

From: JBIHelpDesk <JBIHelpDesk@jbi-ltd.com>
Sent: Wednesday, March 9, 2022 2:25 PM
To: Steven Asher <sasher@co.collin.tx.us>
Subject: Now Open - FY 21 SCAAP Application!

***** **WARNING:** External Email. Do not click links or open attachments that are unsafe. *****



JUSTICE BENEFITS, INC.

1711 East Beltline Road ~ Coppell, Texas 75019
Phone: 800-576-3518 ~ Fax: 972-406-3763

March 9, 2022
Steven Asher
Assistant Chief Deputy
Collin County, Texas

We are happy to announce that the Bureau of Justice Assistance (BJA) has opened the filing period for the FY 2021 State Criminal Alien Assistance Program (SCAAP). The deadline for application submission is:

[April 25, 2022 by 8:59 PM EST.](#) – Grants.gov SF-424 Form (1st step)

[May 9, 2022 by 8:59 PM EST.](#) – JustGrants SCAAP App (2nd Step)

Just like last year, you will need to complete an initial SF-424 form in Grants.gov before submitting any application through JustGrants. Please follow the instructions at the end of the email to complete this step. Call 800-518-4726 for technical help in the grants.gov website. For help with filling out the form, call JBI @ 800-576-3518.

Please send over your confirmation page/email to JBI once the SF-424 form has been completed and we will send over your application packet. This packet will be used to complete the JustGrants portion for all uploads and data entered.

The application packet will include all necessary information for Collin County to successfully complete the FY 2021 SCAAP application via the JustGrants Justice Grants System. Upon receipt of the FY 2021 SCAAP Application packet, please let us know if there are any questions.

If additional information is needed, a JBI representative will be in contact with you.

Instructions for SF-424 Forms:

1. Sign-In or Register on grants.gov
 - a. If registering, be sure to connect your account to an organization using the County DUNS # when prompted (contact scaap@usdoj.gov for your County DUNS)
 - b. If your County applied last year, make sure you are registering with the same DUNS #
2. Select "Search Grants" from the tabs at the top
3. Search using Opportunity #: **O-BJA-2021-171190**
4. Click on the link. If the "apply" button is red you can begin the application using workspace (go to step 6). If it is grey, a workspace will need to be assigned to you
5. Call **800-518-4726** to have them look up who needs to provide you permissions from your County. They will give you a name to contact in your County.
6. Once you have access, click apply, and begin completing the form using workspace
 - a. Fill out file name with whatever you would like and click "create"
 - b. Click on blue link in bottom right to start application
 - c. Only fill out the boxes with red asterisks
7. Save form when filled out and then select "check for errors" at the bottom
8. Once no errors are indicated, close out, keep locked, and go back to main workspace page
9. Hit "sign and submit" on the right-hand side and send JBI (jbihelpdesk@jbi-ltd.com) your confirmation email/PDF. *You will get further instructions from JBI on the JustGrants application following this confirmation! Do not begin the next application until you get an email from us with your County's attachments and information.*

We are happy to assist filling out this form. Please call JBI at 1-800-576-3518.

Sincerely,
JBI SCAAP Team
Justice Benefits, Inc.