AGENDA ITEM
CA27

AGENDA PLACEMENT FORM

Send to: ccagenda@johnsoncountytx.org

Date: May 27, 2026

Meeting Date: June 8, 2026

Submitted By: Rexann Knowles

Department: County Judge

Signature of Elected Official/Department Head:

_____

Court Decision:
This section to be completed by County Judge's Office

Johnson County ★ APPROVED ★ Commissioners Court

6.08.2026

Description:

Consider and Approve Application Submission of the FY 25 State Criminal Alien Assistance Program (SCAAP), Grants.gov Opportunity Number O-BJA-2025-172612

(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: (check one)

☐ Action Item ☑ Consent ☐ Workshop ☐ Executive ☐ Public Announcement

Check All Departments That Have Been Notified:

☑ County Attorney ☐ IT ☐ Purchasing ☑ Auditor

☐ Personnel ☐ Development Services ☐ Facilities Management

Other Department/Official (list) _____

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

Approved in CC on 9/11/2023

Rexann Knowles

From: JBIHelpDesk <JBIHelpDesk@jbi-ltd.com>
Sent: Tuesday, May 12, 2026 5:38 PM
To: Rexann Knowles
Subject: FY25 SCAAP Now Open!

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

May 12, 2026
Rexann Knowles
Budget Coordinator
Johnson County, Texas

We are happy to announce that the Bureau of Justice Assistance (BJA) has opened the filing period for the FY 2025 State Criminal Alien Assistance Program (SCAAP). JBI recommends completing this application as soon as possible to avoid any delays that may hinder the acceptance process. The deadline for application submission is:

June 23, 2026 – Grants.gov SF-424 Form (1st step)

June 30, 2026 – JustGrants SCAAP App (2nd Step)

Just like last year, you will need to complete an initial SF-424 form in Grants.gov before submitting an application through JustGrants. Please follow the instructions at the end of the email to complete this step. Call (800) 518-4726 for technical or log in help on the grants.gov website. For help with filling out the form, call JBI @ (800) 576-3518.

Please send your confirmation page that pops up to JBI once the SF-424 form has been completed. We will then send back your application packet. This packet will contain everything needed to fill out the next

JustGrants application portion. DO NOT use anything other than the packet JBI sends to you to complete that part.

The application packet will include all necessary information for Johnson County to successfully complete the FY 2025 SCAAP application via the JustGrants Justice Grants System. Upon receipt of the application packet, please let us know if there are any questions.

If additional information is needed, a JBI representative will be in contact with you.

Instructions for SF-424 Forms:

1. Sign-In or Register on grants.gov (Applicants | Grants.gov)
    a. If registering, be sure to connect your account to an organization using the main Jurisdiction UEI # when prompted (contact JBI if you need your UEI #)
2. Select "Search Grants" from the tabs at the top
3. Search using Opportunity #: **O-BJA-2025-172612**
4. Click on the link. If the "apply" button is red you can begin the application using workspace (go to step 6). If it is grey, a workspace will need to be assigned to you by the eBiz contact.
5. Call **800-518-4726** to have them look up who needs to provide you permission from your County. They will give you a name to contact.
6. Once you have access, click apply, and begin completing the form using workspace
    a. Fill out file name with whatever you would like and click "create"
    b. Click on blue link towards the bottom to start application
    c. Only fill out the boxes with red asterisks (should prefill with what was entered previously)
    d. In Section F, please include the name and contact information of the individual who will complete the application upload in JustGrants. Make sure the email you put is the same one used to log in to JustGrants and spelled correctly
7. Save form when filled out and then select "check for errors" at the bottom
8. Once no errors are indicated, close out, keep locked, and go back to main workspace page
9. Hit "sign and submit" on the right-hand side and send JBI (jbihelpdesk@jbi-ltd.com) your confirmation PDF that will pop-up on your screen. *You will get further instructions from JBI on the JustGrants application following this confirmation! Do not begin the next application until you get an email from us with your county's attachments and information.*

Further SF-424 reference - OJP Grant Application Resource Guide | Office of Justice Programs

We are happy to assist you in filling out this form. Please call JBI @ (800) 576-3518.

Sincerely,
JBI SCAAP Team
Justice Benefits, Inc.

Rexann Knowles

From: Bureau of Justice Assistance <BJA@public.govdelivery.com>
Sent: Monday, May 18, 2026 9:03 AM
To: Rexann Knowles
Subject: BJA FY 2025 SCAAP Program Requirements and Application Instructions

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

BJA

NEWS from BJA

OFFICE OF JUSTICE PROGRAMS • BUREAU OF JUSTICE ASSISTANCE

Now Open: FY 2025 State Criminal Alien Assistance Program (SCAAP)

To: States and units of local government that previously have participated in the State Criminal Alien Assistance Program (SCAAP)

The Bureau of Justice Assistance (BJA) of the Office of Justice Programs (OJP), U.S. Department of Justice, is pleased to announce that FY 2025 State Criminal Alien Assistance Program (SCAAP), Grants.gov opportunity number O-BJA-2024-172032, is now open. Under SCAAP, OJP makes payments to eligible states and units of local government that incur certain types of costs due to incarceration of "undocumented criminal aliens" during a particular 12-month reporting period. The BJA FY 2025 SCAAP Program Requirements and Application Instructions provide ***critical*** information on program requirements, eligibility, deadlines, and how to access the online application within OJP's JustGrants system.

The Grants.gov deadline to apply for funding is **June 23, 2026, at 11:59 p.m. Eastern Time**, and the JustGrants deadline to apply is **June 30, 2026, at 8:59 p.m. Eastern time.** See below for more details on the two-step application submission process for SCAAP.

NOTICE: OJP has created an updated SCAAP Application Submission and Acceptance Job Aid Reference Guide.

Eligibility Information

Only a "state" or a "unit of local government" is eligible to apply, and only on its own behalf. **Note: A department or agency that is part of such a "unit of local government" is not itself considered a "unit of local government" and applications listing an agency that is not the "unit of local government" will be denied.**

IMPORTANT NOTE

Before entering **any** information into the online application for the FY 2025 program, any government official who intends to complete and submit the application on behalf of an applicant government **MUST** carefully review the BJA FY 2025 SCAAP Program Requirements and Application Instructions.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) when they register in Grants.gov at https://www.grants.gov/register. **Submit the SF-424 as early as possible, but no later than 48 hours before the Grants.gov deadline**. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035 https://www.grants.gov/support or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application,** including attachments, in JustGrants at https://justicegrants.usdoj.gov/ by the JustGrants application deadline. For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review, the "How to Apply" section in the OJP Grant Application Resource Guide and the JustGrants website for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems. Also see the SCAAP Application Submission and Acceptance Job Aid Reference Guide.

An applicant that experiences unforeseen technical issues beyond its control that prevent it from submitting its application by the deadline must email the SCAAP Help Desk **within 24 hours after the application deadline** to request approval to submit its application after the deadline. See the Submission Dates and Time section of the FY 2025 SCAAP Program Requirements and Application Instructions for detailed information.

Sincerely,

SCAAP Team
Bureau of Justice Assistance



Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXX.

If you have questions please contact the Grants.gov Contact Center: support@grants.gov
1-800-518-4726 24 hours a day, 7 days a week. Closed on federal holidays.

The following application tracking information was generated by the system:

Grants.gov Tracking Number:	GRANT14640191
UEI:	TU6DJFGKLRF9
Submitter's Name:	Rexann Knowles
Assistance Listing Number:	16.606
Assistance Listing Title:	State Criminal Alien Assistance Program
Funding Opportunity Number:	O-BJA-2025-172612
Funding Opportunity Description:	BJA FY25 State Criminal Alien Assistance Program (SCAAP)
Agency Name:	Bureau of Justice Assistance
Application Name of this Submission:	2025 SCAAP
Date/Time of Receipt:	May 21, 2026 11:18:53 AM EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:

https://apply07.grants.gov/apply/spoExit.jsp?p=applicants/grant-applications/track-my-application?tracking_num=GRANT14640191

It is suggested you Save and/or Print this response for your records.