Entity Users

State Criminal Alien Assistance Program (SCAAP) Application Submission and Acceptance

Job Aid Reference Guide

JUSTgrants
JUSTICE GRANTS SYSTEM

October 2022

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Welcome

Overview

Welcome to JustGrants!

JustGrants is the **Department of Justice's (DOJ)** web-based, streamlined grants management software.

JustGrants provides applicants and grantees tremendous transparency and an improved user experience throughout the entire grants management process. JustGrants offers applicants and grantees:

- Efficient processes that allow for tracking progress and entering data directly;
- Improved data accuracy and access to that data via data validation and reporting tools;
- Organizational profiles with increased visibility for applicants and grantee organizations into grants and applications across DOJ;
- Enhanced availability and automation of electronic forms, reducing the need for uploading attachments and manual data entry; and
- Integration with SAM.gov and Grants.gov to maintain consistent entity information and to reduce duplicative data entry.

JustGrants is the tool for *all* grants management work.

This software is a living product that evolves and improves over time. DOJ continues to enhance the software's functionality and expands its benefits for all users.

Overview (Continued)

This Job Aid Reference Guide (JARG) helps users navigate the software and move through the JustGrants grants management functions, including:

- Feature overviews;
- Step-by-step instructions;
- Infographics;
- Glossary terms; and
- New feature summaries.

This guide is part of a larger training resource library that includes self-guided eLearning videos and infographics. All training resources are accessible on the JustGrants Training & Resources page.

IMPORTANT

In JustGrants, be aware:

- The system **does not** "auto save" the user's work.
- A warning message appears after 10 minutes of inactivity (per security requirements).
- The user will be automatically logged out after 15 minutes of inactivity (per security requirements).
- **Unsaved work will not be saved** at logout.

SCAAP Application Submission Overview

Overview

Welcome to *Application Submission*. This is just the beginning of the journey.

The Application Submission process involves completing and submitting web-based forms as well as attachments required by the published solicitation.

Applicants have two application submission deadlines:

- **One deadline for Grants.gov**
- **One deadline for JustGrants**

JustGrants provides a streamlined pathway for applicant submission information. Aside from the SF-424 form, which is completed in Grants.gov, most of the application is entered in JustGrants. Entity information is populated based upon entries made in SAM.gov and used in Grants.gov.

The mandatory SF-424 data fields must be fully completed in Grants.gov to complete part one of the two-step application process.

The submission of preliminary estimations or responses in Grants.gov is acceptable.

Overview (Continued)

Data transferred to JustGrants from SF-424 can be edited in JustGrants during part two of DOJ's application process. However, there are two exceptions to the edits:

- **Entity identifiers:** Can only be changed directly in SAM.gov.
- **Contact information**: The two contacts (**Authorized Representative** and **Application Submitter**) listed in the SF-424 on Grants.gov are imported into JustGrants. **Any information related to these two contacts that needs revising must be made by the organization's Entity Administrator (EA) in the DIAMD secure user management system.**

Printing

Printing the application before it is submitted is recommended. Note that the Application Submitter (discussed on the following page) can print the application at any time.

For more information about printing an application, refer to the *Printing an Application in JustGrants* Quick Reference Guide (QRG) located on the JusticeGrants.usdoj.gov resources website.

Overview: Application Submitter

Application Submitter Abilities & Responsibilities

- ✓ *Identify the forms needed to submit an application in JustGrants.*
- ✓ *Complete an application on behalf of an entity, including certifying information.*
- ✓ *Submit the application in JustGrants.*

Begin by locating an application.

State Criminal Alien Assistance Program (SCAAP) Overview

OJP's Bureau of Justice Assistance (BJA) administers the **State Criminal Alien Assistance Program (SCAAP)**. OJP makes payments to states and units of local government that incur certain types of costs due to the incarceration of undocumented criminal aliens during a specific 12-month reporting period.

Payments are made in connection with undocumented aliens who had been convicted of at least one felony or two misdemeanors (typically for violations of state or local law) and who were incarcerated under the legal authority of the applicant government for at least four (4) consecutive days.

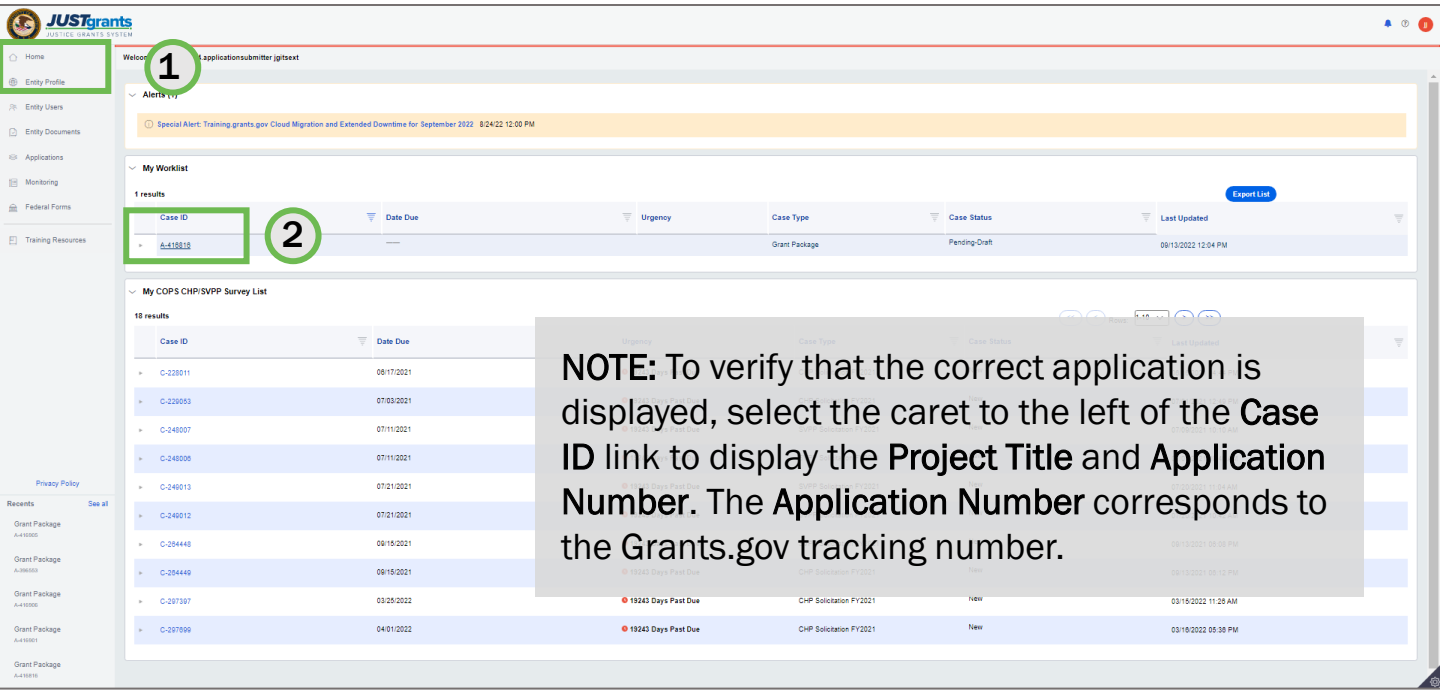
As part of its application, each applicant government provides information about incarcerated individuals. Each applicant government must also provide information pertinent to its average incarceration costs during the reporting period.

Broadly speaking, SCAAP payments are calculated from information provided by applicant governments in online applications, information provided to OJP by DHS regarding the DHS review of data on eligible inmates, and the amount of appropriated funds available for the SCAAP application cycle. All information submitted as part of an application is subject to review by OJP.

Locate an Application

Steps 1 – 2: Locate an Application

My Worklist



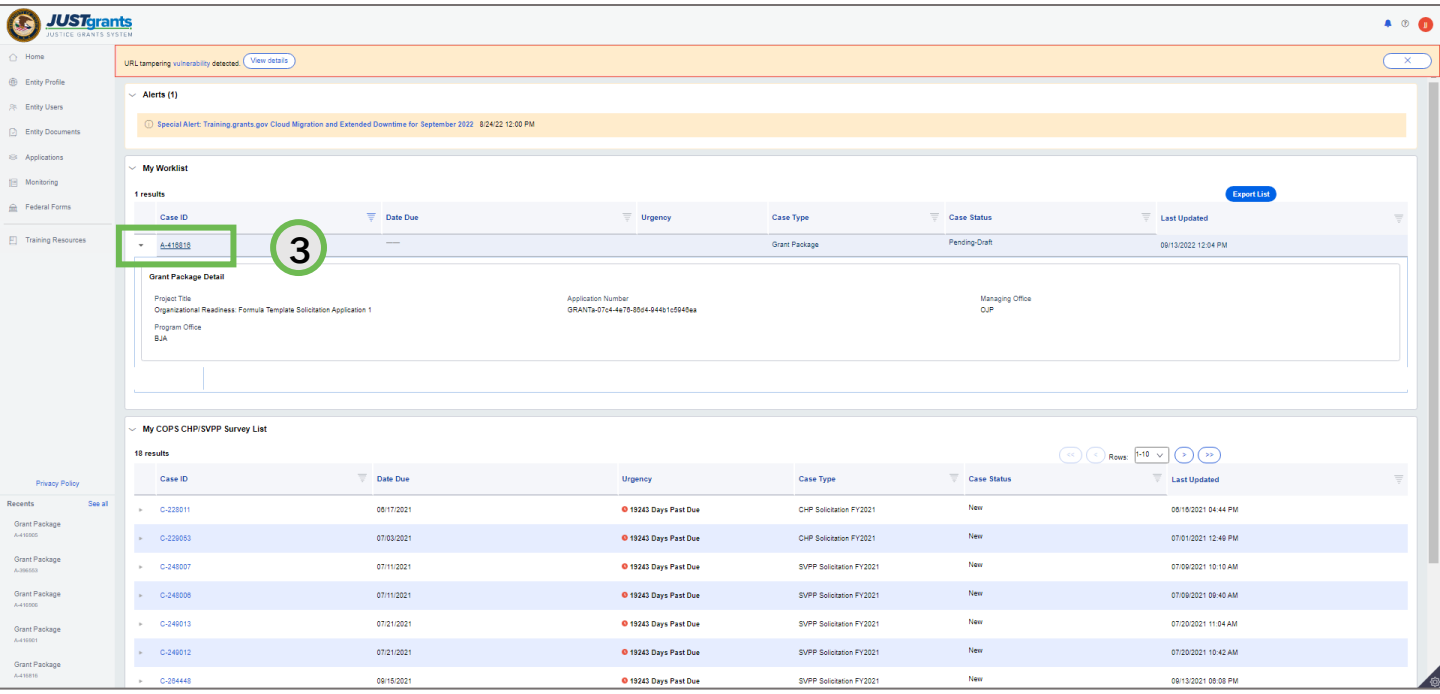
1) Select the **Home** link on the left to open a list of applications assigned to the user under the **My Worklist** section.

2) Select the **Case ID** link on the left to open a list of submitted applications for the user's entity.

NOTE: In the Applications screen, search for a **Grant Package** instead of an application.

Step 3: Locate an Application: Selecting

Select Application



3) Select the application to open.

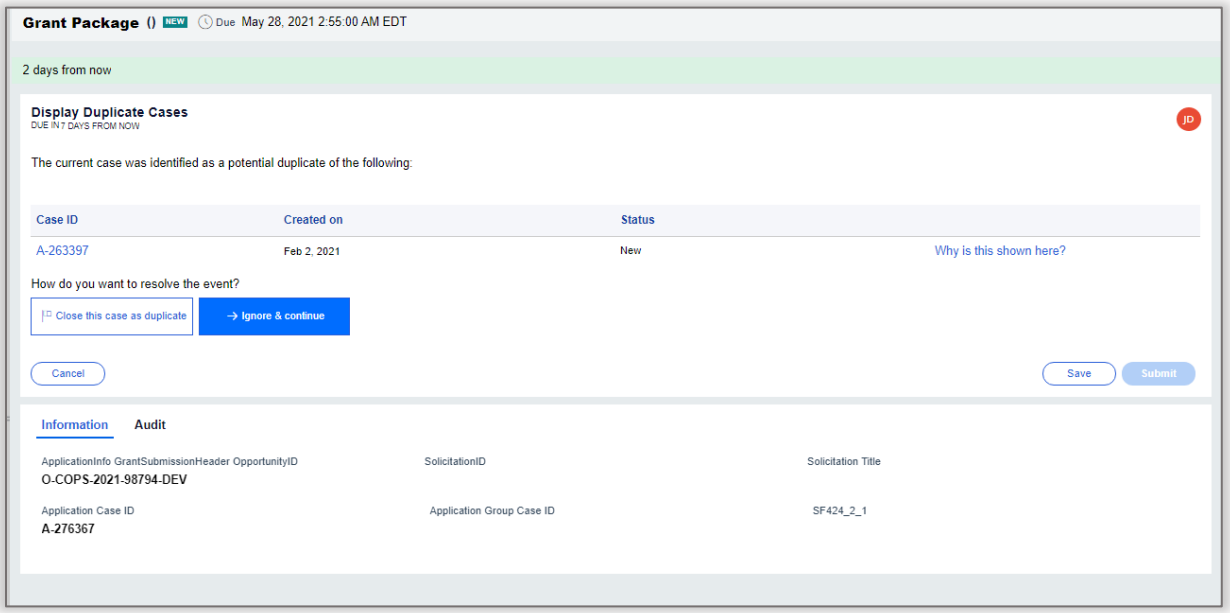
- The Application opens in edit mode when opened from the Application Submitter's worklist.
- If the Application is opened from the **Applications** menu, select the **Begin** link of the **Standard Application Screen Flow Display** to edit the data fields in the application.

Duplicate Submissions

JustGrants **allows** *multiple* applications from a single Unique Entity Identifiers (UEI) under a single solicitation. When additional applications are submitted, a list of potential duplicates is displayed upon opening the application. The duplicates are displayed because they are applications from the same UEI responding to the same solicitation.

View the solicitation, application number, project title, and submitter name to determine if these are duplicates or if they should proceed as unique applications. Click a case ID to see if the applications are the same or different based on title.

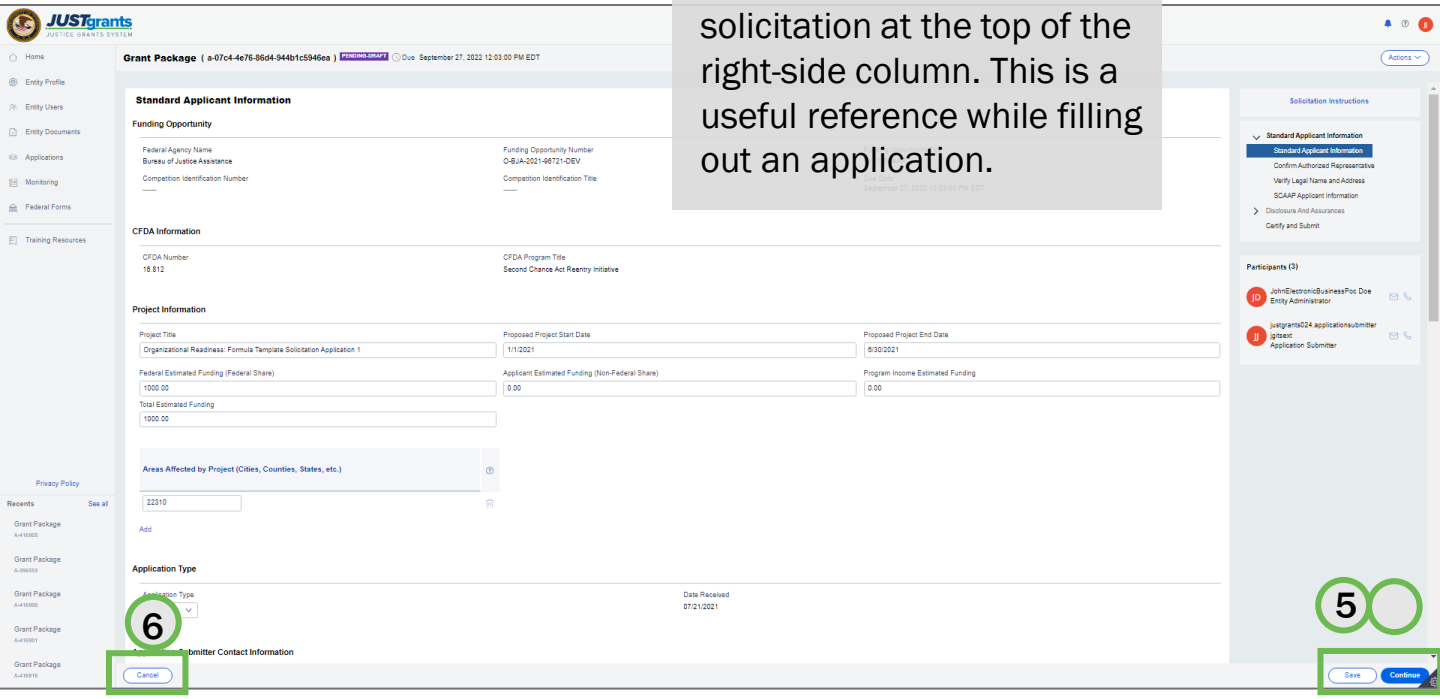
This process prevents the possibility that duplicate applications are being presented. Verify the information on the **"Potential Duplicates"** screen. However, it is unlikely that an entity would process multiple SCAAP applications.



Steps 4 – 6: Locate an Application: Navigating

Navigating Solicitation

NOTE: There is a link to the solicitation at the top of the right-side column. This is a useful reference while filling out an application.



4) Navigate through the application using the menu navigation links on the right or the **Continue** button on the bottom right.

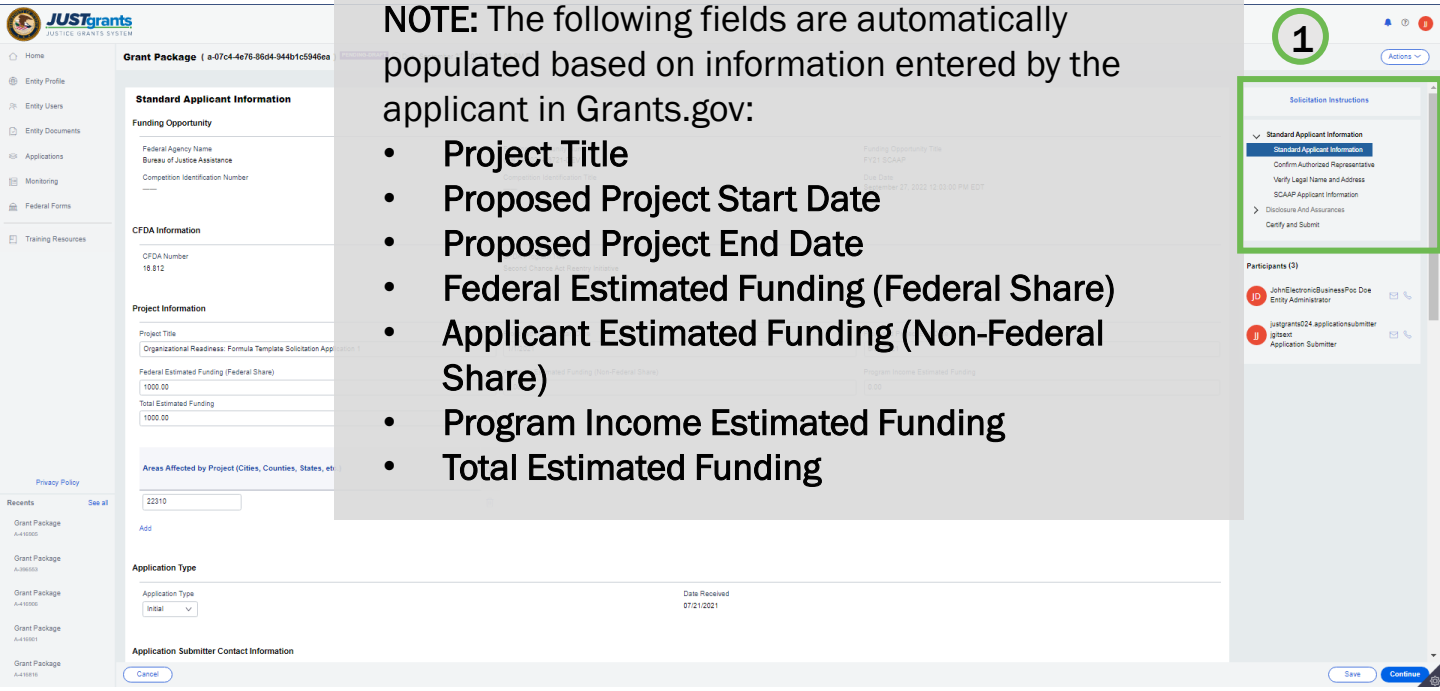
5) Save edits to the application by selecting the **Save** button on the bottom right.

6) To leave the application without saving changes, select the **Cancel** button on the bottom left. The **Cancel** button returns the user to the worklist without saving any changes.

Edit a SCAAP Application

Step 1: Edit an Application

Application Submitter



NOTE: The following fields are automatically populated based on information entered by the applicant in Grants.gov:

- Project Title
- Proposed Project Start Date
- Proposed Project End Date
- Federal Estimated Funding (Federal Share)
- Applicant Estimated Funding (Non-Federal Share)
- Program Income Estimated Funding
- Total Estimated Funding

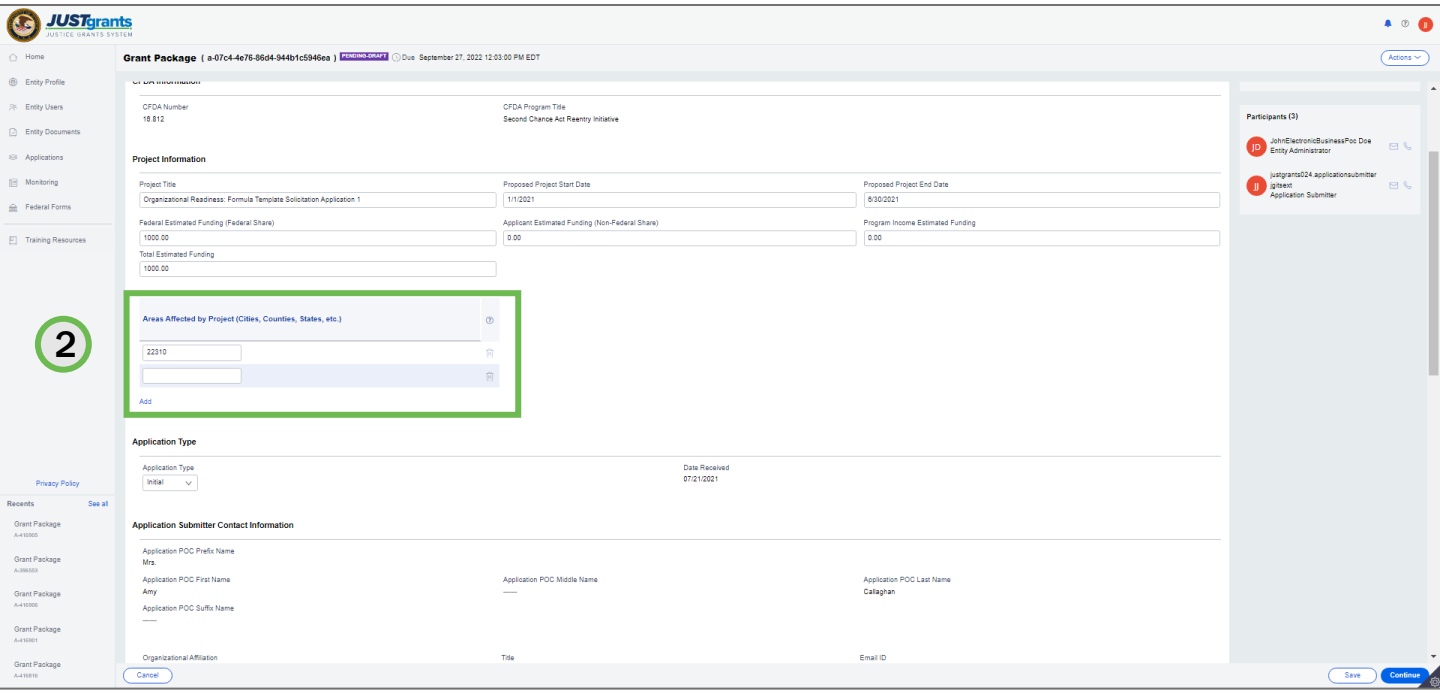
1) Select the **Standard Applicant Information** section. This data is populated from SAM.gov and Grants.gov once the application has been submitted using Grants.gov.

NOTE: Match and **Program Income** are not required and should be left blank.

NOTE: If a field is edited in JustGrants, returning to Grants.gov to update the information is not necessary.

Steps 2 - 3: Edit an Application

Application Submitter



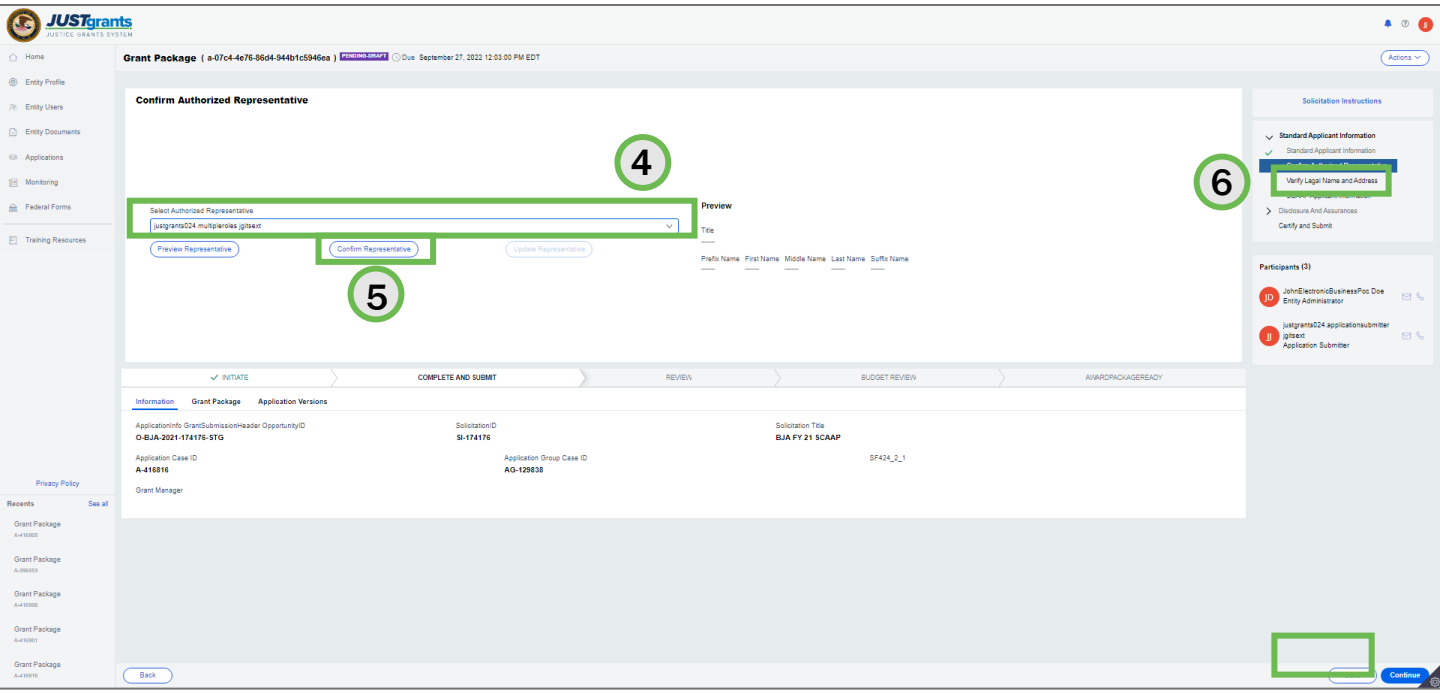
2) Create up to 10 entries in the **Areas Affected by Project (Cities, Counties, States, etc.)** field.

3) Select **Confirm Authorized Representative** from the navigation menu.

NOTE: The **Areas Affected by Project (Cities, Counties, States, etc.)** field should describe as closely as possible the geographical area affected by the project. Enter Zip Codes, Counties, Parishes, Congressional Districts, States, or other areas.

Steps 4 - 6: Edit an Application

Application Submitter



4) Select the **Authorized Representative** from the dropdown menu.

5) Select **Confirm.**

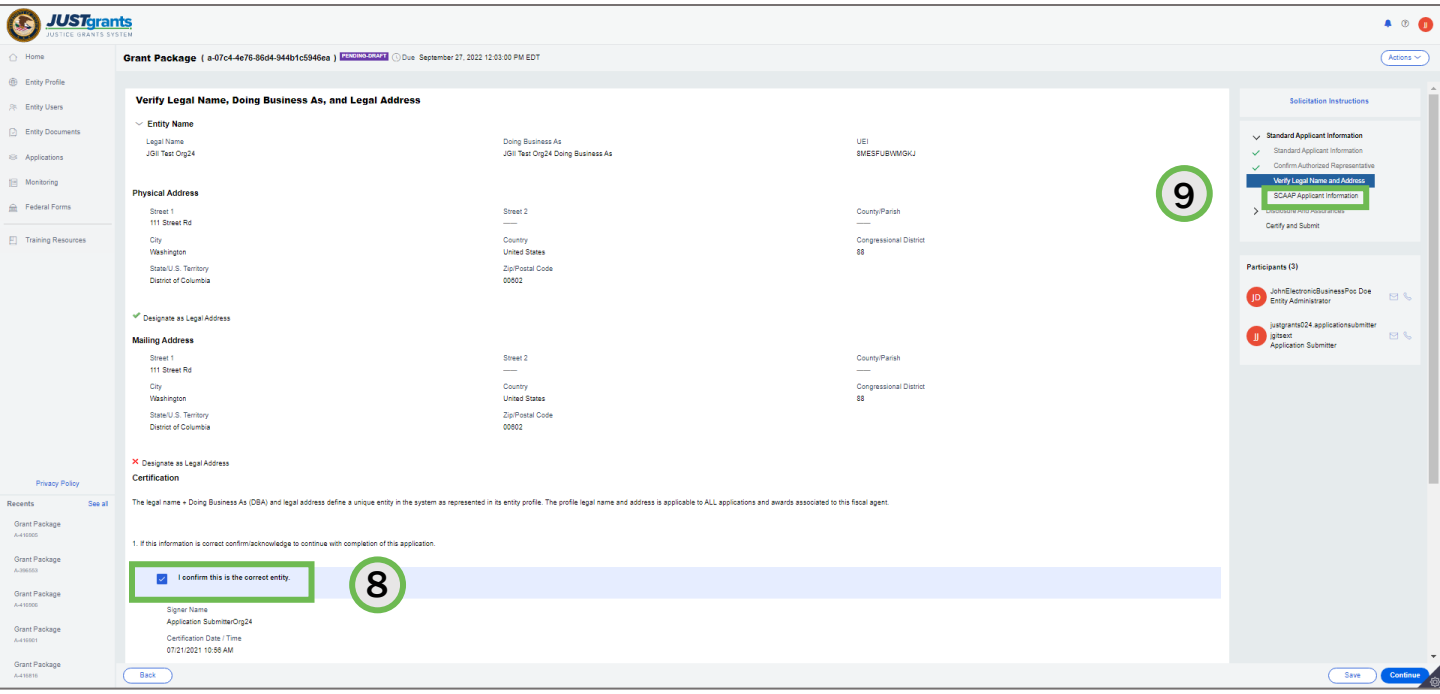
6) Select **Verify Legal Name and Address** from the navigation menu.

NOTE: The **Authorized Representative** MUST be someone from the entity that is legally authorized to enter into a binding agreement with the DOJ.

The EA must invite the Authorized Representative to register in JustGrants, and the Authorized Representative must both register AND log in to JustGrants to appear in the dropdown menu.

Steps 7 - 9: Edit an Application

Application Submitter



7) Scroll to the bottom of the **Verify Legal Name and Address** screen.

8) Select the **I confirm this is the correct entity** check box. This is a required entry and confirms that the information displayed in the **Verify Legal Name and Address** section is accurate.

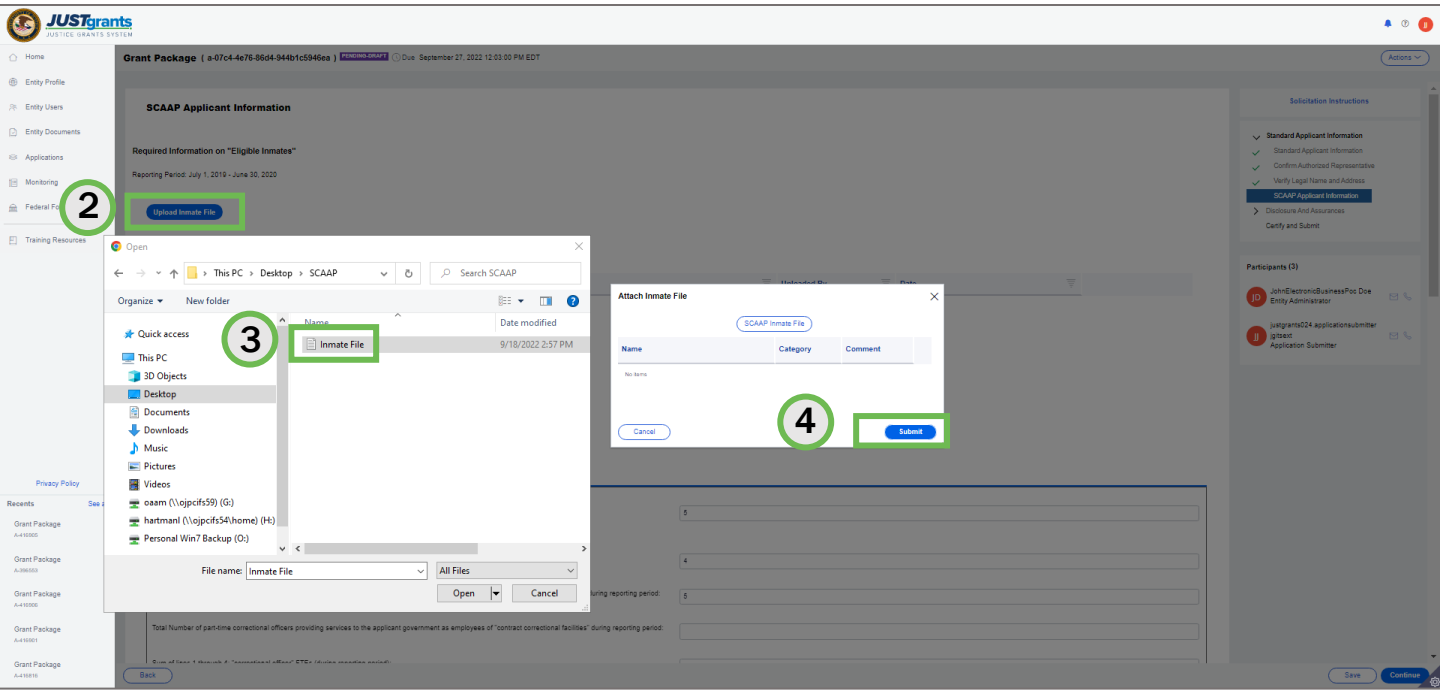
9) Select the **SCAAP Applicant Information** section from the navigation menu.

NOTE: The information in this section of the application is passed from SAM.gov to JustGrants. If there are discrepancies in this information, the information must be corrected in SAM.gov. Allow 24 hours for any changes made in SAM.gov to be reflected in JustGrants.

SCAAP Applicant Information

Steps 1 - 4: Complete the SCAAP Applicant Information Section

Application Submitter



1) Navigate to the **SCAAP Application Information** section.
2) Navigate to the **Upload Inmate File** button. The inmate file must be a .txt file; no other file types are accepted. See the corresponding SCAAP solicitation for details on inmate eligibility and the file requirements.
3) Locate the **Inmate File** on the user's workstation or shared drive.
4) Attach the **Inmate File.**

Step 5: Complete the SCAAP Applicant Information Section

Application Submitter

Name	Category	Comment	Uploaded By	Date
Test Inmate for FBI Validation - LESC - 1.txt	SCAAP Inmate File	Test Inmate for FBI Validation - LESC - 1	Sanjeeva Seelam	2/23/22 12:16 PM

Inmate records containing errors:

5

Last Name	First Name	Middle Nam	Date of Birt	Inmate ID	Country	Date Incarcera	Date Relea	FBI Nur	LESC IA	Errors
DEGRAFF	CHARLES	IVAN	3/10/98	141118	RUSSI	8/31/18	9/4/18	J32H6EL	0000	1. Please enter spaces, if there is no value for LESCIAQ. 2. LESC number should be between 7-8 characters
CHAVEZ-MON	BULMARO		12/16/75	84279	MEXIC	2/18/19	6/30/19	00000		1. FBI number was entered as zeros. If the FBI number is not available, please enter 10 spaces. If FBI number is fewer than 10 characters, enter the FBI number first, and then insert spaces for the remainder for the field length.

5) (As needed) If errors exist and the application submitter intends to correct the errors, take the following steps:

   a) Delete the attached **Inmate File** using the trash can icon to the right of the file name.

   b) Correct the records in the inmate file.

      a) Select the **Upload Inmate File** button. The inmate file must be a .txt file.

      b) Locate the **Inmate File** on the user's workstation or shared drive.

      c) Attach the **Inmate File.**

Step 6: Complete the SCAAP Applicant Information Section

Application Submitter

Required Information on "Eligible Inmates"

Reporting Period: July 1, 2019 - June 30, 2020 6

Your file has been successfully uploaded, but contains rejected inmate records. Errors have been identified below, please remediate these errors and upload a corrected Inmate File. If you continue this application without remediating the identified errors, then the associated inmate record(s) will not be considered as part of your application.

Details	Count
Accepted Inmate Records	75
Rejected Inmate Records	1019728
Total Inmates	1019803
Total Inmates Saved	75

Required Information on "Eligible Inmates"

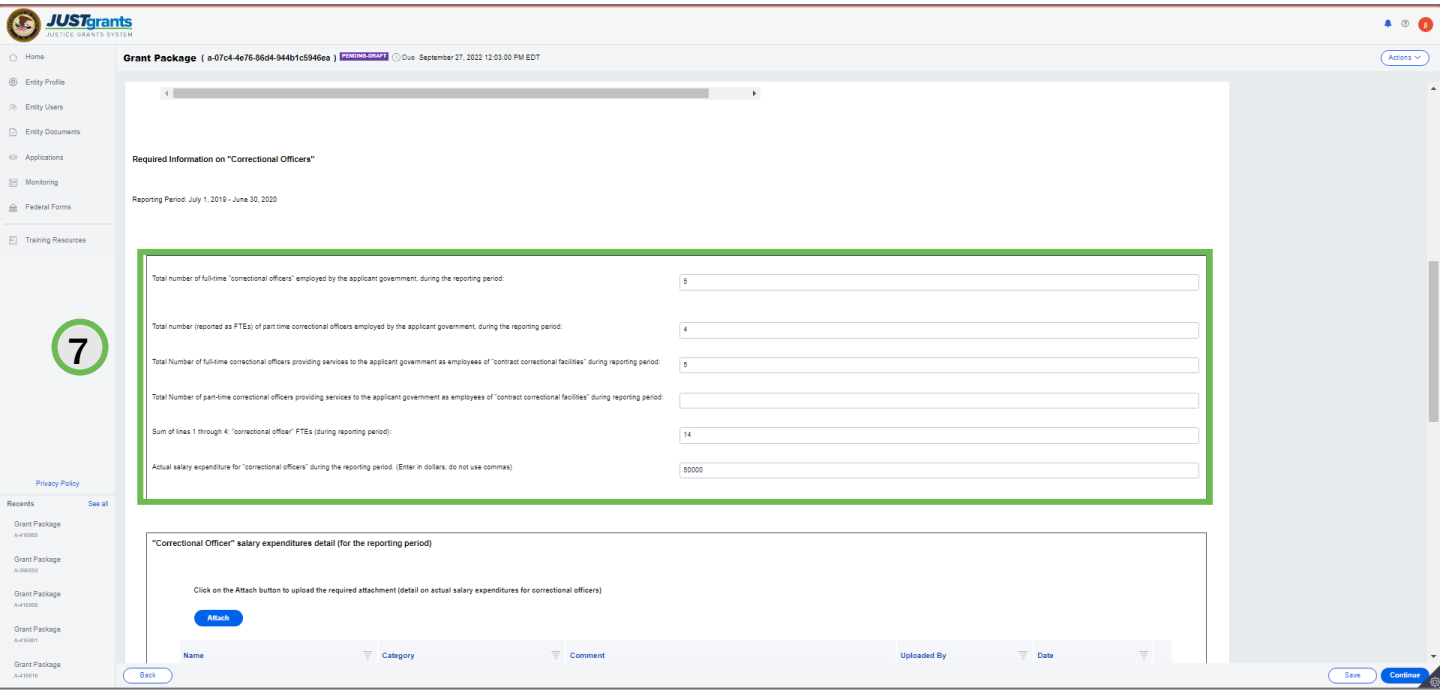
Name	Category	Comment	Uploaded By	Date
Appendix A Inmate Records1 FINAL.txt	SCAAP Inmate File	Appendix A Inmate Records1 FINAL	Leticia Vizcaino	5/13/22 3:33 PM

6) (As needed) If errors exist and the application submitter does not intend to correct the file, a message appears

NOTE: If errors are present in the inmate file, a message will display indicating which records in the file contain errors. **If the application submitter chooses to continue processing the file without updating these records, all other records will be processed, however, the rows with errors will not be included in the award calculation.**

Step 7: Complete the SCAAP Applicant Information Section

Application Submitter

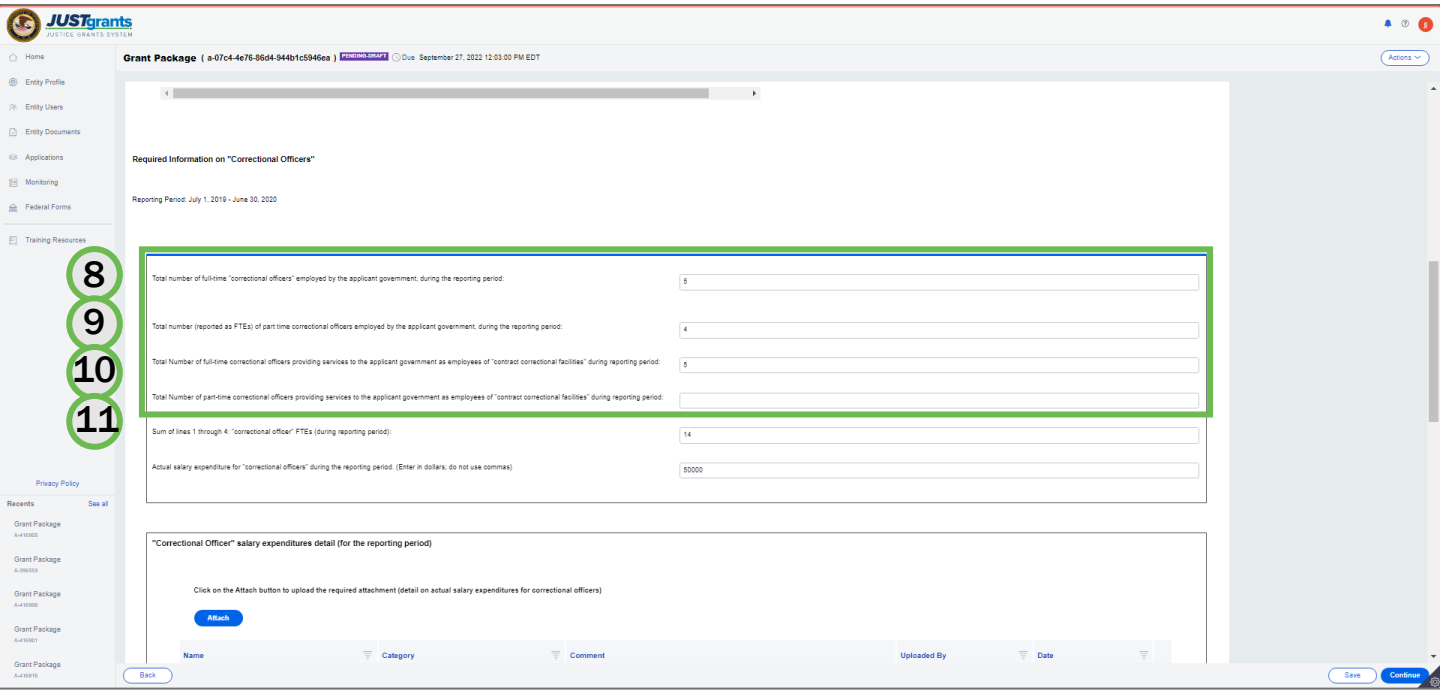


7) Enter information in the **"Correctional Officer" salary expenditures detail (for the corresponding reporting period)** section. See the corresponding SCAAP solicitation for details on the **correction** officer salary, bed count, and total inmate days.

NOTE: Please see the corresponding SCAAP solicitation for the definition of "correctional officer".

Steps 8 - 11: Complete the SCAAP Applicant Information Section

Application Submitter



8) Enter the total number of full-time "Correctional officers" employed by the applicant government during the reporting period. This is a required field.

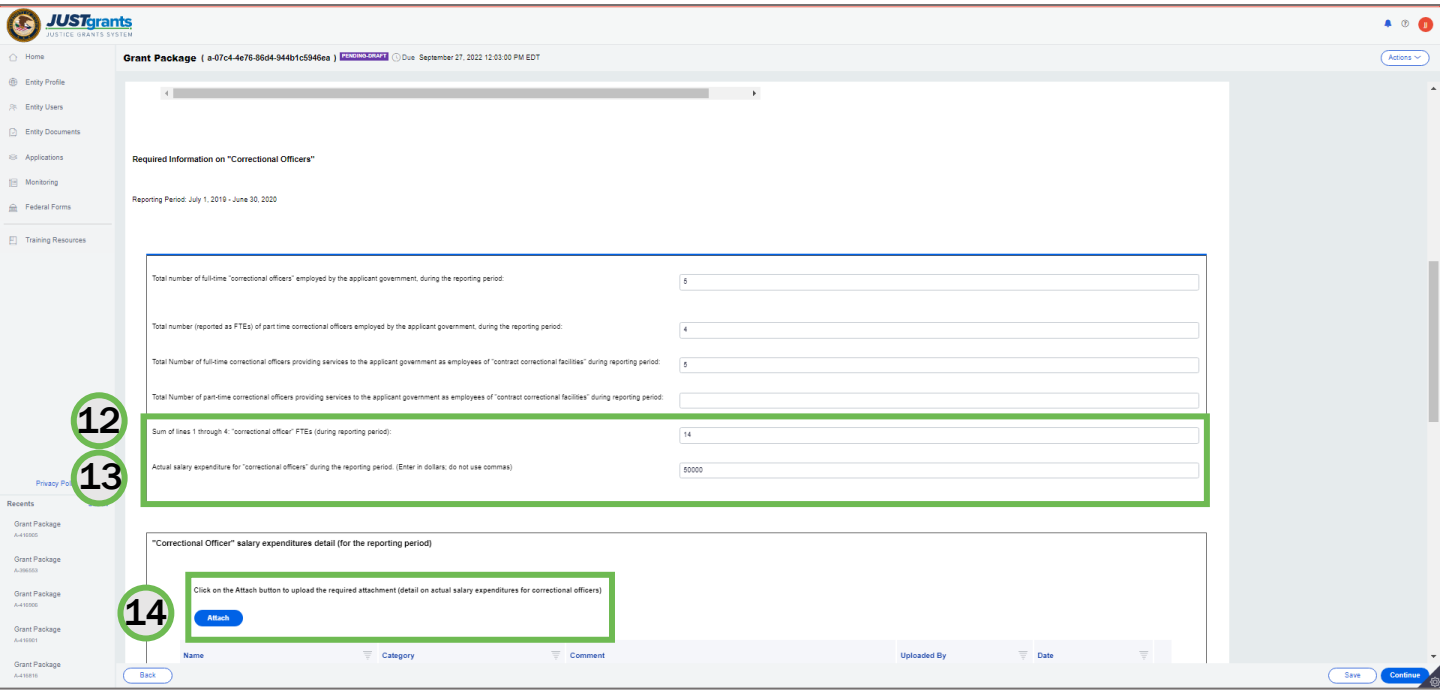
9) Enter the TOTAL number of reported full and part-time correctional officers employed by the applicant government during the reporting period.

10) Enter the total number of full-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during the reporting period.

11) Enter the total number of part-time correctional officers providing services to the applicant government as employees of "contract correctional facilities" during the reporting period.

Steps 12 - 17: Complete the SCAAP Applicant Information Section

Application Submitter



12) Enter the sum of lines 1 through 4: “correctional officer” FTEs (during reporting period).

13) Enter the actual salary expenditure for “correctional officers” during the reporting period. This is a required field.

14) Select the **Attach** button to upload the “Correctional Officer” salary expenditure details (for the reporting period). This is a required field.

15) Locate the file on the workstation or shared drive.

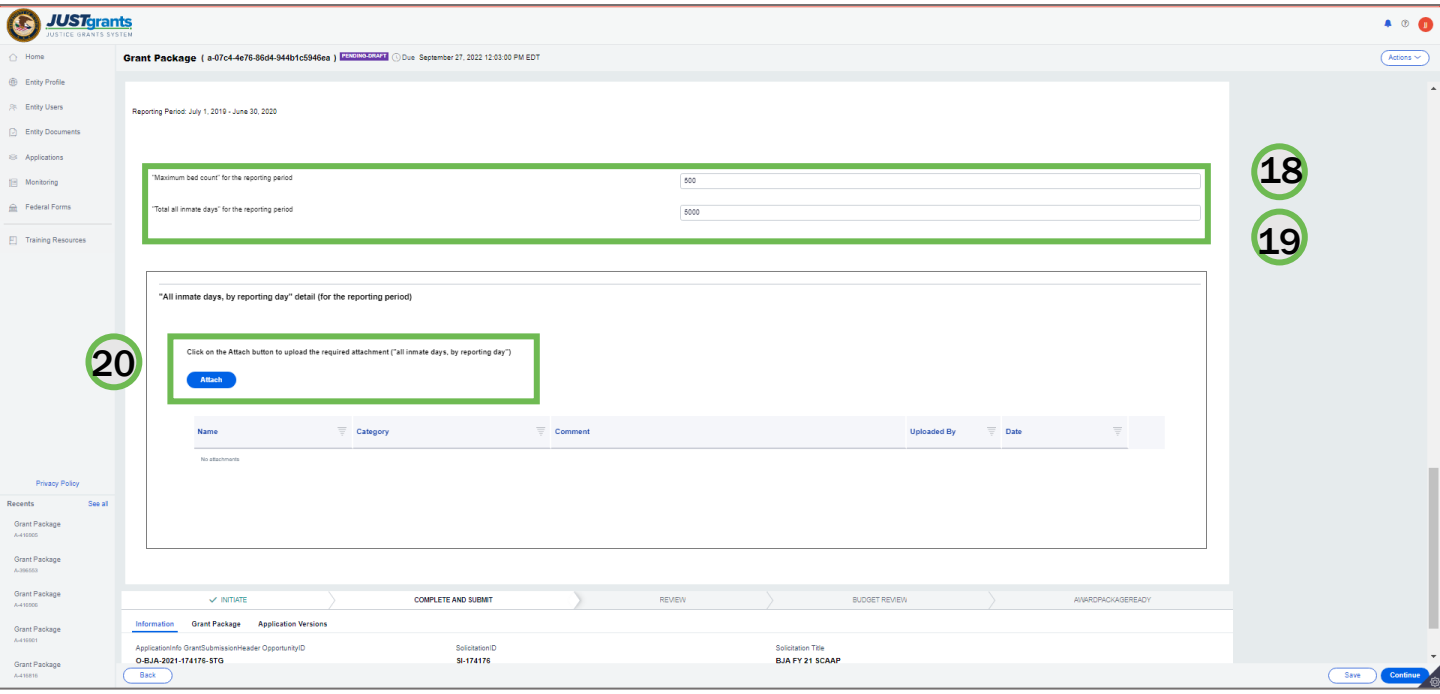
16) Select **Open**.

17) Select **Attach**.

NOTE: Commas are not valid characters when entering currency values. JustGrants accepts only numeric entries.

Step 18 - 23: Complete the SCAAP Applicant Information Section

Application Submitter



18) In the **Facilities Information** section, enter the "Maximum Bed Count" for the reporting period. This is a required field.

19) Enter the "Total all inmate days" for the reporting period. This is a required field.

20) Select the **Attach** button to upload the "All inmate days, by reporting day" detail (for the reporting period) file.

21) Locate the file on the user's workstation or shared drive.

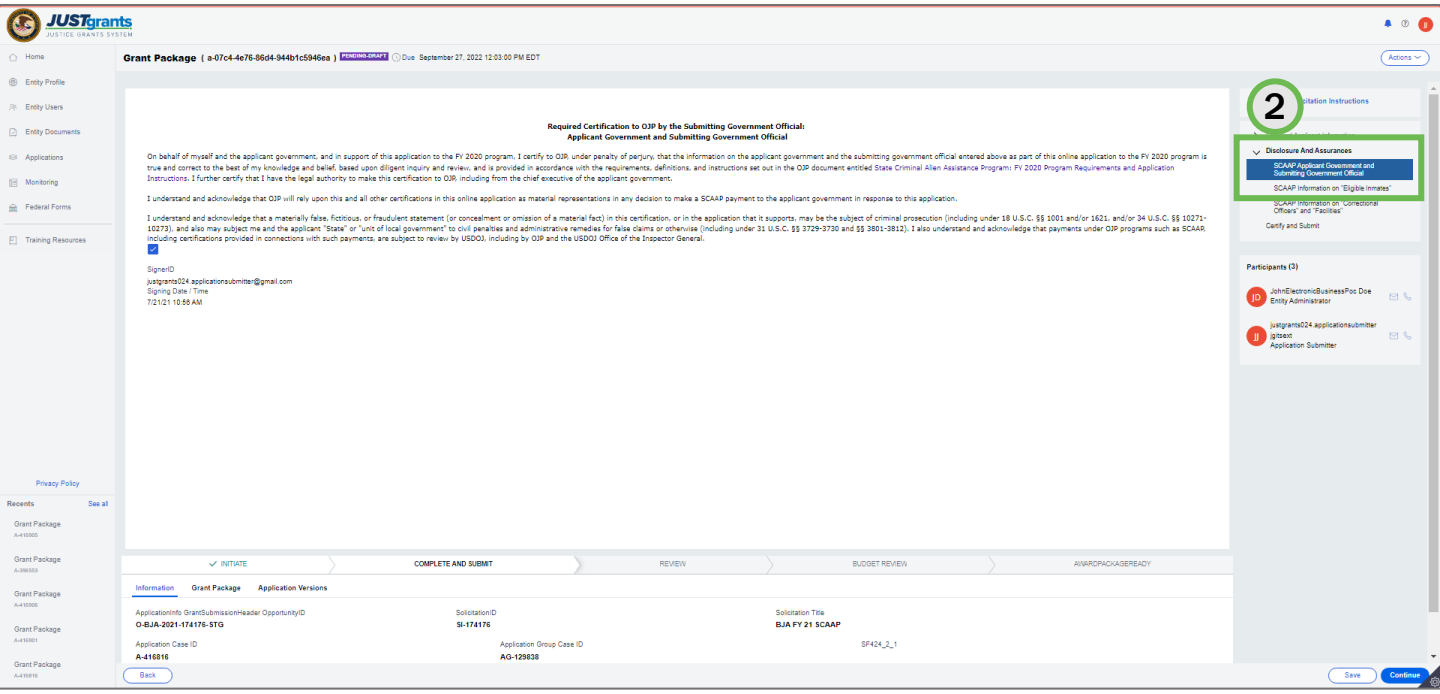
22) Select **Open**.

23) Select **Attach**.

Submit the SCAAP Application

Steps 1 - 2: Submit the SCAAP Application

Application Submitter

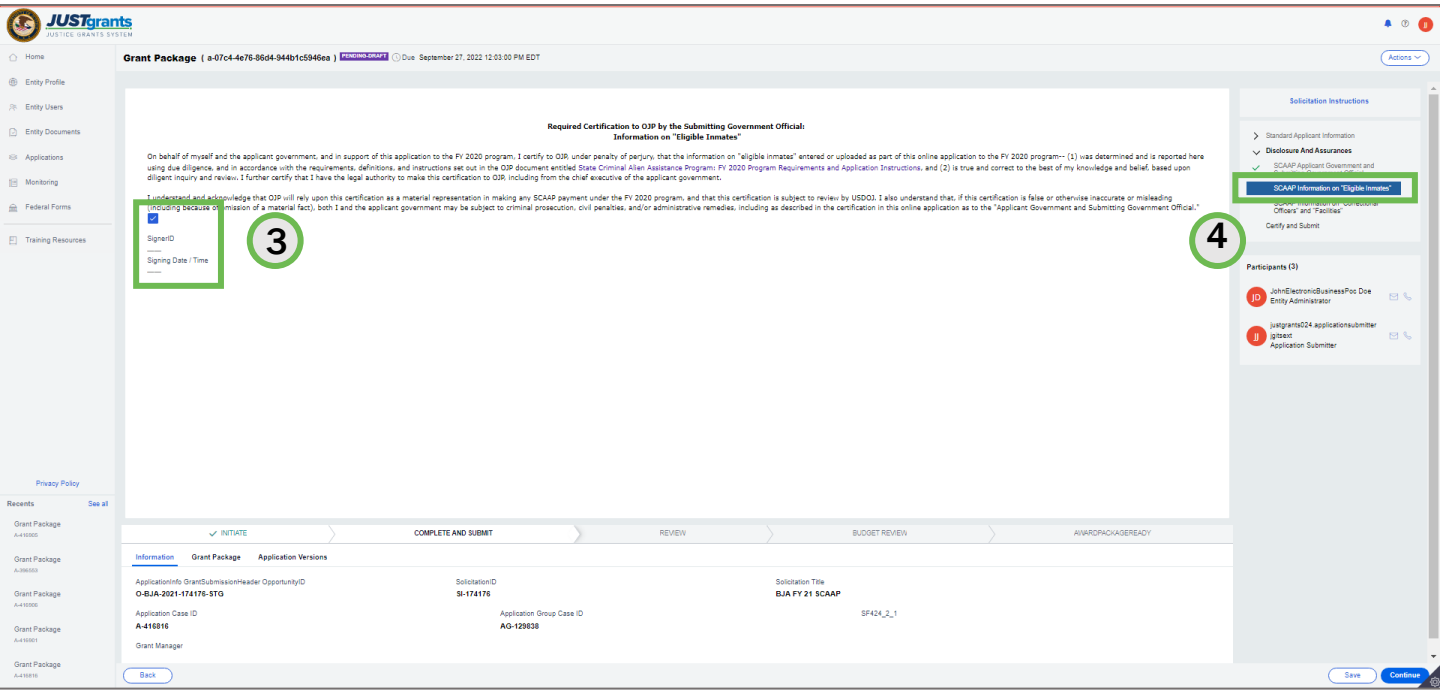


1) Select the **Disclosures and Assurances** section.

2) Open the **SCAAP Applicant Government and Submitting Government Official** menu option.

Steps 3 - 4: Submit the SCAAP Application

Application Submitter

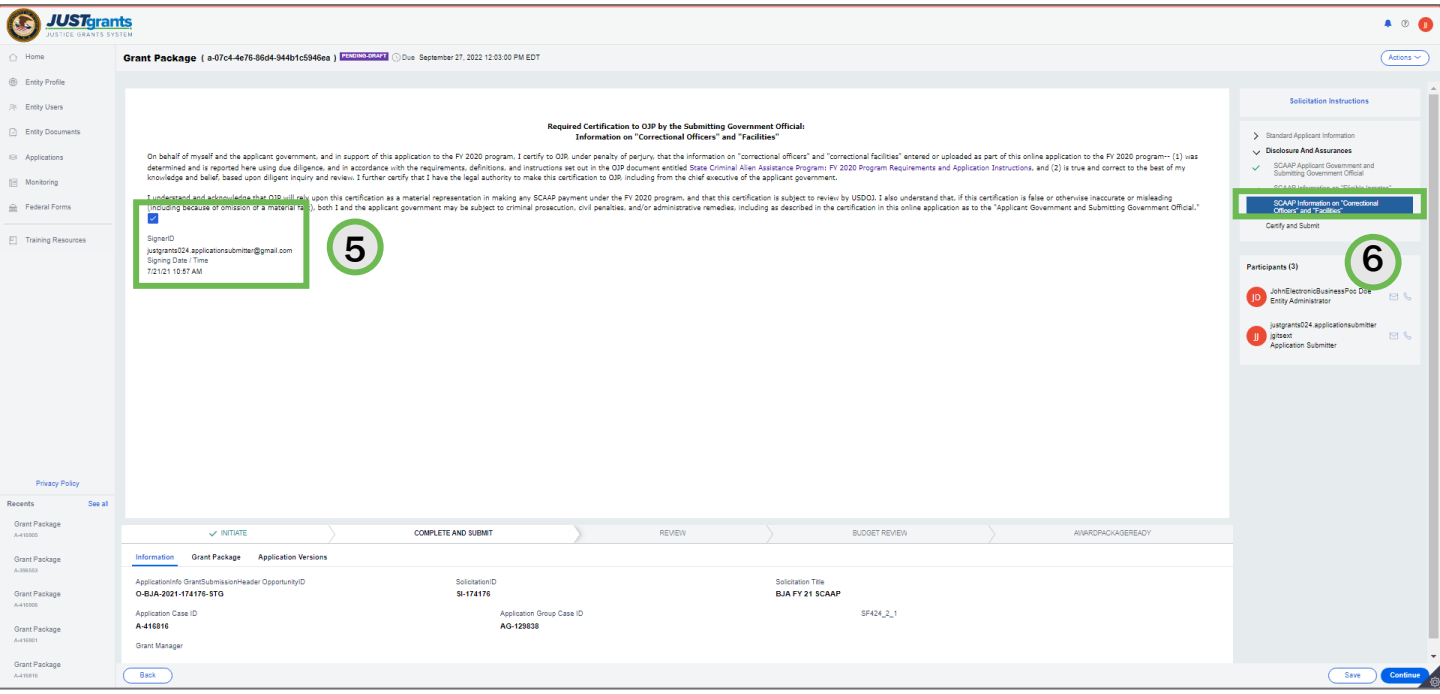


3) Select the acknowledgement check box.

4) Open the **SCAAP Information on "Eligible Inmates"** menu option.

Steps 5 - 6: Submit the SCAAP Application

Application Submitter

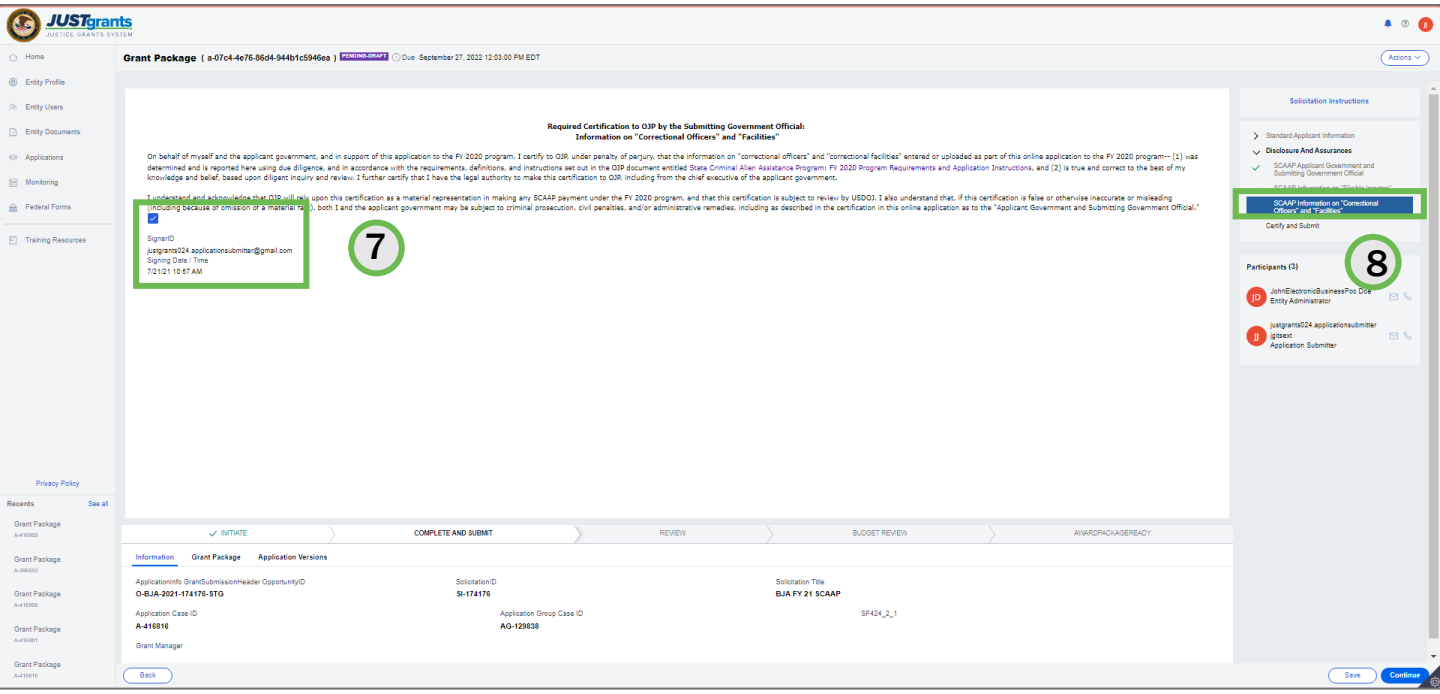


5) Select the acknowledgement check box.

6) Open the **SCAAP Information on "Correctional Officers" and "Facilities"** menu option.

Steps 7 - 8: Submit the SCAAP Application

Application Submitter

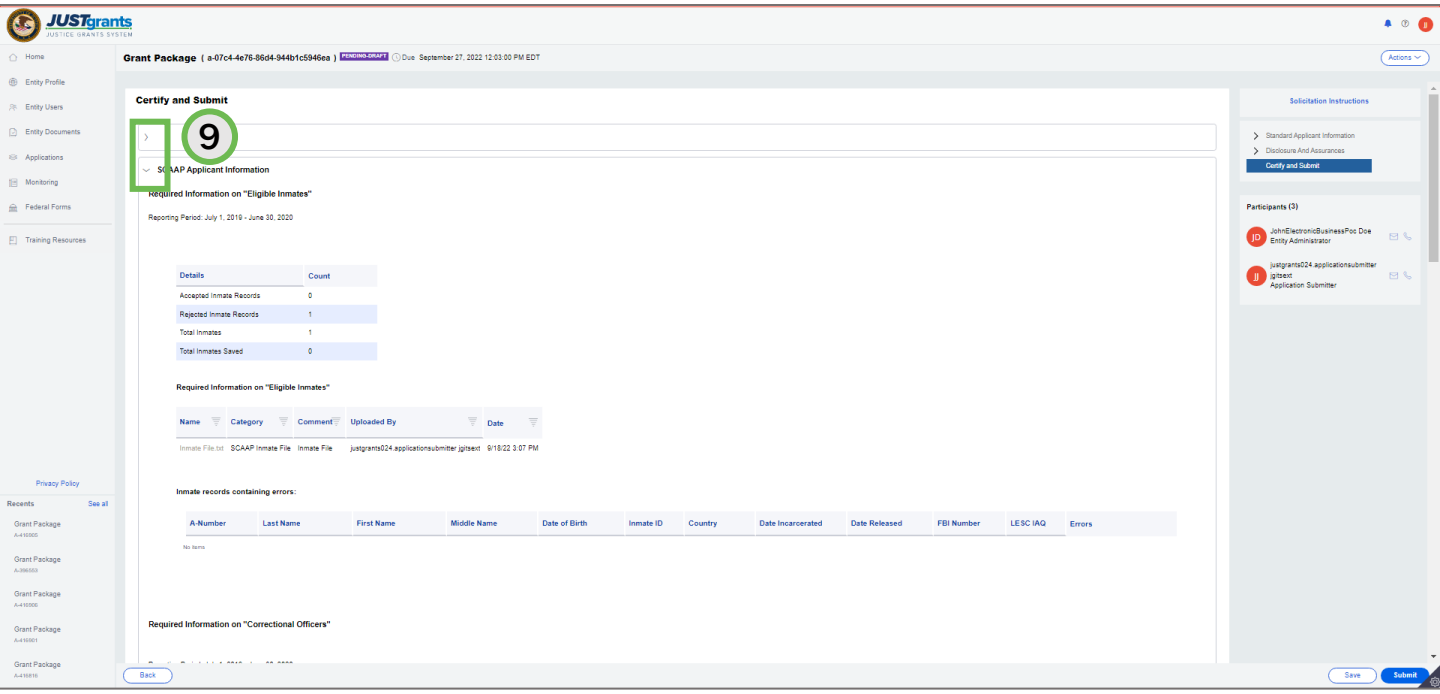


7) Select the Acknowledgement check box.

8) Select **Certify** and **Submit**.

Step 9: Submit the SCAAP Application

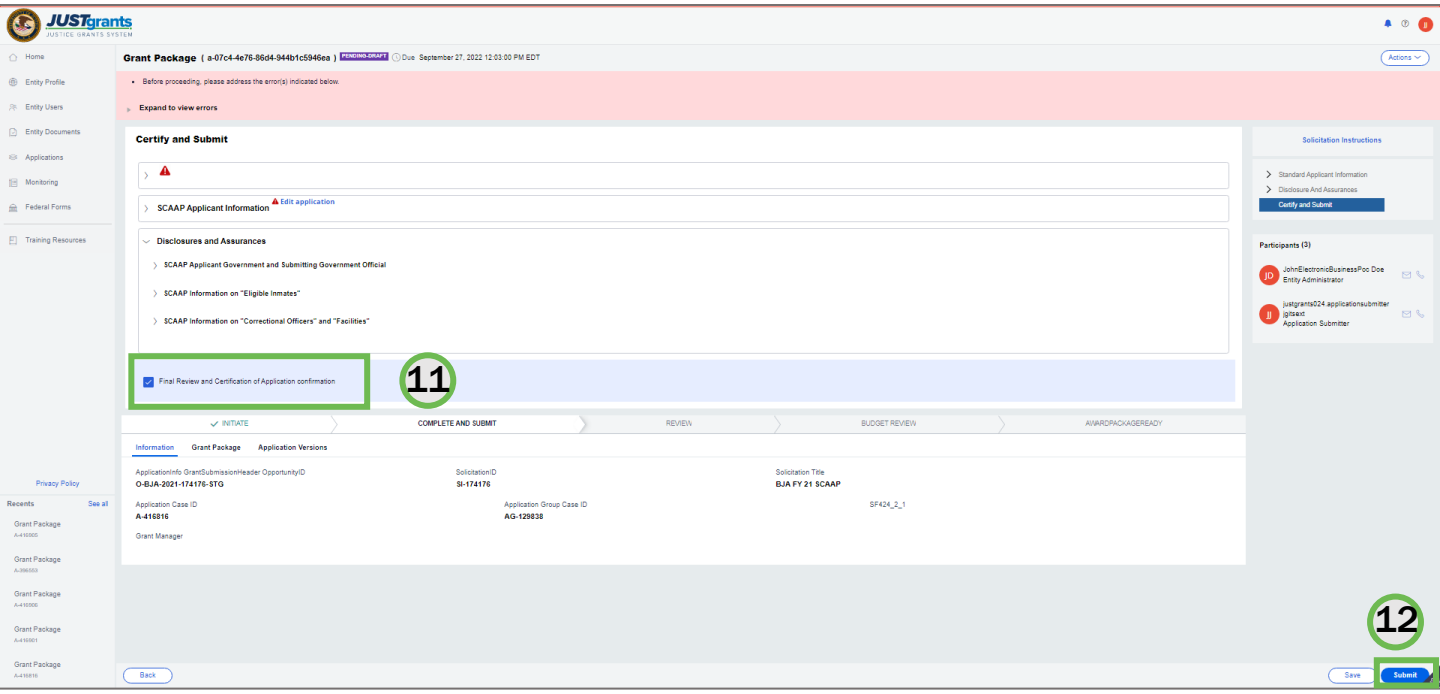
Application Submitter



9) Review the application by selecting the carets to open each section.

Steps 10 - 12: Submit the SCAAP Application

Application Submitter



10) Items marked with a **red asterisk** are required components. The application will not be submitted until the section is complete or an attachment is included.

11) Select the **Final Review and Certification of Application** check box.

12) Select the **Submit** button on the bottom right.

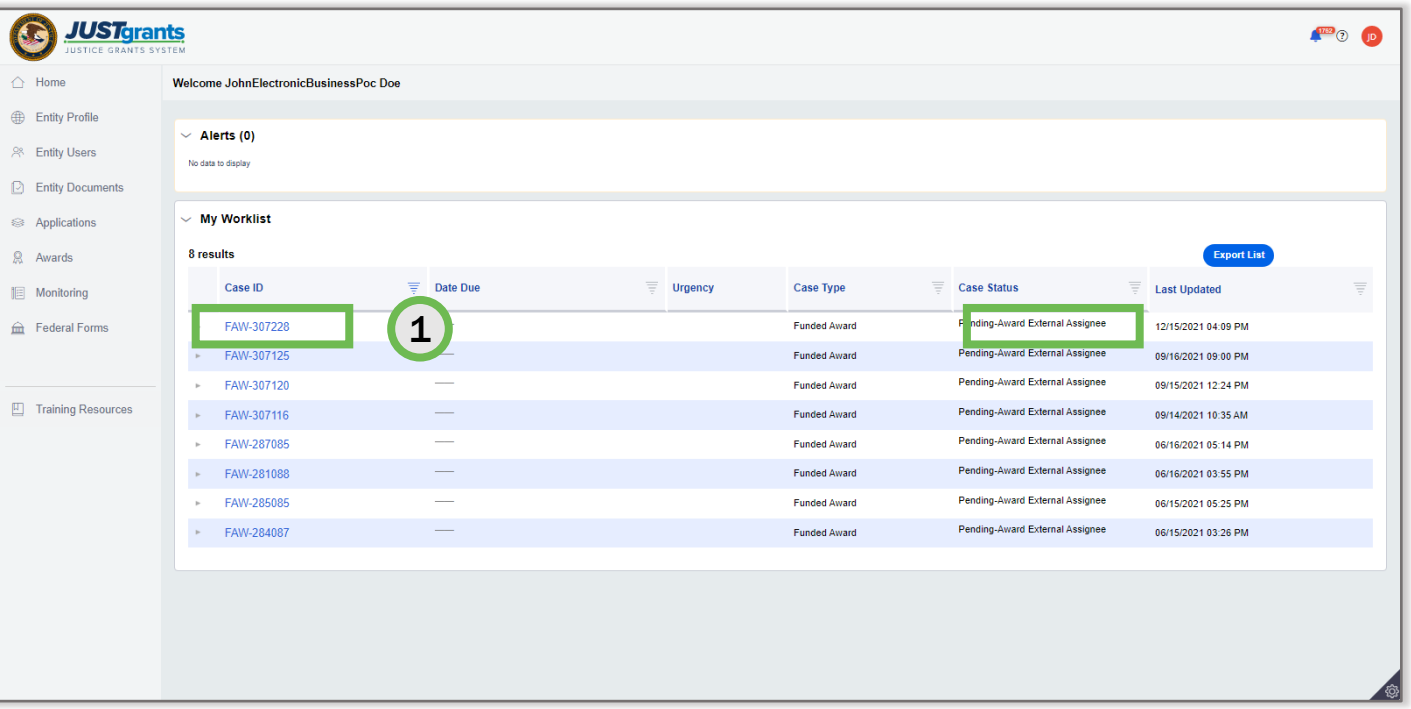
NOTE: The Status becomes **Submitted**. JustGrants will validate that all required items have been submitted and all certifications have been submitted.

NOTE: To print a SCAAP application, follow the steps to print an application in JustGrants using the [Printing an Application in JustGrants Job Aid Reference Guide.]

Assign Contributors

Step 1: Assigning Contributors

SELECT AWARD

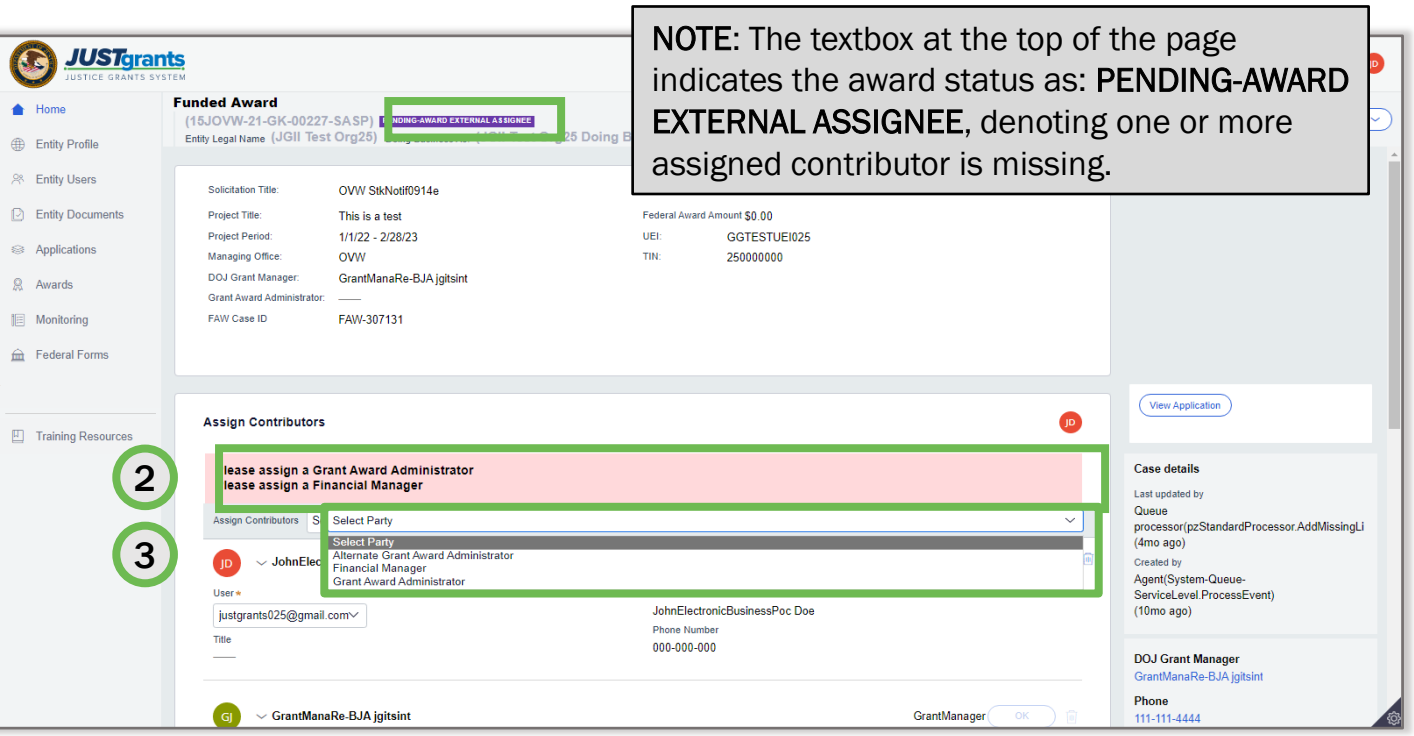


Prior to an Award being accepted or declined, the Entity Administrator should follow these steps to assign contributors:

1) Sign into JustGrants and select an award from *My Worklist* that requires contributors be assigned (**Pending-Award External Assignees** under the **Case Status** column).

Steps 2 – 3: Assigning Contributors

MISSING CONTRIBUTORS



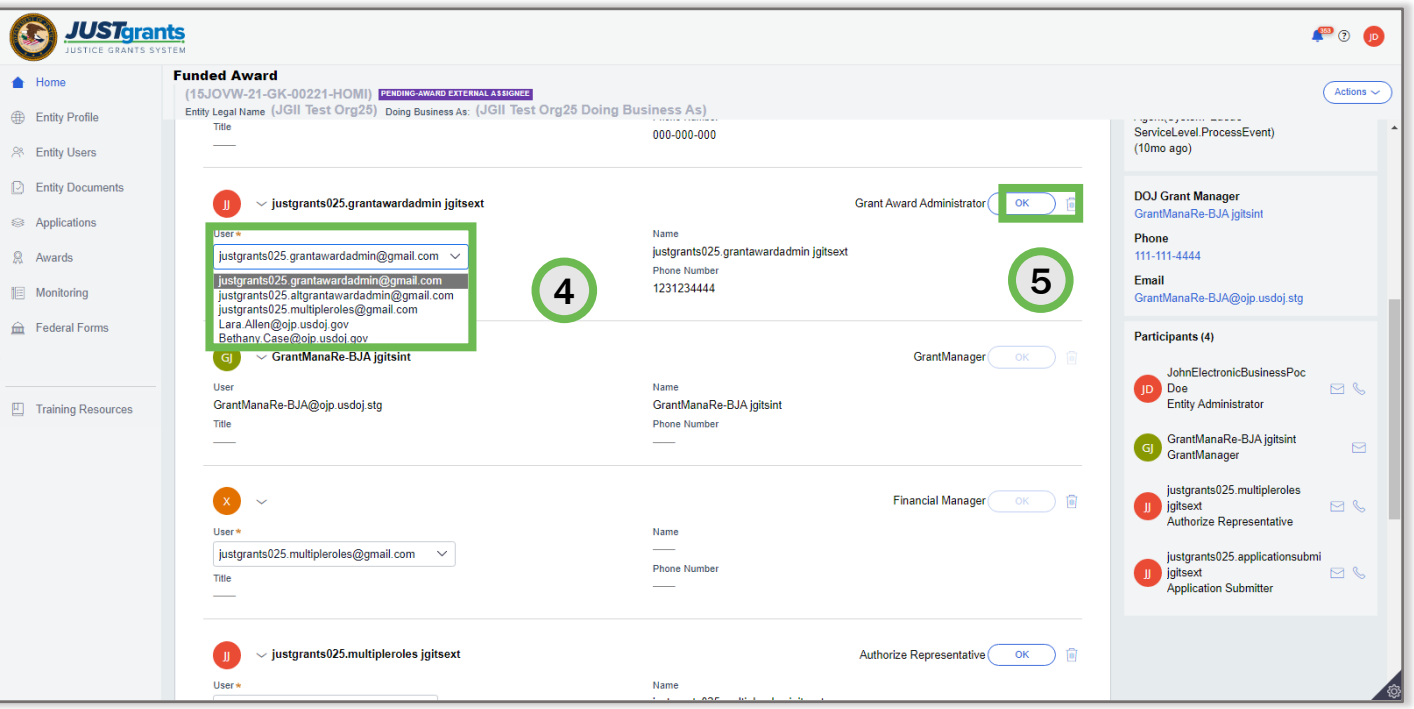
NOTE: The textbox at the top of the page indicates the award status as: **PENDING-AWARD EXTERNAL ASSIGNEE**, denoting one or more assigned contributor is missing.

2) Review any missing contributors listed in the banner at the top of the page.

3) To add a contributor, open the **Select Party** field and select the role(s) to add.

Steps 4 – 5: Assigning Contributors

ASSIGN ROLE

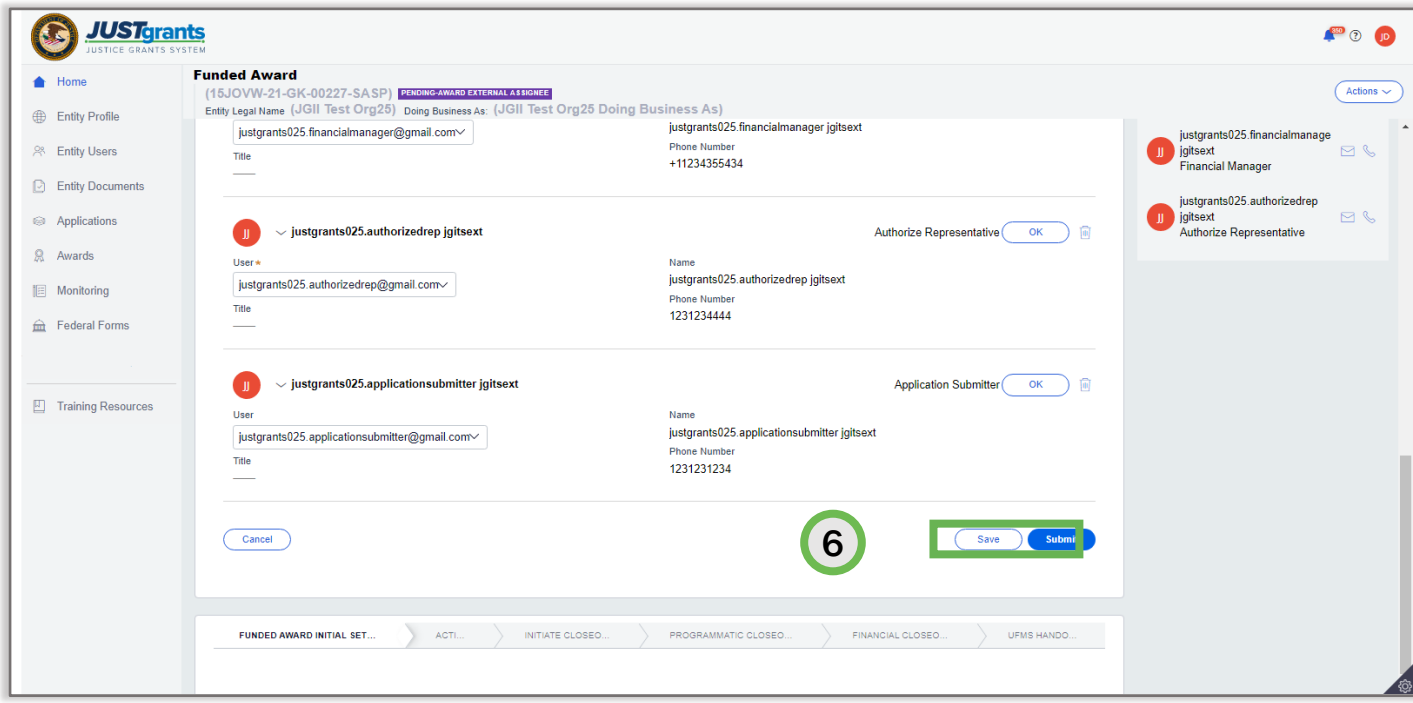


4) Open the drop-down menu with the list of users assigned the role and select the user who will fulfill that role on this award.

5) Select the **OK** button associated with the role.

Step 6: Assigning Contributors

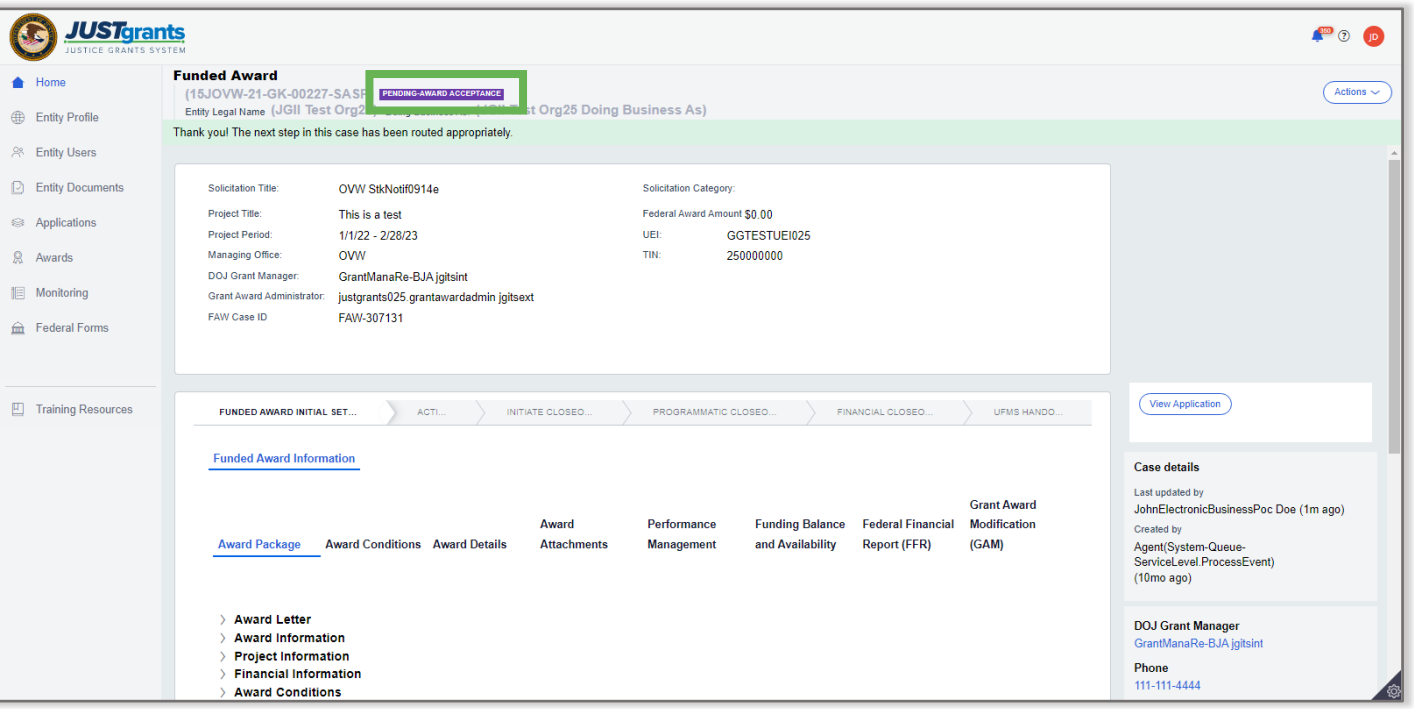
SELECT SUBMIT



6) Once the Entity Administrator has added all required contributors, select the **Submit** button to finalize the assignment process.

Assigning Contributors

AWARD ACCEPTANCE



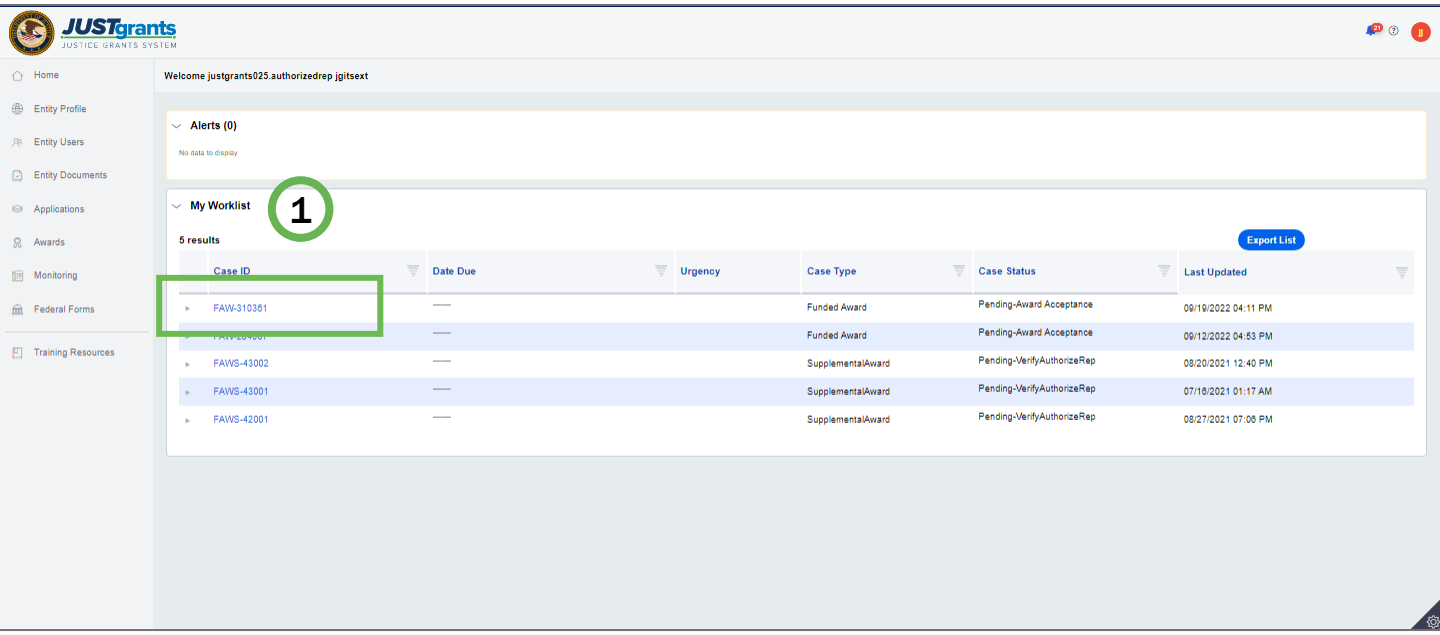
After submitting the contributor changes, the award status in the textbox at the top of the page changes from **PENDING-EXTERNAL ASSIGNEE** to **PENDING-AWARD ACCEPTANCE**. The award is then routed to the worklist for the assigned Authorized Representative (AR).

NOTE: The AR assigned to an award has the authority to accept the award on behalf of the organization. The Entity Administrator must confirm the individual assigned as AR has the proper authority.

Accept a SCAAP Award

Step 1: Accept a SCAAP Award

Authorized Representative



1) Select the award from **My Worklist.**

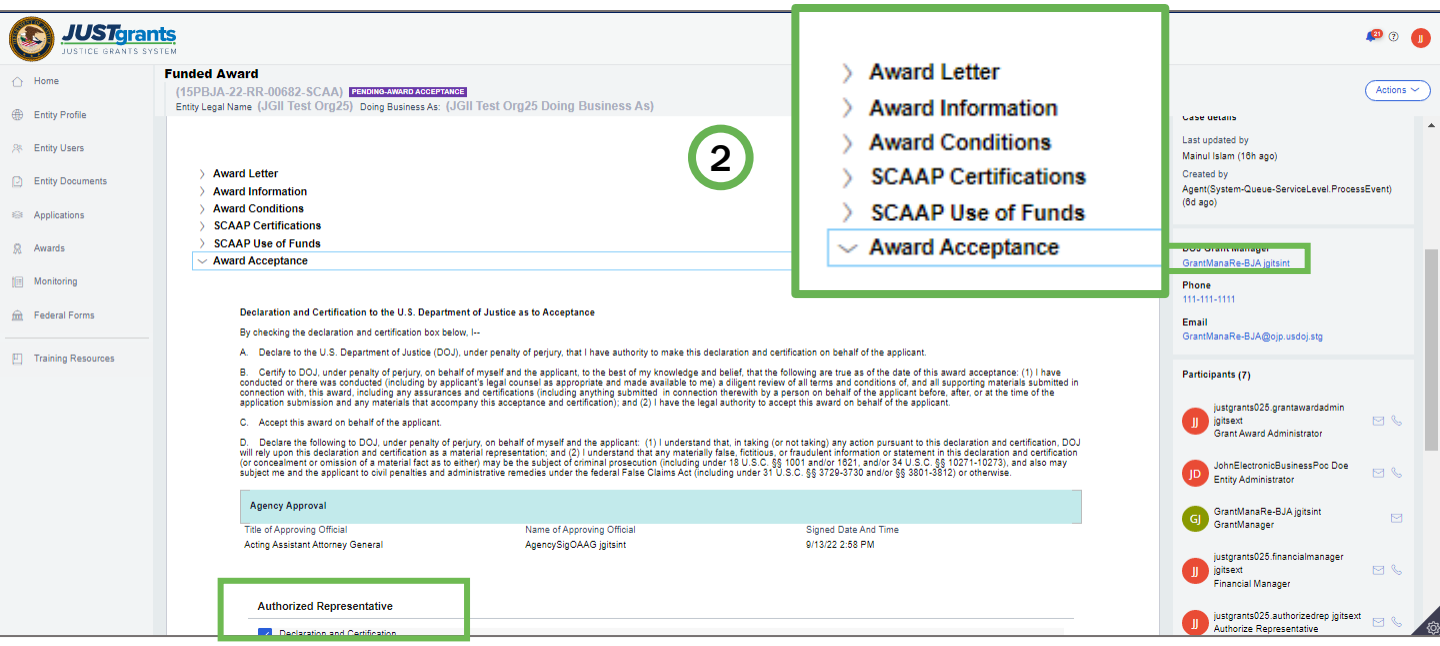
NOTE: The AR has legal authority to enter into agreements with the federal government and bind the organization to the award's conditions. If the AR does not see an application in their worklist, it is not assigned to them.

NOTE: There are no post-award reporting requirements for a SCAAP award.

NOTE: There is no closeout requirement for SCAAP. Once the funds are drawn down in ASAP, the award will be closed.

Step 2: Accept a SCAAP Award

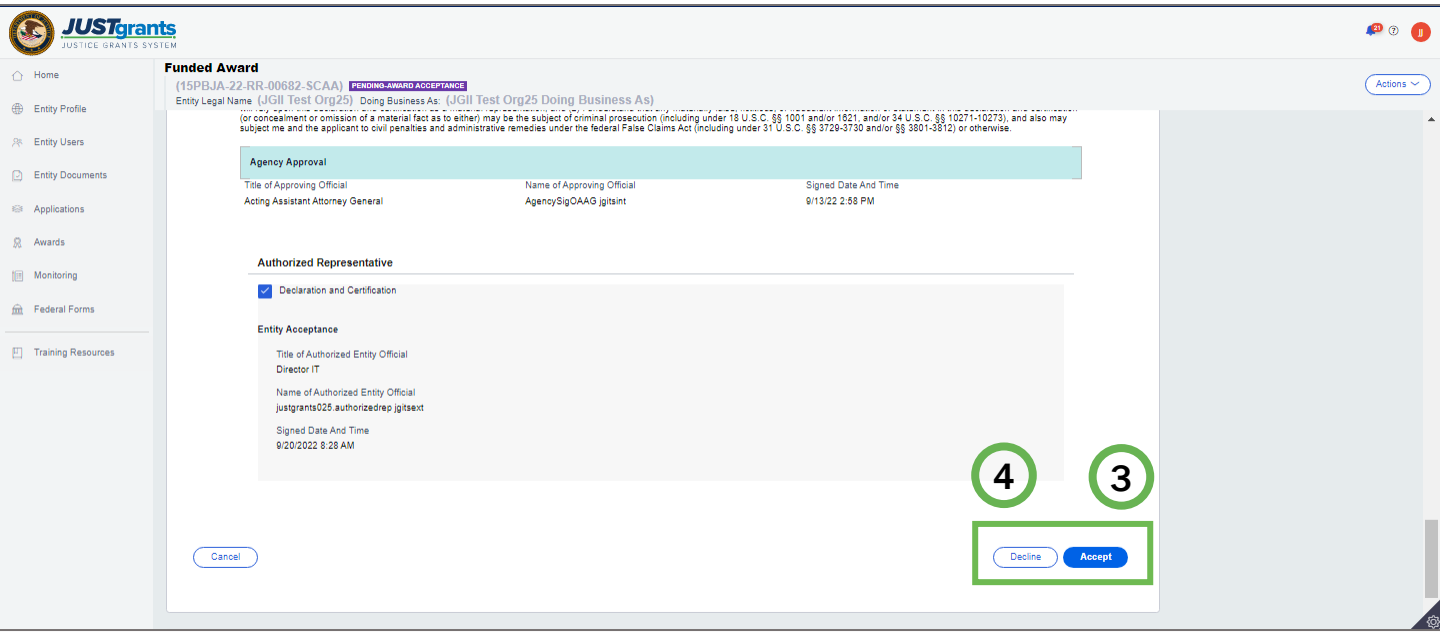
Authorized Representative



2) To accept the award, the AR must expand all sections of the award package and certify via check boxes. The AR's title, contact information, and the date and time automatically populate the acceptance tab.

Steps 3 - 5: Accept a SCAAP Award

Authorized Representative



3) Once all acceptance boxes in each tab have been selected, select **Accept** to proceed. After accepting, the system will display a banner indicating the award has been accepted.

4) If an organization wishes to decline an award, select the **Decline** button to proceed. A mandatory explanation box appears.

5) Type the reason for declining and select the **Submit** button.

NOTE: If a user fails to complete a section, the **Accept** button will not function.

Appendix

Award Attachments

Entity Administrators and Authorized Representatives can attach these items to awards

Attach the following items as required to award deliverables for DOJ review.

- **Attachments**
- SCAAP Eligible Inmate File
- SCAAP Total Inmate Days Report
- SCAAP Total Corrections Officer Salary Report

Record Type Prefixes

The following case number prefixes are used in JustGrants.

Case	Case Number Prefix
Application	A-
ASAP Authorization	AA-
Annual Programmatic Review*	APDR-
Award Package	AW-
Funding Approval	FA-
Funded Award	FAW-
Funded Supplemental Award	FAWS-
Federal Financial Report	FFR-
Grant Award Modification	GAM-
Monitoring	M-
Performance Report	PR-
Solicitation Initiation	SI-
Solicitation Template	ST-
UFMS Obligation	UO-

*Desk Review

Terminology

JustGrants Terminology

The arrival of JustGrants brings some new words and phrases the user needs to know.

JustGrants Terminology 1

A–C

Annual Programmatic Desk Review

The Annual Programmatic Desk Review (APDR) is conducted on all Funded Awards and consists of seven questions that grantees must answer. APDRs take place within the Funded Award in JustGrants.

Award Conditions

In the legacy system, this was referred to as “Special Conditions”.

Case ID

The Case ID is the unique identifier for every type of record in JustGrants. For example, the Case ID for an application is the Application number. For a Funded Award, the Case ID is the Award Number. Each type of record has a Case ID.

Case Status

The status is the type of record that is displayed. The status list displayed is determined by the type of case associated with it.

JustGrants Terminology

The arrival of JustGrants brings some new words and phrases the user needs to know.

C–F

Category

Documents uploaded to the Entity Documents repository are categorized:

- Disclosure of Process Related to Executive Compensation
- Budget Financial Management Questionnaire
- Budget Indirect Cost Rate Agreement
- File
- Legacy Attachments
- Proof of 501 © Status (Nonprofit Organization Only)

Financial Manager

The Financial Manager is a grantee role responsible for submitting federal financial reports (FFRs), processing financial Grant Award Modifications (GAMs), and initiating closeout.

Funded Award

A funded award is an award that has been approved for fund disbursement to a grantee and has been accepted by that grantee.

JustGrants Terminology

The arrival of JustGrants brings some new words and phrases the user needs to know.

G–R

Grant Award Administrator

This is the grantee role that manages many aspects of the grant. This role allows a grantee to view and submit performance reports, initiate Grant Award Modifications (GAMs), review and respond to monitoring issues as applicable, upload documents, and view award, application, and solicitation information.

Grant Award Modification (GAM)

A request for a modification to a key element to a funded award. Most GAMs can be initiated by a grantee but must be approved by DOJ personnel. GAMs can be created to extend the project period, updated the project scope, modify programmatic costs, reduce the budget amount, modify the budget, or modify the sole source.

Program Office

Within the Office of Justice Programs (OJP), there are several Program Offices:

- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Institute of Justice (NIJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office for Victims of Crime (OVC)
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)

JustGrants Terminology

The arrival of JustGrants brings some new words and phrases the user needs to know.

S–U

Role Names
Roles determine the access a user is granted in the system. Users may be granted multiple roles in JustGrants, depending on the tasks they perform.

Survey Repository
A library of questions, question pages, and question sets that make up questionnaires that are included in solicitations. The answers applicants supply in these questionnaires provide the basis for performance reporting in funded awards.

UEI
Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.

Urgency
The number of days until or since the due date of the case, whether it is an application, a grant package, an award, a federal financial report, a performance report, or other items in JustGrants.

JUSTgrants

JUSTICE GRANTS SYSTEM

Version 1.0 October 2022