BJA FY 2020 State Criminal Alien Assistance Program

Program Requirements and Application Instructions
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Overview
Under the State Criminal Alien Assistance Program (SCAAP), the Office of Justice Programs (OJP) of the U.S. Department of Justice (DOJ) 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 “reporting period” for the FY 2020 program is July 1, 2018, through June 30, 2019.

Before entering any information into the online application for the FY 2020 program, the government official who will complete and submit the application on behalf of an applicant government MUST carefully review this document.

Eligible Applicants:
City or township governments, County governments, State governments, Other

Other
See Eligibility Information in this solicitation.

Contact Information
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, at Grants.gov customer support webpage, or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ’s Justice Grants System (JustGrants), contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov, 833–872–5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday–Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJA contact identified below within 24 hours after the application deadline to request approval to submit its application after the deadline.

For assistance with the online application to the FY 2020 program or other aspects of the FY 2020 program, contact the SCAAP Help Desk by phone at 1–202–353–4411 or by email to SCAAP@usdoj.gov. The SCAAP Help Desk operates Monday through Friday during normal business hours (eastern time). It is closed on federal holidays.

Submission Information
In FY 2020, applications will be submitted to DOJ in a NEW two-step process.
**Step 1:** Applicants will submit an SF-424 in Grants.gov at [https://www.grants.gov/web/grants/register.html](https://www.grants.gov/web/grants/register.html). To register in Grants.gov, applicants will need to obtain Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal. Please contact the SCAAP Helpdesk at SCAAP@usdoj.gov for assistance with identifying the correct applicant DUNS.

**Step 2:** Applicants will submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants Application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#).
Program Description

Overview

OJP’s Bureau of Justice Assistance (BJA) administers SCAAP. Under SCAAP, OJP makes payments to “states” and “units of local government” that incur certain types of costs due to “incarceration” of “undocumented criminal aliens” during a specific 12-month “reporting period.”

Under the FY 2020 program, payments will be 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 4 consecutive days during the “reporting period.” (Additional details are set out in later sections of this document.)

As part of its application, each applicant government provides particular information about individuals it “incarcerated” — under its own legal authority — for at least 4 consecutive days during the “reporting period” and whom the applicant government either (1) knows were “undocumented criminal aliens” or (2) reasonably and in good faith believes were “undocumented criminal aliens.” (OJP transmits the data submitted on such individuals to DHS for a detailed review.) As part of its application, each applicant government also must provide information pertinent to its average costs of incarceration 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 (e.g., for the FY 2020 program). All information submitted as part of an application is subject to appropriate review by OJP.

Statutory Authority


Specific Information

Restriction on use of SCAAP payment; associated records

As a matter of federal law, a “state” or “unit of local government” that receives a payment under the FY 2020 program must use the payment “only for correctional purposes.” See 8 U.S.C. § 1231(i)(6).

“Correctional purposes.” With respect to a “state” or “unit of local government,” use of a SCAAP payment for “correctional purposes” means:

- Use of the funds to pay any cost reasonably attributable to that government’s operation of a “correctional facility” for its own use, such as:
  - Salaries and wages paid to employees who work primarily and directly in the “correctional facility” (regardless of whether those employees are “correctional officers”).
  - Costs of employment benefits provided to (or on behalf of) employees who work directly in and for the “correctional facility.”
  - The reasonably allocable portion of the salaries, wages, and benefits paid to employees who, although not primarily and directly working in and for the “correctional facility,” provide necessary services either to the correctional facility (e.g., administrative support) or to the individuals “incarcerated” in the correctional facility (e.g., medical care, transportation).
  - Repair, maintenance, and “overhead” (e.g., utilities) costs reasonably attributable to operation of the “correctional facility.”
  - Use of the funds for payments to a “contract correctional facility” that are reasonably attributable to “incarceration” of individuals in such a facility on behalf of (pursuant to the legal authority of) the pertinent “state” or “unit of local government.”

Maintenance of records

An applicant government that receives a payment under the FY 2020 program must, for not less than 3 years after the date it draws down that payment from OJP, maintain records sufficient to demonstrate that the payment was used solely for “correctional purposes,” and must make those records available to DOJ (including OJP) upon request.

Limit on request for compensation

As a matter of federal law, “no jurisdiction shall request compensation for any cost greater than the actual cost for federal immigration and other detainees housed in state and local detention facilities.” See, e.g., Consolidated Appropriations Act, 2020, Pub. L. No. 116-93, 133 Stat 2317, 2407.

Federal Award Information
Awards, Amounts and Durations
Anticipated Number of Awards
600

Anticipated Maximum Dollar Amount of Awards
$59,000,000.00

Period of Performance Start Date
7/1/18 12:00 AM

Period of Performance Duration (Months)
12

Anticipated Total Amount to be Awarded Under Solicitation
$210,293,500.00

Eligibility Information

Important Note: The online FY 2020 SCAAP application specifically incorporates by reference the eligibility requirements, definitions of terms, and detailed application instructions set out in this document. (To assist applicants, this document uses quotation marks to highlight defined terms — e.g., “state,” “unit of local government,” “undocumented criminal alien,” “eligible inmate,” and “correctional purposes.”)

In general, a “state” or “unit of local government” is eligible to apply for a payment under the FY 2020 program if it “incarcerated” individuals in a “correctional facility” during the “reporting period” whom it either (1) knows were “undocumented criminal aliens” or (2) reasonably and in good faith believes were “undocumented criminal aliens.” A detailed discussion of eligibility — including the definitions of “state” and “unit of local government” for purposes of SCAAP — appears in the Eligibility Information section.

Absent highly unusual circumstances, OJP will not extend this deadline or permit an applicant government to submit its application after the application deadline. Much as in previous years, promptly after the application deadline, OJP will transmit to the U.S. Department of Homeland Security (“DHS”) the data on “eligible inmates” from all of the applications submitted to JustGrants before the deadline. The volume of “eligible inmates” data transmitted to DHS (and the nature and complexity of the DHS review of those data) is such that it is not possible to transmit supplemental or corrected data to DHS.

Any application must be completed and submitted by a government official with the legal authority to apply to the FY 2020 program on behalf of the chief executive of the applicant government. This “submitting government official” must be registered in JustGrants in order to complete and submit an application under the FY 2020 program.

Instructions on how to register in JustGrants and how to access the online application for the FY 2020 program appear in the How to Apply section.

Only a “state” or a “unit of local government” is eligible to apply, and only on its own behalf.

For purposes of the FY 2020 program:
“State” includes the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands, and American Samoa.

“Unit of local government” means a political subdivision of a “state” with authority to independently establish a budget and impose taxes (typically, a “general-purpose” political subdivision of a state). The term may include a county or a municipality (e.g., city, county, town, township, village, borough, or parish). 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.

Joint applications by two or more “states” or “units of local government” are not permitted, even if the application names only one state or unit of local government as the applicant. As a rule, an application must not incorporate or report data on either (1) individuals held in custody by the applicant government on behalf of (pursuant to the legal authority of) another state or unit of local government or (2) costs associated with individuals held in custody on behalf of another state or unit of local government.

Similarly, a governmental entity that is not itself a “state” or a “unit of local government” (e.g., a regional jail, special jail district, or regional jail authority or board) is not eligible to apply. Rather, each “state” or “unit of local government” that uses the regional facility may include (as part of its own application) data that directly reflect its own use of the facility.

Certifications in the online application for the FY 2020 program

As part of the online application to the FY 2020 program, the “submitting government official” must make a number of detailed certifications to OJP under penalty of perjury, including formal certifications regarding the accuracy of the information being provided, his/her conformity with the requirements and instructions set out in this document, and his/her legal authority to execute the certifications and submit the application on behalf of the applicant government.

JustGrants is designed to reject an application to the FY 2020 program if the “submitting government official” fails to execute any of the required certifications. An application cannot and will not be considered submitted (including for purposes of the application deadline) until all of the certifications have been made. See the Disclosures and Assurances section for more information.

DOJ reliance on the required certifications as material; penalties for false statements

As indicated in the text of each required certification, DOJ, including OJP, will rely on each certification submitted in connection with an application to the FY 2020 program as a material representation in any decision to make a payment.

A materially false, fictitious, or fraudulent statement to the federal government (or concealment or omission of a material fact) as part of a required certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject both the “submitting government official” and the applicant government to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). Also, certifications provided to OJP in connection with the FY 2020 program are subject to review by DOJ, including by OJP and the DOJ Office of the Inspector General.

Application and Submission Information

In the online SCAAP application, each applicant government will be asked to provide specific types of information. In general, they are:

- Information on the applicant government and its “chief executive.”
- Information on the “submitting government official.”
- Data on “eligible inmates” during the “reporting period,” which are provided through upload of a single ASCII-formatted file.
- Data pertinent to the applicant government’s costs of incarceration for the “reporting period,” including information on “correctional officers” and associated salary expenditures, the total number of inmates incarcerated, and the “maximum bed count” of the applicant’s “correctional facilities.”

“Submitting government official.” The online SCAAP application may be completed and submitted only by an
appropriate official of the applicant government. For each applicant government, there may be only one “submitting
government official.” That “submitting government official” must have the legal authority to apply to the FY 2020 program
on behalf of the applicant government, must have the necessary knowledge and information to complete the entire
application accurately, and must in fact complete and submit all sections of the application. Due diligence is required.

The certifications within the online application vary in their precise content, but in each of them, the “submitting
official” must certify, on behalf of himself/herself and the applicant government, under penalty of perjury, that
the information entered is “true and correct to the best of my knowledge and belief, based upon diligent inquiry and
review,” and is provided in accordance with the requirements, definitions, and instructions set out in this document. In
addition, in each such certification, the “submitting government official” certifies that he/she has “the legal authority to
make this certification to OJP, including from the chief executive of the applicant government.”

Part I. SCAAP Applicant Government and Its “Chief Executive”

Information on the applicant “state” or “unit of local government”

Refer to the information above on “Eligibility,” including the definitions of “state” and “unit of local government,” to
determine whether an interested entity is eligible to apply.

If the prospective applicant is in fact a “state” or “unit of local government,” enter the appropriate information for the
applicant government in section 1 of the application.

Information on the “chief executive” of the applicant “state” or “unit of local government”

Also in section 1 of the application, enter the appropriate information for the current “chief executive” of the applicant
government.

Note that, in virtually all cases, the chief executive of a “state” is the governor. As to “units of local government,” the title of
the chief executive will vary depending on the organization of the local government, but only one individual in the local
government is its “chief executive” (e.g., the mayor).

Click on the “Save Information” button to continue to the next section of the application. (If an error message appears,
make the appropriate corrections, then click “Save Information” again.)

Part II. Information on “Eligible Inmates”

“Eligible inmates.” Each applicant government is to provide detailed information about the individuals (1) the applicant
government “incarcerated” for at least 4 consecutive days during the “reporting period” and (2) whom the applicant
government either knows were “undocumented criminal aliens” or reasonably and in good faith believes were
“undocumented criminal aliens.” For purposes of the application to the FY 2020 program, such individuals are referred to
as “eligible inmates.”

Recap: An individual is an “eligible inmate” only if all of the following are true, and the inmate was:

- “Incarcerated” by the applicant government under its own legal authority (see definition below),
- For at least 4 consecutive days during the “reporting period,” and
- The applicant government either knows, or reasonably and in good faith believes, that the inmate is an
  undocumented criminal alien,” that is, that the inmate is both —
  - “undocumented” (see definition below) and
  - a “criminal alien” (see definition below)

“Incarcerated.” For purposes of the FY 2020 program, an individual is considered to have been “incarcerated” by (or on behalf of) the applicant government when held (confined) in a “correctional facility” under the legal
authority of the applicant government, following conviction of the individual for a criminal offense. Such
incarceration may have been in a correctional facility operated by the applicant government or in a “contract
correctional facility” (including a regional facility) used by the applicant government.

- An inmate is not considered to have been “incarcerated” by or on behalf of an applicant government if the
  applicant government held the inmate in custody on behalf of (under the legal authority of) another “state”
  or “unit of local government,” pursuant to a contractual arrangement. (See also the related discussion
  above.)
“Undocumented.” For purposes of the FY 2020 program, an individual is “undocumented” if, as of the date the individual was “incarcerated” by the applicant government, the individual was a foreign citizen or foreign national with no legitimate claim under federal law to be a U.S. citizen or U.S. national, and the individual (1) entered the United States without authorization under federal law to do so, or (2) entered the United States under a federal legal authorization that had expired or otherwise was no longer in effect, or (3) was the subject of deportation or exclusion proceedings.

- Generally, a person born in the United States (including in a U.S. territory) is a U.S. citizen or U.S. national.

“Criminal alien.” For purposes of the FY 2020 program, an alien (that is, an individual who is not a citizen or national of the United States) is a “criminal alien” if, as of the date the individual was “incarcerated” by the applicant government, the individual was a foreign citizen or foreign national with no legitimate claim under federal law to be a U.S. citizen or U.S. national, and the individual (1) entered the United States without authorization under federal law to do so, or (2) entered the United States under a federal legal authorization that had expired or otherwise was no longer in effect, or (3) was the subject of deportation or exclusion proceedings.

Inmate records” and associated data elements. In section 2 of the application, the “submitting government official” is to provide an “inmate record” for each “eligible inmate.”

Multiple periods of incarceration. If, during the reporting period, the applicant government incarcerated a particular “eligible inmate” for two or more periods of at least 4 consecutive days each, the applicant must create a separate “inmate record” for each such distinct period of incarceration. The applicant may not combine such distinct periods of incarceration in a single inmate record.

“Eligible inmates” who use aliases. If an applicant government has reason to believe that a particular “eligible inmate” uses or has used aliases, the applicant may submit a separate “inmate record” for each alias, provided the information in the separate inmate record(s) is identical in all respects, other than as to last, first, and/or middle names. (Note that this requirement for identical information — except as to names — specifically includes the “unique inmate number assigned by the applicant government.” (See list below.)

Each “inmate record” is to provide all of the following information, to the extent known to the applicant government, using due diligence:

- Alien number, also referred to as “A-number”
  - Last name
  - First name
  - Middle name (not required, but to be provided if available)
  - Date of birth
  - Unique inmate identifying number assigned by the applicant government
  - Foreign country of birth
  - “Date incarcerated” (see definition in Appendix A)
  - “Date released” (see definition in Appendix A)
  - FBI number

Law Enforcement Support Center (LESC) Immigration Alien Query (IAQ). This is an OPTIONAL field.

The detailed instructions for each of these data elements are set out in the table titled “SCAAP Data Elements for ‘Inmate Records’ – FY 2020 Program” in Appendix A. That table identifies mandatory data elements; specifies the precise format to be used for each data element; sets out the rules to follow for individuals with compound or hyphenated first, last, or middle names; and specifically defines “date incarcerated” and “date released.” (It also defines the required ASCII fixed-field format.)

- For ease of reference, the “submitting government official” may wish to print out a copy of “SCAAP Data Elements for ‘Inmate Records’ – FY 2020 Program.”
- Be aware that an “inmate record” that does not identify a specific country as the inmate’s country of birth, but instead indicates that the country of birth is “unknown,” will not be considered in the calculation of the amount of any payment under the FY 2020 program unless DHS (through its data review) is able to confirm that the inmate was in fact “undocumented,” and the “inmate record” otherwise is sufficient.

Submission of “inmate records.” An applicant must provide “inmate records” for “eligible inmates by uploading a single ASCII-formatted (.txt) file that contains the entire set of inmate records for the “reporting period.”

The “submitting government official” will upload a single ASCII-formatted file with all “inmate records” for “eligible
Part III. Information on “Correctional Officers” and “Correctional Facilities”

Required information on “correctional officers”

In section 3 of the online application, the “submitting government official” must provide, by direct entry into the online application, all of the following information related to “correctional officers”:

- The total number of full-time “correctional officers” employed by the applicant government during the reporting period.
- The total number (reported as Full-Time Employees) of part-time “correctional officers” employed by the applicant government during the reporting period.
- The total number of full-time “correctional officers” providing services to the applicant government as employees of “contract correctional facilities” (or as contractors) during the reporting period.
- The total number (reported as FTEs) of part-time “correctional officers” providing services to the applicant government as employees of “contract correctional facilities” (or as contractors) during the reporting period.
- “Actual salary expenditures for correctional officers” during the reporting period.

In addition, section 3 of the online application requires the “submitting government official” to provide (as a file “attached” to the application) a “Correctional officer’ salary expenditures detail.”

Pertinent definitions: correctional officers and associated salary expenditures

- “Correctional facility” means a facility typically used to hold (confine) in custody individuals convicted of one or more criminal offenses.
- A “correctional facility” may be operated by a “state” or “unit of local government” for its own use.
- Or a “correctional facility” may be operated by a private or governmental entity that holds individuals in custody on behalf of (pursuant to the legal authority of) a “state” or “unit of local government,” pursuant to a contractual arrangement. For purposes of the FY 2020 program, such a facility (including a regional facility) is a “contract correctional facility.”
- A “correctional facility” may — in addition to holding in custody individuals who have been convicted of criminal offenses — also hold in custody individuals who have been charged with criminal offenses. A facility that is used primarily for pretrial detention, however, is not a “correctional facility.”
- “Correctional officer.” For purposes of the FY 2020 program, “correctional officer” means a person whose primary employment responsibility is to maintain custody of individuals held in a “correctional facility.” A person who meets this definition is a “correctional officer,” regardless of whether he/she is an employee of the applicant government or an employee of a “contract correctional facility” used by the applicant government.

Based on primary employment responsibility, the term “correctional officer” may include a person who fills a position such as deputy sheriff, correctional facility or jail supervisor, chief of security or shift commander for a correctional facility, or warden or assistant warden of a correctional facility. The term “correctional officer” also may include a transportation officer (or someone in a similar position), but only if the person’s primary employment responsibility is to maintain custody of inmates who remain in custody but temporarily are outside of the “correctional facility.”

- “Incarcerated” is defined above.
- Persons whose primary responsibility is something other than to maintain custody of individuals held in custody in a “correctional facility” are not “correctional officers” for purposes of this program, and may not be included in the “correctional officer” data reported in section 3 of the online application. This is the case even though such persons may provide services to a correctional facility used by the applicant government or its inmates.

Persons who provide office and secretarial support or administrative services to (or for) a “correctional facility”; or whose primary employment responsibility involves housekeeping or maintenance at a correctional facility; or provide food, health or medical care, education, training, or vocational counseling to “incarcerated” inmates are not “correctional officers” for purposes of the FY 2020 program. They may not be included in the
“correctional officer” data reported in section 3 of the online application.

- Similarly, persons whose primary employment responsibility is to work with inmates who are no longer held in custody in a “correctional facility” (e.g., parole and probation officers) or whose work involves inmates but whose primary employment responsibility is something other than “maintaining custody” of an inmate held in custody in a “correctional facility” (e.g., judges, prosecutors, and public defenders; hearing officers; warrant and apprehension units personnel) are not “correctional officers” for purposes of the FY 2020 program. They may not be included in the “correctional officer” data reported in section 3 of the online application.

- “Total number” of “correctional officers”
  - For full-time “correctional officers” employed by the applicant government, report the total number of full-time correctional officers employed during the reporting period.
  - For part-time “correctional officers” employed by the applicant government, report the total number of part-time correctional officers employed during the reporting period.
  - For full-time “correctional officers” employed by a “contract correctional facility,” include only the “total number” of such officers whose employment is reasonably attributable — using due diligence — to use of the correctional facility by the applicant government for inmates held in custody under its own legal authority. As the “total number,” report the total number of such full-time correctional officers employed during the reporting period.
  - Similarly, for part-time “correctional officers” employed by a “contract correctional facility,” include only the “total number” of such officers whose employment is reasonably attributable — using due diligence — to use of the correctional facility by the applicant government for inmates held in custody under its own legal authority. As the “total number,” report the total number of such part-time correctional officers employed during the reporting period.

- ‘Actual salary expenditures for correctional officers,’ during the reporting period means the sum of:
  - The actual amount (if any) paid by the applicant government during the “reporting period” as the “salaries and wages” of full-time and part-time “correctional officers” it employed. Paid leave (medical leave, family leave, vacation leave) may be included in this total.
  - The actual amount (if any) paid by any “contract correctional facility” as the “salaries and wages” of full-time and part-time “correctional officers,” but only to the extent the amounts paid are reasonably attributable — using due diligence — to inmates held in custody on behalf of, and under the legal authority of, the applicant government.

- “Salaries and wages” may include amounts paid to a “correctional officer” as premium pay for specialized service, as shift-differential pay, and/or as fixed-pay increases for time in service. It also may include additional amounts paid for overtime when such additional amounts are required by law (e.g., by statute or regulation) or by contractual obligation.

- “Salaries and wages” may not include any payments or costs for employment benefits, including (without limitation) social security, retirement or pension plans, health or medical services, insurance (e.g., medical, dental, vision, disability, and life insurance), and/or performance awards.

Information required in the “Correctional officer salary expenditures detail (for the reporting period).”

Each applicant must attach a file to its application that sets out for each “correctional officer” included in the reported number of “correctional officers” the following:

- The title of the position held by the person (e.g., “corrections officer,” “deputy sheriff,” “warden”) and the total salaries and wages paid to the person during the reporting period for that work. (The name of the correctional officer should not be included.)
- For an individual “correctional officer” employed by a “contract correctional facility,” the “salaries and wages” listed must be the amount reasonably attributable — using due diligence — to inmates held in custody on behalf of, and under the legal authority of, the applicant government.
- This salary “detail” file may be submitted in one of several commonly used file formats (e.g., Adobe PDF, Microsoft Word, or Microsoft Excel). Note: The sum of all “salaries and wages” listed in the “detail” file must match the amount entered in the online application as “Actual salary expenditures for correctional officers,’ during the reporting period.
  - JustGrants does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”
- To “attach” the file:
  - Click on the “Attach” button. A pop-up window will appear.
  - Click on the “Browse” button.
  - Locate the correct file name and double-click on it. The file name will appear in the blank field.
  - Click the “Upload” button.
Required information on “correctional facilities”

In section 3 of the online application, the “submitting government official” also must provide, by direct entry into the online application, all of the following information related to “correctional facilities”:

- “Maximum bed count” for the reporting period.
- “Total all inmate days” for the reporting period.

In addition, section 3 of the online application requires the “submitting government official” to provide, as a file “attached” to the application, detail on “All inmate days, by reporting day” for the reporting period.

Pertinent definitions: Correctional facilities

- “Correctional facility” and “contract correctional facility” are defined above.
- “Maximum bed count for the reporting period” If the applicant government held inmates in custody only in "correctional facilities" operated by the applicant government itself for its own use, the “Maximum bed count for the reporting period” is the maximum capacity during any single day of the reporting period of all such “correctional facilities” operated by the applicant government. If, however, the applicant government either did not operate a “correctional facility” for its own use or operated one or more “correctional facilities” for its own use but also used other facilities to hold inmates in custody, the “Maximum bed count for the reporting period” is the sum of:
  - The maximum capacity during any single day of the reporting period of all “correctional facilities” operated by the applicant government itself for its own use.
  - The maximum number of inmates, if any, actually held in custody on behalf of (under the legal authority of) the applicant government in a “contract correctional facility” during any single day of the reporting period.
  - The maximum number of inmates, if any, actually held in custody by the applicant government during any single day of the reporting period in “temporary” or “overflow” facilities (e.g., gymnasiums).
- “Total all inmate days for the reporting period” means the cumulative number of days — determined using the nightly “head count” for each of the days in the reporting period — inmates were held in custody in a “correctional facility” by or on behalf of the applicant government (pursuant to its own legal authority) during the “reporting period,” regardless of inmate citizenship, legal status, or the number of days held in custody.

Information required in the “All inmate days, by reporting day” detail (for the reporting period)

- Each applicant must attach a file to its application that sets out for each particular day of the reporting period — using nightly “head counts” — the number of inmates held in custody in a “correctional facility” by or on behalf of the applicant government (pursuant to its own legal authority), regardless of inmate citizenship, legal status, or the number of days held in custody.
- This “detail” file may be submitted in one of several commonly used file formats (e.g., Adobe PDF, Microsoft Word, or Microsoft Excel). Note: The sum of all daily entries for “all inmate days” listed in this “detail” file must match the number entered in the online application as “Total all inmate days for the reporting period.”
  - JustGrants does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip.
  - To “attach” the file:
    - Click on the “Attach” button. A pop-up window will appear.
    - Click on the “Browse” button.
    - Locate the correct file name and double-click on it. The file name will appear in the blank field.
    - Click the “Upload” button.

Important note regarding “correctional officers” and “correctional facilities” data

As indicated earlier, all information submitted as part of an application to the FY 2020 program is subject to appropriate review by OJP. In appropriate circumstances (e.g., indications that an entry related to “correctional officers” or to “total all inmate days” may be erroneous), OJP may require additional information related to the accuracy of the information in the application.

Using data provided by the applicant in section 3 of the application (e.g., data on “correctional officers,” data on “total all inmate days”), JustGrants calculates each applicant’s average daily (salaries) cost per inmate during the “reporting period.” As a point of reference and comparison, for the FY 2019 program, the overall average daily (salaries) cost per inmate (i.e., the average of the daily costs for all applicants that received payments) was $46.73.
The “submitting government official” identified in section 5 of the application must be the individual identified in section 2 of the application as the “submitting government official.”

For each applicant government, there may be only one “submitting government official.” That “submitting government official” must complete all sections of the application, and must be the one who submits the application to OJP.

Information to Complete the Application for Federal Assistance (SF-424)
The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

Intergovernmental Review: This solicitation (“funding opportunity”) is subject to Executive Order 12372. An applicant may find the names and addresses of state Single Points of Contact (SPOCs) at the following website: [https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf). If the applicant’s state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372 but has not been selected by the state for review.”)

Standard Applicant Information (JustGrants 424 and General Agency Information)
The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

Disclosures and Assurances
Applicants will complete the following certifications electronically in JustGrants. The text of each required certification is included below.

Required Certification to OJP by the Submitting Government Official: Applicant Government and Submitting Government Official
On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to OJP, under penalty of perjury, that the information on the applicant government and the submitting government official entered above as part of this online application to the FY 2020 program is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review, and is provided in accordance with the requirements, definitions, and instructions set out in the OJP document entitled State Criminal Alien Assistance Program: FY 2020 Program Requirements and Application Instructions. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this and all other certifications in this online application as material representations in any decision to make a SCAAP payment to the applicant government in response to this application.

I understand and acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant “State” or “unit of local government” to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and §§ 3801-3812). I also understand and acknowledge that payments under OJP programs such as SCAAP, including certifications provided in connections with such payments, are subject to review by USDOJ, including by OJP and the USDOJ Office of the Inspector General.

Required Certification to OJP by the Submitting Government Official: Information on "Eligible Inmates"
On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to OJP, under penalty of perjury, that the information on "eligible inmates" entered or uploaded as part of this online application to the FY 2020 program is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

O-BJA-2020-62002
I understand and acknowledge that OJP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USDOJ. I also understand that, if this certification is false or otherwise inaccurate or misleading (including because of omission of a material fact), both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in the certification in this online application as to the “Applicant Government and Submitting Government Official.”

**Required Certification to OJP by the Submitting Government Official: Information on "Correctional Officers" and "Facilities"**

On behalf of myself and the applicant government, and in support of this application to the FY 2020 program, I certify to OJP, under penalty of perjury, that the information on "correctional officers" and "correctional facilities" entered or uploaded as part of this online application to the FY 2020 program-- (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the OJP document entitled State Criminal Alien Assistance Program: FY 2020 Program Requirements and Application Instructions, and (2) is true and correct to the best of my knowledge and belief, based upon diligent inquiry and review. I further certify that I have the legal authority to make this certification to OJP, including from the chief executive of the applicant government.

I understand and acknowledge that OJP will rely upon this certification as a material representation in making any SCAAP payment under the FY 2020 program, and that this certification is subject to review by USDOJ. I also understand that, if this certification is false or otherwise inaccurate or misleading (including because of omission of a material fact), both I and the applicant government may be subject to criminal prosecution, civil penalties, and/or administrative remedies, including as described in the certification in this online application as to the “Applicant Government and Submitting Government Official.”

**How to Apply**

A “submitting government official” must submit any application on behalf of the applicant government through Grants.gov and DOJ's JustGrants. OJP urges the “submitting government official” to register promptly, especially if this is the first time he/she is using Grants.gov or JustGrants.

Applicants will submit an **SF-424** in Grants.gov at [https://www.grants.gov/web/grants/register.html](https://www.grants.gov/web/grants/register.html). For assistance with selecting the correct DUNs, please contact SCAAP@usdoj.gov.

Applicants will submit the **full application** including attachments in JustGrants at [https://justgrants.usdoj.gov/](https://justgrants.usdoj.gov/).

For additional information, see the “How to Apply” section in the OJP Grant Application Resource Guide.

**Submission Dates and Time**

The SF-424 will be submitted in Grants.gov by July 27, 2021 at 11:59 pm eastern time. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The full application will be submitted in JustGrants by August 10, 2021 at 11:59 pm eastern time. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Absent highly unusual circumstances, OJP will not extend this deadline or permit an applicant government to submit its application after the application deadline. Much as in previous years, promptly after the application deadline, OJP will transmit to the U.S. Department of Homeland Security (DHS) the data on “eligible inmates” from all of the applications submitted to JustGrants before the deadline. The volume of “eligible inmates” data transmitted to DHS (and the nature and complexity of the DHS review of those data) is such that it is not possible to transmit supplemental or corrected data to DHS.

**Application Review Information**

**Review Process**

OJP review of applications; corrections to data (other than “eligible inmate” data)

All information submitted as part of an application is subject to appropriate review by OJP. If a properly submitted application appears to contain errors that may be corrected by the applicant (such as inaccurate data on correctional
officers or correctional facilities), OJP typically will notify the applicant via an email message to the “submitting government official” and the applicant’s chief executive, using the email addresses provided in the application. In such a notification, OJP may provide an applicant with an opportunity to correct the application by a particular date. In any such case, to be considered for a SCAAP payment, the applicant must make the appropriate corrections by that date.

Due to the nature and complexity of the data review by DHS, however, no corrections may be made to data submitted on “eligible inmates” (or “inmate records”) after the application deadline has passed.

**Federal Award Administration Information**

**Federal Award Notices**

**Notification and acceptance of payment**

Once the amount of any payment under the FY 2020 program has been determined, OJP will send email notifications to applicants via the SCAAP Help Desk. The notifications will provide information concerning the amount available to the applicant government, and will provide detailed instructions for online acceptance (in JustGrants) and drawdown of funds.

An applicant government is to complete the online acceptance process within 60 calendar days after receipt of the email notice from OJP. Formal acceptance in JustGrants is required before any electronic transfer of funds to the applicant government.

**Federal Awarding Agency Contact(s)**

For assistance with the online application to the FY 2020 program or other aspects of the FY 2020 program, contact the SCAAP Help Desk by phone at 1-202-353-4411, or by email to SCAAP@usdoj.gov. The SCAAP Help Desk operates Monday through Friday during normal business hours (eastern time). It is closed on federal holidays. 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, at Grants.gov customer support webpage, or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ’s Justice Grants System (JustGrants), contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov, 833–872–5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday–Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

**Application Checklist**

**Appendix A: SCAAP Data elements for “inmate records” – FY 2020 program**

Please go to https://bja.ojp.gov/funding/fy2021/SCAAP/appendix-a for Appendix A.

**Appendix B: (DHS) ICE country codes – for use in “inmate records”**
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**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 its entire set of inmate records as a single ASCII-formatted file uploaded directly into JustGrants. Appendix A specifies the required fields and format.

Each “inmate record” in the uploaded ASCII file is to contain all 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 government has not yet submitted its application to 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 to 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 actually 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 reread the entire inmate file once the update is completed.

**Step 7**: Click “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.

**Appendix D: SCAAP payment calculations – general overview**

A general overview of the method OJP uses to calculate payments under SCAAP.
1. DHS reviews “inmate records.” All “complete” inmate records submitted in applications from “eligible applicants” are forwarded by OJP to DHS promptly after the application deadline.

2. DHS conducts a detailed review that focuses on determining whether each individual identified in an “inmate record” in fact was “undocumented” — or was instead a U.S. citizen (or national) or otherwise lawfully present in the United States — at the time of the incarceration identified in the inmate record.

3. DHS provides the results of its review to OJP.

4. OJP reviews the data provided by applicants, including data on “correctional officers,” “actual salary expenditures for correctional officers,” and “total all inmate days.” As appropriate and feasible, OJP requires additional — or corrected — information from applicants.

5. For each applicant government with one or more “inmate records” determined to be eligible for payment, JustGrants calculates the average daily (salaries) cost per inmate for the applicable “reporting period.” In general, this is done by dividing “actual salary expenditures for correctional officers” (for the reporting period) by “total all inmate days” (for the reporting period).

6. Using the results of the DHS review, the OJP review, and each applicant’s average daily (salaries) cost per inmate, JustGrants calculates an amount — referred to as the applicant’s total “eligible inmate costs” — that reflects the applicant’s total (salaries) costs of incarcerating “undocumented criminal aliens” during the applicable “reporting period.”

7. Funds available from appropriations to OJP for SCAAP for the particular application cycle are paid to applicant governments on a proportionate (percentage) basis, using each applicant’s total “eligible inmate costs.”

For the FY 2019 program, payments made to applicant governments represented approximately 26 percent of each applicant’s total “eligible inmate costs.”

Appendix E: Law Enforcement Support Center (LESC) Immigration Alien Query (IAQ) Overview

Overview

State and local law enforcement agencies may provide specific notice to the Department of Homeland Security of the alien’s name, the release date, and his/her home and work addresses through Law Enforcement Support Center (LESC). The LESC Immigration Alien Query (IAQ) field is an optional field for each inmate record to assist in establishing the eligibility of inmates for SCAAP reimbursement.

LESC is ICE’s single national point of contact that provides timely immigration status information, identity information, and real-time assistance to local, state, and federal law enforcement agencies on aliens suspected, arrested, or convicted of criminal activity. LESC, located in Williston, Vermont, operates 24 hours a day, 7 days a week, 365 days a year.