

SCAAP APPLICATION REQUIREMENTS

Information on the Submitting Government Official

The online SCAAP application may be completed and submitted only by an appropriate official of the applicant. For each applicant, there may be only one **submitting government official**. That **submitting government official** must have the legal authority to apply to the FY26 program on behalf of the applicant, 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, 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.”

Information on the Applicant State of Unit of Local Government

Refer to the information under Eligibility, including the definitions of **state** and **unit of local government**, to determine whether an interested entity is eligible to apply.

If the prospective application is in fact a **state** or **unit of local government**, enter the appropriate information for the applicant in Section 1 of the application.

Information on the Chief Executive of the Applicant State of Unit of Local Government

In Section 1 of the application, enter the appropriate information for the current **chief executive** of the applicant.

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.)

Eligible Inmates

Each applicant is to provide detailed information about the individuals (1) the pen **period** and (2) who the applicant either knows were **undocumented criminal aliens** or reasonably and in

good faith believes were **undocumented criminal aliens**. For purposes of the application to the FY26 program, such individuals are referred to as **eligible inmates**.

An individual is an **eligible inmates** only if all of the following are true:

- The inmate was **incarcerated** by the applicant under its own legal authority. An individual is considered to have been **incarcerated** by (or on behalf of) the applicant when held (confined) in a **correctional facility** under the legal authority of the applicant, following conviction of the individual for a criminal offense. Such incarceration may have been in a **correctional facility** operated by the applicant or in a **contract correctional facility** (including a regional facility) used by the applicant.
 - Note: An inmate is not considered to have been **incarcerated** by or on behalf of an applicant if the applicant 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.
- The inmate was **incarcerated** for at least four consecutive days during the reporting period.
- The applicant 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 the purpose of the FY26 program, an individual is considered to have been **incarcerated** by (or on behalf of) the applicant when held (confined) in a **correctional facility** under the legal authority of the applicant, following conviction of the individual for a criminal offense.

Such incarceration may have been in a **correctional facility** operated by the applicant 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 if the applicant 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 the purposes of the FY26 program, an individual is **undocumented** if, as of the date the individual was **incarcerated** by the applicant, 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, (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 the purposes of the FY26 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 FY26 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 **incarcerated** a particular **eligible inmates** for two or more periods of at least four 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 has reason to believe that a particular **eligible inmates** 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**. (See list below.)

Each **inmate record** is to provide all of the following information, to the extent known to the applicant, 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
- 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 in 2026 but will be mandatory in future fiscal years. [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 2026 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 2026 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 FY26 program unless DHS (through its data review) is able to confirm that the inmate was in fact undocumented and the **inmate record** is otherwise 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 the **inmate records for eligible inmates**.
 - [Appendix A](#) (titled “SCAAP Data Elements for ‘Inmate Records’—FY 2026 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.

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** during the reporting period.
- The total number (reported as full-time employees (FTEs)) of part-time **correctional officers** employed by the applicant during the reporting period.

- The total number of full-time **correctional officers** providing services to the applicant 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 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.
- 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 the purposes of the FY26 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 the purposes of the FY26 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 or an employee of a contract correctional facility used by the applicant.

- 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 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 who provide food, health or medical care, education, training, or vocational counseling to **incarcerated** inmates are not **correctional officers** for purposes of the FY26 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 FY26 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, report the total number of full-time correctional officers employed during the reporting period.
- For part-time **correctional officers** employed by the applicant (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 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 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 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.
- **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.
- 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 held inmates in custody only in **correctional facilities** operated by the applicant 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. If, however, the applicant 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 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 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 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 (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 (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 FY26 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 FY24 program, the overall average daily (salaries) cost per inmate (i.e., the average of the daily costs for all applicants that received payments) was \$64.96.