

APPENDIX C: INSTRUCTIONS FOR UPLOAD OF ASCII FIXED-FIELD FILE OF INMATE RECORDS

Upload of an ASCII Fixed-field File of All Inmate Records

This method for submitting **inmate records** on **eligible inmates** allows an applicant to submit the entire set of inmate records as a **single ASCII-formatted file** uploaded directly into JustGrants. The [State Criminal Alien Assistance Program \(SCAAP\) Application Submission and Award Acceptance Guide](#) specifies the required fields and format.

Each **inmate record** in the uploaded ASCII file is to contain all the mandatory data fields in the specified format. Through a file upload **status report** (which will refer to each **inmate record** as a “line”), JustGrants will flag **inmate records** within the ASCII file that do not contain the required information, are not exactly 165 or 166 characters long, or do not follow (or appear not to follow) the specified data format.

Inmate records that are incomplete or are not in the specified format as of the date and time of the application deadline will not be considered as part of OJP’s payment calculation process. If an ASCII inmate-record file has been uploaded, but the applicant has not yet submitted its application in OJP’s JustGrants, the applicant has the option to correct, add to, or otherwise modify the ASCII inmate-record file and upload that file as a replacement for the entire file previously uploaded. (See below.)

To help ensure that the maximum number of **inmate records** is taken into account in the calculation of the amount of any payment, the applicant should be meticulous in preparing the ASCII fixed-field file. If JustGrants nevertheless identifies errors in the file—and the application deadline has not yet passed—the applicant should correct those errors as soon as possible before it submits the application in JustGrants.

ALERTS

- An ASCII **inmate-record** file may not be corrected, added to, or modified in any way once the application deadline has passed.
- If an applicant uploads an ASCII fixed-field file of “inmate records,” any subsequent upload of a new or modified file will overwrite (and delete) the previously uploaded file in its entirety. Similarly, the addition of any inmate records via direct data entry will overwrite (and delete) the previously uploaded ASCII fixed-field file in its entirety.
- Upload of a large ASCII fixed-field file of “inmate records” may take a considerable amount of time.
 - Generally, there is a brief start-up delay when the upload is being initiated.
 - A file that contains 50,000 **inmate records** may take 15 minutes or longer to upload, even after the file upload has begun.
 - If the applicant’s internet browser times out or is disconnected during the file upload process, errors may result. It is important to review the file upload status report (see below) to determine whether the expected number of **inmate records** in fact was uploaded.

The Upload Process—In General

To submit **inmate records** for **eligible inmates** by uploading a single ASCII fixed-field file that includes all such inmate records, follow these steps:

Step 1: In section 2 of the online application, click on the "Upload Inmate File" button.

Step 2: Click on the "Upload" box to attach the file. A pop-up window will appear.

Step 3: Click on the "Browse" button in the pop-up window.

Step 4: Locate the correct file name and double click on it. The file name will appear in the blank field.

Step 5: Click the "Upload" button. A message should appear in the pop-up window that indicates the status of the file upload. Click the "X" in the upper right corner of the pop-up box to close it. The ASCII fixed-field file name should now appear next to the upload button on the main page.

Step 6: Click the "Validate" button. Any errors present in the inmate file will be displayed. Correct any errors listed and reupload the entire inmate file once the update is completed.

Step 7: Click the "Continue" button to proceed to the next section of the application. The file upload status report will indicate the total number of inmate records uploaded and the number of those records that are complete. In addition, the report will provide a detailed list of any **inmate records** (by line number) that are incomplete and/or are not in the specific data format. It also will indicate the data fields in which the error(s) appear.