



---

## BJA FY 2022 State Criminal Alien Assistance Program

Program Requirements and Application Instructions

**Assistance Listing Number #** 16.606

**Grants.gov Opportunity Number:** O-BJA-2022-171484

**Solicitation Release Date:** December 09, 2022 1:00 PM ET

**Version:** 1

**Application Grants.gov Deadline:** January 30, 2023 8:59 PM ET

**Application JustGrants Deadline:** February 06, 2023 8:59 PM ET

---

### Overview

Under the statutorily required 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 2022 program is July 1, 2020, through June 30, 2021.**

Before entering **any** information into the online application for the FY 2022 program, the government official who will complete and submit the application on behalf of an applicant government **MUST** carefully review this document.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Eligible Applicants:

City or township governments, County governments, State governments

### Contact Information

For assistance with the requirements of this solicitation, or other aspects of the FY 2022

program, contact the **SCAAP Help Desk** by phone at 1-202-353-4411 or by email to [SCAAP@usdoj.gov](mailto:SCAAP@usdoj.gov). The SCAAP Help Desk operates Monday–Friday from 9 a.m. to 5 p.m. ET. It is closed on federal holidays.

### **Submission Information**

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

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

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

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

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](http://JustGrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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

# Contents

Overview	1
Contact Information	1
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Federal Award Information	6
Awards, Amounts and Durations	6
Availability of Funds	6
Eligibility Information	7
Application and Submission Information	17
Content of Application Submission and Available Surveys	17
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	17
Standard Applicant Information (JustGrants 424 and General Agency Information)	18
Disclosure and Assurances	18
Required Certification to OJP by the Submitting Government Official: Applicant Government and Submitting Government Official	18
Required Certification to OJP by the Submitting Government Official: Information on "Eligible Inmates"	19
Required Certification to OJP by the Submitting Government Official: Information on "Correctional Officers" and "Facilities"	19
How to Apply	19
Submission Dates and Time	20
Experiencing Unforeseen Technical Issues Preventing Submission of an Application	21
Application Review Information	22
Review Process	22
Federal Award Administration Information	22
Federal Award Notices	22
Federal Awarding Agency Contact(s)	23
Application Checklist	23
Standard Solicitation Resources	23
Appendix A: SCAAP Data Elements for "Inmate Records" — FY 2022 24 Program	24
Appendix B: DHS ICE Country Codes — For Use in "Inmate Records"	24
Appendix C: Instructions for Upload of ASCII Fixed-field File of	26

"Inmate Records"

Appendix D: SCAAP Payment Calculations — General Overview 28

Appendix E: Law Enforcement Support Center Immigration Alien  
Query Overview 29

Overview State and local law enforcement agencies may provide specific notice to DHS of an "undocumented criminal alien's" name, their release date, and the individual's home and work addresses through the Law Enforcement Support Center (LESC). The LESL Immigration Alien Query (IAQ) field is an optional field for each inmate record to assist in establishing the eligibility of inmates for SCAAP reimbursement.

## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

OJP's BJA administers SCAAP. Under SCAAP, OJP is statutorily required to make 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. See below for a detailed discussion of eligibility and definitions including the definitions of "state," "unit of local government," "incarceration" "undocumented criminal aliens" for purposes of SCAAP.

Under the FY 2022 program, payments will be made in connection with "undocumented criminal 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 the U.S. Department of Homeland Security (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 2022 program). Detailed information on payment calculations can be found in Appendix D: SCAAP Payment Calculations – General Overview. All information submitted as part of an application is subject to appropriate review by OJP.

### Statutory Authority

The FY 2022 program is authorized by 8 U.S.C. 1231(i); Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 125)

### 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 2022 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 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 2022 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., Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 125).

**Federal Award Information**

**Solicitation Categories**

This solicitation does not include Solicitation Categories.

**Awards, Amounts and Durations**

**Period of Performance Start Date**

7/1/20

**Availability of Funds**

This solicitation, and awards under this solicitation, are subject to the availability of

appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

## Eligibility Information

**Important Note:** The online FY 2022 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 2022 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.”

Absent highly unusual circumstances, OJP will not extend the application 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 DHS the data on “eligible inmates” from all of the applications submitted to JustGrants prior to the application 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 2022 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 2022 program.

Instructions on how to register in JustGrants and how to access the online application for the FY 2022 program appear in the How to Apply section.

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

For purposes of the FY 2022 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 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 2022 Program**

As part of the online application to the FY 2022 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, the official’s conformity with the requirements and instructions set out in this document, and the official’s 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 2022 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 2022 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 2022 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 2022 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 government official” must certify, on behalf of the official 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 the official has “the legal authority to make this certification to OJP, including from the chief executive of the applicant government.”

#### **Part I. Information on the 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) who 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 2022 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."
- 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)
  - "criminal alien" (see definition below)

### **"Incarcerated"**

For purposes of the FY 2022 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.

### **"Undocumented"**

For purposes of the FY 2022 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 2022 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 government, that individual had been convicted of at least one felony or two misdemeanors.

- Adjudication of a juvenile as a delinquent does not constitute conviction of a felony or a misdemeanor for purposes of the FY 2022 program

#### **“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)
- FBI number

#### **Law Enforcement Support Center (LESC) Immigration Alien Query (IAQ)**

This is an OPTIONAL field. See Appendix E for more information.

The detailed instructions for each of these data elements are set out in the table titled “SCAAP Data Elements for ‘Inmate Records’ — FY 2022 Program” in Appendix A. That table identifies the 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 2022 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 2022 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 inmates”
  - Appendix A (titled “SCAAP Data Elements for ‘Inmate Records’ — FY 2022 Program”) sets out the required ASCII fixed-field format to be used for the inmate file upload.
  - Appendix B lists DHS Immigration and Customs Enforcement (ICE) Country Codes. “Inmate records” submitted as part of a single ASCII fixed-field file are to include the appropriate “ICE Country Code” from the list in Appendix B. Do not use an abbreviation from any other list of country codes.
  - Appendix C (titled “Instructions for upload of ASCII fixed-field file of ‘inmate records’”) provides detailed instructions for the ASCII fixed-field file upload process.

### **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 (FTEs)) 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 2022 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 2022 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 this person is an employee of the applicant government or an employee of a “contract correctional facility” used by the applicant government.
  - Based on the **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 2022 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, public defenders, hearing officers, and warrant and apprehension units personnel) are not “correctional officers” for purposes of the FY 2022 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 (reported as FTEs), 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 a 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 report awards.

### **Information Required in the “‘Correctional Officer’ Salary Expenditures Detail (for the Reporting Period)”**

Each applicant must attach a file to the 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 relating to “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 and 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 2022 program is subject to appropriate review by OJP. In appropriate circumstances (e.g., indications that an entry related to "correctional officers" or "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 2020 program, the overall average daily (salaries) cost per inmate (i.e., the average of the daily costs for all applicants that received payments) was \$56.51.

### **REMINDER**

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.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

## Application and Submission Information

### **Content of Application Submission and Available Surveys**

See the "Application Elements and Formatting Instructions" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

### **Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov**

The SF-424 must be submitted in Grants.gov. It 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.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation ("funding opportunity") is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

**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/2020/04/SPOC-4-13-20.pdf>. If the applicant’s State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State’s process under E.O. 12372. On 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 “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. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add zip codes for areas affected by the project; confirm their Authorized Organization Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

### **Disclosure and Assurances**

The applicant will address the following disclosures and assurances.

### **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 SCAAP 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 SCAAP 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 SCAAP 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 DOJ, including by OJP and the DOJ's 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 SCAAP 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 SCAAP program (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the SCAAP 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 to the applicant government in response to this application and that this certification is subject to review by DOJ. 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 SCAAP 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 SCAAP program (1) was determined and is reported here using due diligence, and in accordance with the requirements, definitions, and instructions set out in the SCAAP 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 to the applicant government in response to this application, and that this certification is subject to review by DOJ. 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**

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

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

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the Grants.gov deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by January 30, 2023, at 8:59 p.m. ET.

The **full application** must be submitted in JustGrants by February 6, 2023 at 8:59 p.m. ET.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

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 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.

#### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

OJP will only consider a request to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason, applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the SCAAP Help Desk at [scaap@usdoj.gov](mailto:scaap@usdoj.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the SCAAP Help Desk at [scaap@usdoj.gov](mailto:scaap@usdoj.gov) within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the SCAAP Help Desk must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and

- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant who does not provide documentation of a technical issue or who does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

## 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 2022 program has been determined, award notifications will be sent through JustGrants. Please note that the JustGrants award notifications for all OJP programs include standard language, some of which is not applicable to SCAAP. For example, the language regarding post-award programmatic and financial reports can be disregarded. The SCAAP help desk will send a subsequent notification to recipients that 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 45 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. See the [SCAAP Application Submission and Acceptance Job Aid Reference Guide](#).

## Federal Awarding Agency Contact(s)

For assistance with the online application to the FY 2022 program or other aspects of the FY 2022 program, contact the SCAAP Help Desk by phone at 1-202-353-4411 or by email to [SCAAP@usdoj.gov](mailto:SCAAP@usdoj.gov). The SCAAP Help Desk operates Monday through Friday Monday-Friday from 9 a.m. to 5 p.m. ET. It is closed on federal holidays.

For technical assistance with submitting the SF-424 in [Grants.gov](https://www.grants.gov), contact the [Grants.gov](https://www.grants.gov) Customer Support Hotline at 800-518-4726, 606-545-5035, at the [Grants.gov](https://www.grants.gov) customer support web page, or email at [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](https://www.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](mailto:JustGrants.Support@usdoj.gov), 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday through Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

## Application Checklist

### Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.

**Appendix A: SCAAP Data Elements for “Inmate Records” — FY 2022 Program**

Please go to <https://bja.ojp.gov/funding/fy-2022-SCAAP-appendix-a.pdf> for Appendix A

**Appendix B: DHS ICE Country Codes — For Use in “Inmate Records”**



Country Name	ICE Code	Country Name	ICE Code	Country Name	ICE Code
Afghanistan	AFGHA	Chad	CHAD	Ghana	GHANA
Albania	ALBAN	Chile	CHILE	Gibraltar	GIBRA
Algeria	ALGER	China, Peoples Republic	CHINA	Greece	GREEC
Andorra	ANDOR	Christmas Island	CHRIS	Greenland	GREEN
Angola	ANGOL	Cocos Islands	COCOS	Grenada	GRENA
Anguilla	ANGUI	Colombia	COLOM	Guadeloupe	GUADE
Antigua-Barbuda	ANTIG	Comoros	COMOR	Guatemala	GUATE
Argentina	ARGEN	Congo, Democratic Republic	DECON	Guinea	UINEA
Armenia	ARMEN	Congo, Republic	CONGO	Guinea Bissau	BISSA
Aruba	ARUBA	Cook Islands	COOK	Guyana	GUYAN
Australia	RALIA	Costa Rica	COSTA	Haiti	HAITI
Austria	STRIA	Cote d'Ivoire	IVORY	Holy See	VATIC
Azerbaijan	AZERB	Croatia	CROAT	Honduras	HONDU
Bahamas, The	BAHAM	Cuba	CUBA	Hong Kong	HONGK
Bahrain	BAHRA	Cyprus	CYPRU	Hungary	HUNGA
Bangladesh	BANGL	Czech Republic	CZREP	Iceland	ICELA
Barbados	BARBA	Czechoslovakia, former	CZECH	India	INDIA
Belarus	BELAR	Denmark	DENMA	Indonesia	INDON
Belgium	BELGI	Djibouti	DJIBO	Iran	IRAN
Belize	BELIZ	Dominica	INICA	Iraq	IRAQ
Benin	BENIN	Dominican Republic	DR	Ireland	IRELA
Bermuda	BERMU	Ecuador	ECUAD	Israel	ISRAE
Bhutan	BHUTA	Egypt	EGYPT	Italy	ITALY
Bolivia	BOLIV	El Salvador	ELSAL	Jamaica	JAMAI
Bosnia-Herzegovina	BOSNI	Equatorial Guinea	EQUAT	Japan	JAPAN
Botswana	BOTSW	Eritrea	ERITR	Jordan	JORDA
Brazil	BRAZI	Estonia	ESTON	Kazakhstan	KAZAK
British Virgin Islands	BVI	Ethiopia	ETHIO	Kenya	KENYA
Brunei	BRUNE	Falkland Islands	FALKL	Kiribati	KIRIB
Bulgaria	BULGA	Fiji	FIJI	Korea	KOREA
Burkina Faso	BURKI	Finland	FINLA	Kuwait	KUWAI
Burma	BURMA	France	FRANC	Kyrgyzstan	KYRGY
Burundi	BURUN	French Guiana	FRGUI	Laos	LAOS
Cambodia	CAMBO	French Polynesia	POLYN	Latvia	LATVI
Cameroon	CAMER	French Southern and Antarctic Lands	ANTAR	Lebanon	LEBAN
Canada	CANAD	Gabon	GABON	Lesotho	LESOT
Cape Verde	CAPEV	Gambia	GAMBI	Liberia	LIBER
Cayman Islands	CAYMA	Georgia	GEORG	Libya	LIBYA
Central African Republic	CAFRI	Germany	GERMA	Liechtenstein	LIECH
Lithuania	LITHU	Palestine	PALES	Sweden	SWEDE
Luxembourg	LUXEM	Panama	PANAM	Switzerland	SWITZ
Macau	MACAU	Papua New Guinea	PAPUA	Syria	SYRIA

Macedonia	MACED	Paraguay	PARAG	Taiwan	TAIWA
Madagascar	MADAG	Peru	PERU	Tajikistan	TAJIK
Malawi	MALAW	Philippines	PHILI	Tanzania	TANZA
Malaysia	MALAY	Pitcairn Island	PITCA	Thailand	THAIL
Maldives	MALDI	Poland	POLAN	Togo	TOGO
Mali	MALI	Portugal	PORTU	Tonga	TONGA
Malta	MALTA	Qatar	QATAR	Trinidad and Tobago	TRINI
Marshall Islands	MARSH	Reunion	REUNI	Tunisia	TUNIS
Martinique	MARTI	Romania	ROMAN	Turkey	TURKE
Mauritania	MAUTA	Russia	RUSSI	Turkmenistan	TURKM
Mauritius	MAUTI	Rwanda	RWAND	Turks and Caicos Islands	TURKS
Mexico	MEXIC	Samoa	SAMOA	Tuvalu	TUVAL
Micronesia, Federated States	FSM	San Marino	SANMA	Uganda	UGAND
Moldova	MOLDO	Sao Tome and Principe	SAOTO	Ukraine	UKRAI
Monaco	MONAC	Saudi Arabia*	SAUDI	United Arab Emirates	UAE
Mongolia	MONGO	Senegal	SENEG	United Kingdom	UK
Montserrat	MONTS	Seychelles	SEYCH	Uruguay	URUGU
Morocco	MOROC	Sierra Leone	SIERR	Uzbekistan	UZBEK
Mozambique	MOZAM	Singapore	SINGA	Vanuatu	VANUA
Namibia	NAMIB	Slovak Republic	SLOVA	Venezuela	VENEZ
Nauru	NAURU	Slovenia	SLOVE	Vietnam	VIETN
Nepal	NEPAL	Solomon Islands	SOLOM	Wallis and Futuna Islands	WALLI
Netherlands	NETHE	Somalia	SOMAL	West Indies	WINDI
Netherlands Antilles	ANTIL	South Africa	SAFRI	Western Sahara	WSAHA
New Caledonia	NEWCA	South Korea	SKORE	Western Samoa	WSAMO
New Zealand	NEWZE	Soviet Union, former	USSR	Yemen	YEMEN
Nicaragua	NICAR	Spain	SPAIN	Yugoslavia, former	YUGOS
Niger	NIGE	Sri Lanka	SRILA	Zambia	ZAMBI
Nigeria	NIGIA	St. Helena	STHEL	Zimbabwe	ZIMBA
Niue	NIUE	St. Kitts-Nevis	STKIT		
North Korea	NKORE	St. Lucia	STLUC	Born on ship/ plane	SHIP
Northern Ireland	NIREL	St. Pierre and Miquelon	STPIE	Stateless	STATE
Norway	NORWA	St. Vincent and the Grenadines	STVIN		
Oman	OMAN	Sudan	SUDAN		
Pakistan	PAKIS	Suriname	SURIN		
Palau	PALAU	Swaziland	SWAZI		

\* ARABI  
also may  
be used as  
the code for

## 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. 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 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.

#### **Appendix D: SCAAP Payment Calculations — General Overview**

**A General Overview of the Method OJP Uses to Calculate Payments under SCAAP**  
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.

1. 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.
2. DHS provides the results of its review to OJP.
3. 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.
4. 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).
5. 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."

6. 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 example, during the FY 2021 program, payments made to applicant governments represented approximately 31.4 percent of each applicant's total "eligible inmate costs."

#### **Appendix E: Law Enforcement Support Center Immigration Alien Query Overview**

##### **Overview**

**State and local law enforcement agencies may provide specific notice to DHS of an "undocumented criminal alien's" name, their release date, and the individual's home and work addresses through the Law Enforcement Support Center (LESC). The LES C 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 of, arrested for, or convicted of criminal activity. LES C, located in Williston, Vermont, operates 24 hours a day, 7 days a week, 365 days a year.