

## Janna Benson-Caponera

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**From:** SCAAP <ojp@public.govdelivery.com>  
**Sent:** Wednesday, March 29, 2023 2:06 PM  
**To:** Janna Benson-Caponera  
**Subject:** State Criminal Alien Assistance Program – FY 2023 SCAAP Application Announcement

**Follow Up Flag:** Follow up  
**Due By:** Friday, March 31, 2023 8:00 AM  
**Flag Status:** Flagged

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To: States and units of local government that previously have participated in the State Criminal Alien Assistance Program (SCAAP)

The Bureau of Justice Assistance (BJA) of the Office of Justice Programs (OJP), U.S. Department of Justice, is pleased to announce that FY 2023 State Criminal Alien Assistance Program (SCAAP), Grants.gov opportunity number [O-BJA-2023-171698](#), is now open. Under SCAAP, OJP 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 [BJA FY 2023 SCAAP Program Requirements and Application Instructions](#) provide **critical** information on program requirements, eligibility, deadlines, and how to access the online application within OJP’s JustGrants system.

The [Grants.gov](#) deadline to apply for funding is **May 24, 2023, at 8:59 p.m. eastern time**, and the [JustGrants](#) deadline to apply is **May 31, 2023, at 8:59 p.m. eastern time**. See below for more details on the two-step application submission process for SCAAP.

**NOTICE:** OJP has created an updated SCAAP Application Guide which can be accessed here: <https://justicegrants.usdoj.gov/training/scaap-application-submission-and-acceptance-guide.pdf>

### **Eligibility Information**

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

### **IMPORTANT NOTE**

Before entering **any** information into the online application for the FY 2023 program, any government official who intends to complete and submit the application on behalf of an applicant government **MUST** carefully review the [BJA FY 2023 SCAAP Program Requirements and Application Instructions](#).

### **Inmate Record Field**

**Law Enforcement Support Center (LESC) Immigration Alien Query (IAQ):** This field will continue to be optional in FY 2023 (include the information if available). Please see Appendix E of the FY 2023 SCAAP Program Requirements and Application Instructions for details. **If the FBI field or the LESC number is not known, please enter blank spaces in the inmate file.**

### **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](#), 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](https://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](#).

An applicant that experiences unforeseen technical issues beyond its control that prevent it from submitting its application by the deadline must email the SCAAP Help Desk **within 24 hours after the application deadline** to request approval to submit its application after the deadline. See the Submission Dates and Time section of the FY 2023 SCAAP Program Requirements and Application Instructions for detailed information.

Sincerely,

SCAAP Program Team

Bureau of Justice Assistance

