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 just released the FY23 SCAAP awards in JustGrants; therefore, you can now follow the instructions below to accept the funds! This is a different award from the one released a few months ago. **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: \$62,197.00**

*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 2023 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 status at the top showing “Pending-AccountCreation” or “Pending-Active”. **Please screenshot this page and 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: [ask.OCFO@usdoj.gov](mailto: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 FY23 SCAAP award!!!**

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