

**From:** [Roxana Sandoval](#)  
**To:** [Maria M. Bedia](#)  
**Subject:** FW: FY 2014 SCAAP AWARD DRAWDOWN INSTRUCTIONS  
**Date:** Friday, September 05, 2014 3:58:05 PM  
**Importance:** High

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**From:** JBI Help Desk [mailto:JBHelpDesk@justicebenefitsinc.com]  
**Sent:** Friday, September 05, 2014 3:15 PM  
**To:** Roxana Sandoval  
**Subject:** FY 2014 SCAAP AWARD DRAWDOWN INSTRUCTIONS  
**Importance:** High

## Justice Benefits, Inc.

September 5, 2014

Roxana Sandoval  
Grants Admin/SCAAP Filing  
Nueces County, TX

### **RE: FY 2014 SCAAP AWARD DRAWDOWN INSTRUCTIONS**

The Bureau of Justice Assistance (BJA) released the Award Payment List for the FY 2014 State Criminal Alien Assistance Program (SCAAP). The FY 2014 SCAAP award amount for **Nueces County** is:

**\$12,893.00**

**We have also learned that BJA has activated the drawdown link in the Grants Management System; therefore, you can now log in to the GMS and drawdown your award!**

**Please note - there is a deadline to drawdown the funds.** BJA requires that "Award recipients must accept their award through the GMS within 45 calendar days of BJA's official notification. Once 45 days elapses, the award may no longer be available."

We have included detailed written drawdown procedures in this email. Please make sure you PRINT all screens from the GMS during the drawdown process and fax a copy of these screens to us so that we can verify your successful completion of the drawdown. JBI's Help Desk is ready to provide assistance with the drawdown procedure. Please feel free to call us at **800-576-3518** if you need assistance with your drawdown.

**Use of Funds** - During the drawdown process, jurisdictions will be asked to select

how they plan to use their FY 2014 SCAAP award. There will be a “Use of Funds” list provided on the Acceptance Screen of the drawdown. You must select one or more options, before you can accept the award. For your convenience, we have attached a list to the bottom of this email listing what these options are.

Upon completion of the acceptance and drawdown of your award, **BJA states that you should allow up to 15 business days for the funds to be deposited into your jurisdiction’s designated bank account.** We recommend checking your bank account during this time to ensure that you receive your award. If you do not receive the award, please contact BJA immediately and document all communication with them.

Please do not hesitate to contact JBI regarding any questions. We are happy to help and we certainly value our partnership with **Nueces County**.

### **FY 2014 SCAAP Award Acceptance and Drawdown Procedures**

#### **STEP 1. Getting to the Grants Management System (GMS)**

1. Once online, you will need to type the following Internet address:

<https://grants.ojp.usdoj.gov>

*(Please Note that it must be https: and not just http: or your ID/Password will not work.)*

#### **STEP 2. Logging in to your GMS Account and Accepting your Award**

1. Click on “GMS Sign-in” button located in the lower left corner of screen.
2. You should see the Applicant Sign In screen. Enter the User ID and Password— These are the same as used during application process. *(Remember they are case sensitive):*

*NOTE: If you have forgotten your User ID and/or Password, you can call the GMS Hotline at 1-888-549-9901, Option 4, to receive them.*

#### **You are now logged into the Grants Management System Homepage!**

3. Locate FY 2014 SCAAP Application. Under the “Action” box (far right) is the link ‘Drawdown’. Click this link.

*Note: If you do not see a drawdown link, you will need to email BJA at [SCAAP@ojp.usdoj.gov](mailto:SCAAP@ojp.usdoj.gov) and ask for further instructions.*

4. The next screen that appears is the Payment Acceptance Screen. You will find your jurisdiction’s award amount, as well as your Grant and Vendor Numbers in the heading of this screen. **PRINT** this page before doing anything else.
5. Once printed, you must then select one or more uses for your award. Scroll through

the list and click on your selection (hold "Ctrl" key down on keyboard to select more than one).

6. After making your "Use of Funds" selection, click in the check box located under the SCAAP Use of Funds List, certifying you understand these guidelines and requirements.
7. You can then click on the 'Accept' button at the bottom.
8. Once you have accepted your award, the next screen will appear confirming your drawdown acceptance as well as you should see your selection(s) for Use of Funds listed. **PRINT** this screen.

*Note: At this point you can review the banking information by clicking on the ACH Online Form link. If it has changed you will need to complete a new ACH Form and send to BJA so that the funds will be deposited into the correct account.*

9. You can now click on the "Log Off" link and wait for your SCAAP Award to be deposited electronically to your bank account.
10. You should also receive an email from the helpdesk at OJP informing you that your request for drawdown is being processed. **PRINT** this email as well.
11. Please fax a copy of the two screens and the email you printed to either of the numbers below:

972-406-3763 or 972-406-3790

You are all done! Thank you!

## **FY 2014 SCAAP Use of Funds List**

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When completing your drawdown and accepting your FY2014 SCAAP award, you must select one or more items from the following list of approved "Use of Funds" as stated in the Grants Management System (GMS).

### **-Construction-**

- Construction for inmate housing, inmate programs, prison industries in ADA compliance

### **-Training/Education for offender-**

Specific trade employment skills

GED testing

Job Preparedness

**-Training for corrections officers to help manage offender population-**

Bi-lingual language skills

Less than lethal technology training

Diversity training

Prison rape training

Gang intervention training

**-Consultants- must directly impact offender populations-**

Trainer for corrections officers and/or offenders

Facility/program evaluations personnel

**-Medical Services-**

- Medical Services

**-Mental Health Services-**

- Mental Health Services

**-Vehicles-**

- Vehicle rental/purchase for transport of inmates

**-Prison Industries-**

- Prison Industries

**-Salaries, Overtime, and Bonuses-**

Salaries for corrections officers

Overtime costs required by negotiated contract or regulation such as union agreements and required post staffing minimums

Performance based bonuses

**-Pre-Release/Reentry Programs-**

Community corrections-probation and parole

Special Community Corrections Units (sex offender/mental health)

**-Technology-**

Offender Management software

Tracking devices and electronic monitoring

Inter/Intra Agency Information Sharing

**-Workforce recruitment and retention-**

- Workforce recruitment and retention study

**-Disaster Preparedness-**

Disaster preparedness and continuity of operations for corrections facility