

**TOM GREEN COUNTY
GRANT APPLICATION COVERSHEET**

Grant Name: 2016 State Criminal Alien Assistance Program (SCAAP) grant

Grant Amount/Matching Funds: \$4,954

Grant Agency: USDOJ - Bureau of Justice Assistance

Purpose: Offset costs associated with housing criminal aliens in the County Jail.

Grant Period: July 1, 2015 to June 30, 2016

Nathan Cuddick
Auditor

3/20/16
Date

N/A
Information Technology (if applicable)

Date

Date Grant Application Approved by Commissioners Court

GRANT AWARD COVERSHEET

Applicable Grant Documentation Provided:

Budget Amendment Provided:

Auditor

Date

Date Grant Award Accepted by Commissioners Court

TOM GREEN COUNTY GRANT APPLICATION CHECKLIST

Commissioners Court Date: 3/29/16

IF computer equipment, software, or peripherals will be purchased with grant funds:
Two (2) weeks prior to Commissioners Court Date submit grant information to IT (deadline Monday at 5 p.m.). N/A

One (1) week prior to Commissioners' Court Date submit grant information to the Auditors Office (deadline Monday at 5 p.m.).

Submit a Commissioners Court Agenda item for grant application approval – include:

- The duty of the County that the grant fulfills or supports.
- The negative impacts of not fulfilling this obligation.
- The positive effects of receiving the grant.
- The additional costs incurred by accepting the grant
- New personnel requirements, if any
- Any matching funds the County may be required to contribute.
- How any matching funds will be funded.

GRANT AWARD CHECKLIST

Commissioners Court Date: _____

One (1) week prior to Commissioners' Court Date submit grant information to the Auditors Office (deadline Monday at 5 p.m.) to include:

- A copy of the grant award with any back-up documentation available.
- The starting and ending dates of the grant period.
- The individual responsible for submitting grant reports.
- A list of grant expenses and budget amounts.
- The department's point of contact.
- The granting agency's point of contact, to include name, phone number, email and physical address (for external audit confirmation letters).

♦ ♦ ♦ Use this checklist for all grant documents submitted to Commissioners Court ♦ ♦ ♦

Nathan Craddock

From: owner-bvp-list@ojp.usdoj.gov on behalf of SCAAP <SCAAP@usdoj.gov>
Sent: Wednesday, March 02, 2016 2:14 PM
Subject: State Criminal Alien Assistance Program (SCAAP) FY 2016 Application Announcement

Dear SCAAP Participant,

The Bureau of Justice Assistance (BJA) is pleased to announce the release date of the FY 2016 State Criminal Alien Assistance (SCAAP) Program and to provide updates to the SCAAP Guidance.

BJA administers SCAAP in conjunction with the Bureau of Immigration and Customs Enforcement (ICE) and Citizenship and Immigration Services, Department of Homeland Security (DHS). SCAAP provides federal payments to states and localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens.

Opening Date and Deadline

The OJP Grants Management System (GMS) will open on Wednesday, March 2, 2016 to accept the Fiscal Year 2016 SCAAP applications. All applications must be submitted electronically at <https://grants.ojp.usdoj.gov> by 6:00 p.m. (e.d.t.) on **April 13, 2016**. **Extensions or exceptions to this deadline cannot be granted.** Because of the volume and complexities involved in verification of all submitted inmate data and the fact that BJA transmits this file to DHS immediately after the close of the solicitation, it is not possible for additional applicant data to be reviewed and sent to DHS after the deadline.

How to Apply

Enter your user name and password at the GMS site <https://grants.ojp.usdoj.gov>. Once you have logged in, go to the Funding Opportunities link on the left hand side of the screen. Search for all Bureau of Justice Assistance grants. Locate the SCAAP solicitation after the search is complete and click on the Apply Online button. For assistance with the user name and password, please contact the GMS Helpdesk at 1-888-549-9901, option 3. For assistance with the SCAAP application please email scAAP@usdoj.gov or call 202-353-0421 or 202-353-4411.

Reporting Period

The FY 2016 reporting period for inmate and salary cost data is July 1, 2014 - June 30, 2015.

Salary Costs

Salary cost data must be actual dollar amounts paid for correctional officers salaries during the reporting period. Correctional officer salary costs may include premium pay for specialized service, shift differential pay, and fixed-pay increases for time in service. It may also include overtime required by negotiated contract, statute, or regulation such as union agreements, contractual obligations, and required post staffing minimums. This figure should not include benefits.

Total All Inmate Days

The "total all inmate days" is the cumulative number of incarceration or detention days attributable to *all* inmates housed in the jurisdiction's facilities during the reporting period. It includes all inmates, regardless of their status, citizenship,

disposition, or length of stay, including inmates held at contract facilities. A jurisdiction can use the sum of all nightly, facility head counts for the 365 days in the reporting period.

Links

SCAAP Website: https://www.bja.gov/ProgramDetails.aspx?Program_ID=86

SCAAP FY 2016 Guidelines: https://www.bja.gov/Funding/16SCAAP_Guidelines.pdf

Sincerely,

SCAAP Program Team