1.1 Registration Information

As a part of the registration process, the external user will be required to complete information regarding the jurisdiction, the primary point-of-contact, the chief executive officer, and the financial point-of-contact.

1.1.1 Jurisdiction Information for Registration

To comply with changes requested by BJA, the jurisdiction information page during registration has been modified to include fields for the DUNS Number (9-digit), Suffix DUNS (4-digit), and Employer ID Number (EIN) in order for the external user to complete their SWBPI registration. Information for the jurisdiction will only be stored after the external user selects the **Save and Continue** button.

Figure 3-1: Registration Information Page

All fields on this page are required except for the Suffix DUNS (4-digit) and Address Line 2 fields.

1.2 General Information

Once the external user is logged into their SWBPI account they will be presented with a menu on the left-hand side of the page that allows them to manage their account information, applications, payment requests, and email. The first section of the menu is labeled General Information. From this section of the menu the external user can edit their jurisdiction and contact information.

1.2.1 Jurisdiction Information

As with the jurisdiction information page that is displayed during registration, the jurisdiction information page displayed when the external user selects the **Jurisdiction Information** link from the left-hand menu includes fields for the Dunn and Bradstreet DUNS Number and the Employer ID Number (EIN).

1.2.1.1 *Edit Jurisdiction Information*

The external user may update the jurisdiction's information at any time by selecting the **Edit Jurisdiction Information** button. To ensure that the external user updates the information before submitting an application, this page will be displayed during the application completion process.

Figure 3-2: Jurisdiction Information Page

When the external user selects the **Edit Jurisdiction Information** button the Edit Jurisdiction Information page will be displayed (Figure 3-3). This page allows the external user to edit all fields except for the Jurisdiction Name.

Figure 3-3: Edit Jurisdiction Information Page

All fields on this page are required except for the Suffix DUNS (4-digit) and Address Line 2 fields.

Once the external user has made their changes they select the **Save and Continue** button. The system will re-display the Jurisdiction Information page (Figure 3 -2) with the updated information.

1.2.2 Contact Information

There are three contact types associated to a jurisdiction, the Primary Point-of-Contact (POC), the Chief Executive Office (CEO), and the Financial Point-of-Contact (FPOC). The system requires that only the Primary Point-of-Contact and Chief Executive information be complete in order for an external user to submit an application.

Previously, each contact type was displayed on its own page. However, this has been changed so that when the external user selects the **Contact Information** link from the left-hand menu, all three contact types and their corresponding information will be displayed on a single page, the Contact Information page (Figure 3 -4). From this page the external user can edit the information for any contact.

Figure 3-4: Contact Information Page

1.2.2.1 Edit Primary POC

When the external user selects the **Edit Primary POC** button the Edit Primary POC Information page will be displayed (Figure 3 -5).

Figure 3-5: Edit Primary POC Information Page

All fields on this page are required except for Fax Number and Business Address 2.

After the external user enters the updated Primary POC information they can either select the **Reset Changes** button to return the information back to the original data or can select the **Save Changes** to review their changes on the Edit Primary POC Review page (Figure 3 -6).

Figure 3-6: Edit Primary POC Review Page

On the Edit Primary POC Review page changes are highlighted in yellow. If the external user wishes to make additional changes they select the **Edit Primary POC** button to be returned to the Edit Primary POC Information page. Otherwise, to commit their changes the external user selects the **Save Changes** button. Upon saving the changes, the system will re-display the Contact Information page (Figure 3-11). This page displays the updated Primary POC information.

The Primary POC information must be reviewed and must be complete in order for the external user to submit an application. To ensure that the external user updates the information before submitting an application, the Edit Primary POC page will be displayed during the application completion process.

1.2.2.2   Edit Chief Executive Officer

When the external user selects the **Edit Chief Executive** the Edit Chief Executive Information page will be displayed (Figure 3-7).

Figure 3-7: Edit Chief Executive Information Page

All fields on this page are required except for Fax Number.

After the external user enters the updated Chief Executive information they can either select the **Reset Changes** button to return the information back to the original data or can select the **Save Changes** to review their changes on the Edit Chief Executive Review page (Figure   3 -8).

Figure 3-8: Edit Chief Executive Review Page

On the Edit Chief Executive Review page changes are highlighted in yellow. If the external user wishes to make additional changes they select the **Edit Chief Executive** button to be returned to the Edit Chief Executive Information page. Otherwise, to commit their changes the external user selects the **Save Changes** button. Upon saving the changes, the system will re-display the Contact Information page (Figure 3 -11). This page displays the updated Chief Executive information.

1.2.2.3 Edit Financial POC

When the external user selects the **Edit Primary POC** button the Edit Financial POC Information page is displayed (Figure 3 -9).

Figure 3-9: Edit Financial POC Information Page

All fields on this page are required except for Fax Number.

After the external user enters the updated Financial POC information they can either select the **Reset Changes** button to return the information back to the original data or can select the **Save Changes** to review their changes on the Edit Financial POC Review page (Figure 3 -10).
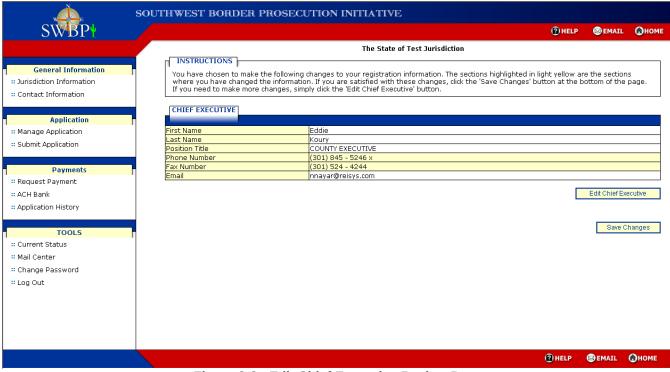

Figure 3-10: Edit Financial POC Review Page

On the Edit Financial POC Review page changes are highlighted in yellow. If the external user wishes to make additional changes they select the **Edit Financial POC** button to be returned to the Edit Financial POC Information page. Otherwise, to commit their changes the external user selects the **Save Changes** button. Upon saving the changes, the system will re-display the Contact Information page (Figure   3 -11). This page displays the updated Financial POC information.

Figure 3-11: Contact Information Page After Updates

1.3   Application

From the Application section the external user will have the option to either manage new, or modify existing, applications or submit completed applications.

To determine what types of cases a jurisdiction can include in their application two role types will be created: Prosecution and Detention. These roles will be defined and maintained in the database. A jurisdiction can be assigned to only the prosecution role, only the detention role, or to both roles. When a jurisdiction is assigned to the detention only role, it will be associated to a 'parent' agency within the database. A 'parent' agency must be assigned to at least the prosecution role, but can be assigned to both roles. Before a jurisdiction assigned to the detention role only can submit its application its parent agency must have first submitted its application.

For those jurisdictions that are allowed to enter both prosecutions and detentions, the application flow will take the external user through adding at least one prosecution case before they can add a detention case. For those jurisdictions that can add only prosecution cases the application flow will never allow the external user the option to add a detention case. For those jurisdictions that can add only detention cases the application flow will never allow the external user the option to add a prosecution case.

When a jurisdiction submits both prosecutions and detentions on its application, there must be a corresponding prosecution for every detention. To ensure that this occurs, the system will provide a drop-down list of docket numbers during the add detention case process. The drop-down list will be populated with docket numbers entered during the add prosecution case process. For jurisdictions that can only enter detentions on their applications the docket number drop-down list will be populated using the prosecution docket numbers entered on the 'parent' agency application. Therefore, these jurisdictions will be restricted from beginning their applications until the State-level agency (parent) has begun its application and entered at least one prosecution case.

1.3.1   Manage Application

When the external user selects the **Manage Application** link from the left-hand menu the Case Funding page will be displayed (Figure   3 -12). This page will display all reporting periods for which there is available funding. For periods for which the external user has not yet started the application there will be an associated **Apply** link that allows the external user to begin the application. For periods for which the external user has begun and not finished, or completed but not yet submitted, an application there will be up to three associated links to allow the external user to edit the application. These links are:

- Manage Profile
- Manage Prosecution
- Manage Detention

The Manage Prosecution link will not appear if the jurisdiction is one that can only submit detention cases on its application and the Manage Detention link will not appear if the jurisdiction is one that can only submit prosecution cases on its application.

If there are no available reporting period this page will display a row stating 'Not Available'.

Figure 3-12: Case Funding Page

1.3.1.1 New Application

When the external user selects the **Apply** link associated to a case reporting period the Edit Jurisdiction Information page will be displayed (Figure 3 -14) unless the jurisdiction is assigned to only the detention role. When the jurisdiction is assigned to only the detention role and its State-level (parent) agency has not yet submitted its application a notification page will be displayed to inform the user that they will be unable to begin their application until the State-level (parent) agency has submitted its application to BJA.

Figure 3-13: Notification That Application Cannot Be Started

1.3.1.1.1 Review Jurisdiction Information

The external user must review the jurisdiction information and make any necessary changes before proceeding with the application.

Figure 3-14: Edit Jurisdiction Information Page for Application

All fields on this page are required except for Suffix DUNS (4-digit) and Address Line 2.

Once the external user has completed their updates they select the **Save and Continue** button. The Edit Primary POC Information page will be displayed (Figure 3 -15).

1.3.1.1.2 Review Primary POC Information

The external user must review the Primary POC's information and make any necessary changes before proceeding with the application.

Figure 3-15: Edit Primary POC Information Page for Application

All fields on this page are required except for Fax Number and Business Address 2.

Once the external user has completed their updates they select the **Save and Continue** button. The Cost Profile page will be displayed (Figure   3 -16).

1.3.1.1.3   Cost Profile

The Cost Profile requires the user to provide the following information, based on role:

Figure 3-16: Cost Profile Page

1.3.1.1.4 Add Prosecution

After the user completes the Cost Profile and selects **Save and** Continue the Add Prosecution page will be displayed (Figure 3 -17).

The Add Prosecution page will not be displayed for jurisdictions identified for jurisdictions whose role is only Detention. Instead, the Add Detention page will be displayed (Figure 3 -24). Adding a detention case is discussed later in this document.

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INSTRUCTIONS

Please enter the information requested below directly on this electronic form, using your "Tab" key to move from one field to the next. Click 'Add' to add a new case into your application. Information you provide on this application is secure and protected from unauthorized access.

Application 10/01/2006 to 12/01/2006

ADD PROSECUTION

*Docket Number	
*Last Name	
*First Name	
Middle Initial	
*Referring Federal Agency	Choose...
*Referred Date (MM/DD/YYYY)	
*Resolution	Choose...
*Resolved Date (MM/DD/YYYY)	
*Attorney Hours Spent on Case	

[Reset]　　　　　　　　　　　　　　　　[Add]

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Figure 3-17: Add Prosecution Page

　　　　　　　16685-2008-09-21-FRD-1

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INSTRUCTIONS

This page provides information you entered for the application. To update or remove a case, click the 'Update'/'Remove' link next to the appropriate case. To add a new case, fill the information in the blank fileds and click the 'Add Prosecution' button.

Application 10/01/2006 to 12/31/2006

ADD PROSECUTION

*Docket Number	[ ]
*Last Name	[ ]
*First Name	[ ]
Middle Initial	[ ]
*Referring Federal Agency	Choose... ▼
*Referred Date (MM/DD/YYYY)	[ ]
*Resolution	Choose... ▼
*Resolved Date (MM/DD/YYYY)	[ ]
*Attorney Hours Spent on Case	[ ]

[Reset]   [Add Prosecution]

[Add Detention]

PROSECUTION DETAILS

Docket Number	Last Name	First Name	Middle Initial	Federal Agency	Resolution	Hours	Referred Date	Resolved Date	Action
78563	Billy	Kidd	A.	Drug Enforcement Agency	Conviction	3872	12/04/1994	10/01/2006	Update Remove

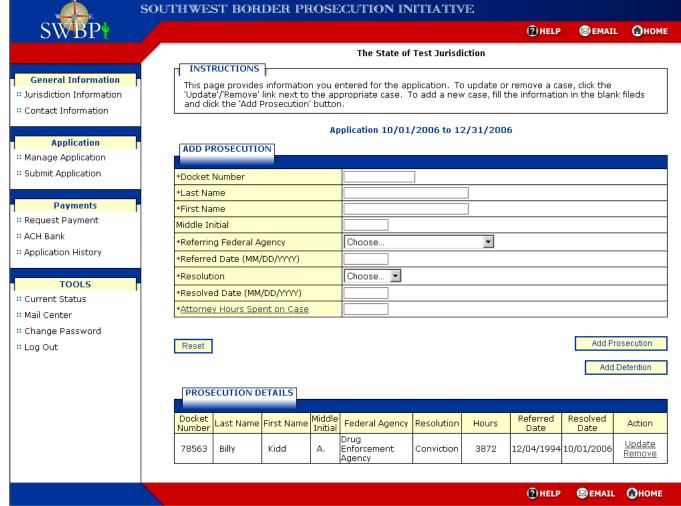? HELP   ✉ EMAIL   ⌂ HOME

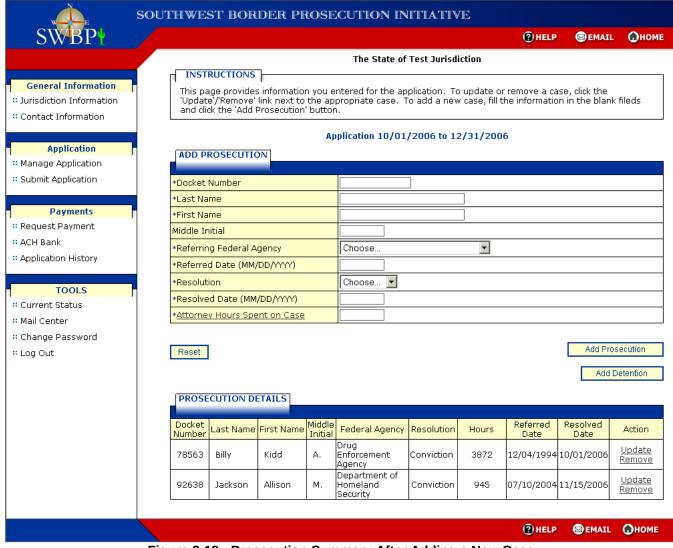**Figure 3-18: Prosecution Summary Page**

Figure 3-19: Prosecution Summary After Adding a New Case

1.3.1.1.5 Update Prosecution Case

To update a prosecution case on the application the external user selects the **Update** link associated to the case they wish to modify. The Update Prosecution page will be displayed (Figure 3 -20). As with the Add Prosecution page, all fields on the page must be completed except for the Middle Initial field.

Figure 3-20: Update Prosecution Page

All fields on this page are required except for the Middle Initial field.

This page displays all of the information related to the selected prosecution. To return to the Prosecution Summary page without making any changes the external user can select the **Cancel** button. Otherwise, the external user makes their changes and then selects the **Save Changes** button. The Prosecution Summary page will be displayed (Figure 3 -21) and will reflect the updated information in the Prosecution Details section.
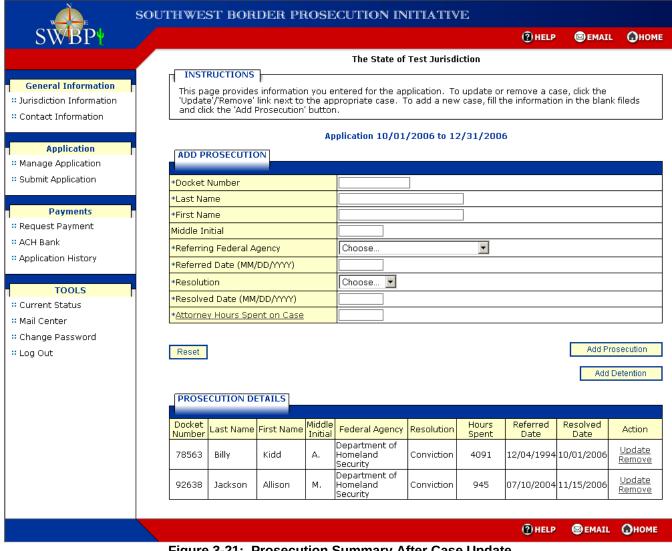
Figure 3-21: Prosecution Summary After Case Update

In this case, the Federal Agency for the Kidd Billy case was updated.

1.3.1.1.6   Remove Prosecution Case

To remove a case from the application the external user selects the **Remove** link associated to the case they wish to remove. The Remove Prosecution page will be displayed (Figure 3 -22).

Removal of a prosecution case will cause the deletion of all detention cases associated with the prosecution case.

Figure 3-22: Remove Prosecution Page

To return to the Prosecution Summary page without removing the case the external user can select the **Cancel** button. Otherwise, the external user selects the **Confirm to Remove** button. The Prosecution Summary page will be displayed (Figure 3-23) and will reflect the removal of the case selected.
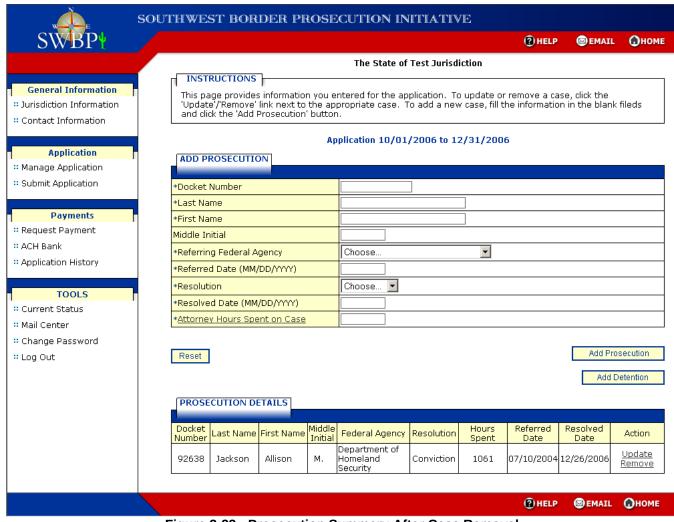
Figure 3-23: Prosecution Summary After Case Removal

1.3.1.1.7 Add Detention Case from Prosecution Summary

If the jurisdiction is assigned the role of Detention, the Add Detention button will be displayed on the Prosecution Summary page. The external user can only begin to add detention cases to the application after entering at least one prosecution case. To add a detention case the external user selects the **Add Detention** button. The Add Detention page will be displayed (Figure 3-24).

Figure 3-24: Add Detention Page

This page requires the external user to select the Docket Number from a drop-down list. The Docket Number drop-down list is populated with docket numbers provided during the add prosecution process(es). Every detention case entered on the application must be related to a corresponding prosecution case, either from the same application when the jurisdiction is assigned to both the prosecution and detention roles or from the State-level (parent) agency when the jurisdiction is assigned to only the detention role.

When the user selects a Docket Number from the drop-down list, the Last Name, First Name, and Middle Initial fields will be populated with the associated data for the corresponding prosecution case (Figure 3 -25). All other fields must be completed by the user and are required.

Released date has a system check that requires the date not to go past the resolved date from the prosecution details for the Docket Number.

Figure 3-25: Add Detention Pre-Populated Page

After the external user has added data to the Add Detention page they can clear the data by selecting the **Reset** button. Otherwise, to continue the external user selects the **Add** button. The Detention Summary page will be displayed (Figure 3 -26).

Figure 3-26: Detention Summary Page

The Detention Summary page provides a summary of detention cases added to the application, provides the external user the option to remove or update any detention case, allows the external user to add a new detention case, and allows the external user to proceed to adding a prosecution case. However, for jurisdictions assigned to only the Detention role, the **Add Prosecution** button will not be displayed as these jurisdictions are restricted from adding prosecution cases to their applications.

1.3.1.1.8   Add Additional Detention Case

To add a new detention case to the application the external user enters the information on this page and then selects the **Add** button. The Detention Summary page will be displayed to reflect the added detention case in the Detention Details section (Figure   3 -27).

Figure 3-27: Detention Summary After Adding a New Case

1.3.1.1.9 Update Detention Case

To update a detention case on the application the external user selects the **Update** link associated to the case they wish to modify. The Update Detention page will be displayed (Figure 3 -28). As with the Add Prosecution page, all fields on the page must be completed except for the Middle Initial field.

Figure 3-28: Update Detention Page

This page displays all of the information related to the selected detention. To return to the Detention Summary page without make any changes the external user can select the **Cancel** button. Otherwise, the external user makes their changes and then selects the **Save Changes** button. The Detention Summary page will be displayed (Figure 3 -29) and will reflect the updated information in the Detention Details section.

Figure 3-29: Detention Summary After Case Update

In this example, the Released Date for Allison Jackson was updated.

1.3.1.1.10 Remove Detention Case

To remove a detention case from the application the external user selects the **Remove** link associated to the case they wish to remove. The Remove Detention page will be displayed (Figure 3 -30).

Figure 3-30: Remove Detention Page

To return to the Detention Summary page without removing the case the external user can select the **Cancel** button. Otherwise, the external user selects the **Confirm to Remove** button. The Detention Summary page will be displayed (Figure 3 -31) and will reflect the case removal.

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INSTRUCTIONS

This page provides information you entered for the application. To update or remove a case, click the 'Update'/'Remove' link next to the appropriate case. To add a new case, fill the information in the blank fileds and click the 'Add Detention' button.

Application 10/01/2006 to 12/31/2006

ADD DETENTION

*Docket Number	Choose... ▼
*Inmate ID	
*Last Name	
*First Name	
Middle Initial	
*Detained Date (MM/DD/YYYY)	
*Released Date (MM/DD/YYYY)	

Reset   Add Detention

Add Prosecution

DETENTION DETAILS

Docket Number	Inmate ID	Last Name	First Name	Middle Initial	Detention Days	Detained Date	Released Date	Action
92638	JEK3493	Jackson	Allison	M.	854	08/26/2004	12/26/2006	Update Remove

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Figure 3-31: Detention Summary After Case Removal

Figure 3-32: Submit Application Page

The external user selects the **Submit** link for the application they wish to submit. The Application Summary page is displayed.

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INSTRUCTIONS

Please review your application for accuracy. To modify any information, select the Manage Application link from the menu. To submit your application, click the Proceed button.

Application Summary

APPLICATION INFORMATION

Number of Prosecution Cases:	3
Number of Detention Cases:	2
Total Prosecutors on Staff:	10
Total Hours for Prosecution Cases:	6,097
Total Salary for Prosecutors:	$853,580.00
Total Hourly Rate:	$41.04
Detention Per Diem Rate:	$545.00
Total Detention Days:	1,519
Total Application Value:	$1,078,075.88

APPLICATION DETAILS

Prosecution Details

Docket Number	Last Name	First Name	Middle Initial	Federal Agency	Resolution	Hours	Declined Date	Resolved Date
78563	Billy	Kidd	A.	Department of Homeland Security	Conviction	4091	12/04/1994	10/01/2006
90756	Anderson	Franklin	J.	Drug Enforcement Agency	Acquittal	945	02/22/2006	10/02/2006
92638	Jackson	Allison	M.	Department of Homeland Security	Guilty Plea	1061	07/10/2004	12/26/2006
							Total Cost:	**$250,220.88**

Detention Details

Docket Number	Inmate ID	Last Name	First Name	Middle Initial	Detention Days	Detained Date	Released Date
78563	JYY5678	Billy	Kidd	A.	665	12/04/1994	10/01/2006
92638	JEK3493	Jackson	Allison	M.	854	08/26/2004	12/26/2006
					Total Cost:		**$827,855.00**

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Figure 3-33: Application Summary Page
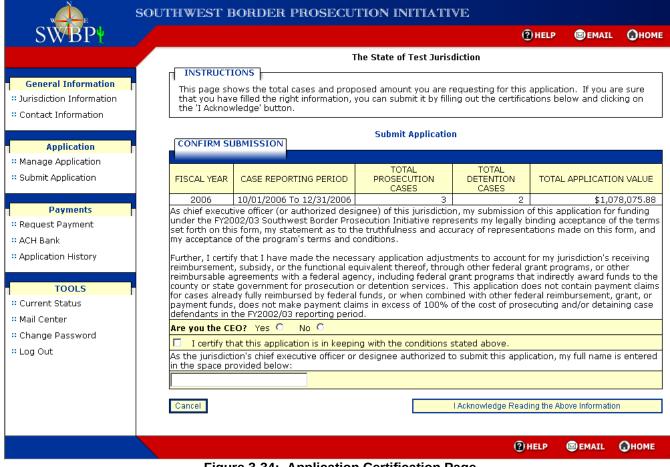
Figure 3-34: Application Certification Page

On this page the external user must indicate whether or no they are the CEO. If they select the **No** radio button the Authorized Designee form will be displayed in a separate window (Figure 3 -35). The external user must complete this form in order to submit the jurisdiction's application. Fields marked with an asterisk are required fields.

Figure 3-35: Authorized Designee Form

The external user can select the **Cancel** button to close the window and return to the Application Certification page or to save their information the external user completes the required information (marked by asterisks) and then selects the **Create** button. The Authorized Designee Confirmation page is displayed (Figure 3 -36). From this page the external user can elect to return to the Authorized Designee form to make changes by selecting the **Go Back** button. Otherwise, to proceed, the external user selects the **Close Window** button. The window closes and the external user is returned to the Application Certification page.

Figure 3-36: Authorized Designee Confirmation Page

On the Application Certification page the external user selects the checkbox to indicate the acceptance of the certification, enters their name into the box provided, and then selects the **I Acknowledge Reading the Above Information** button. The Application Submitted Confirmation page is displayed (Figure 3 -37).
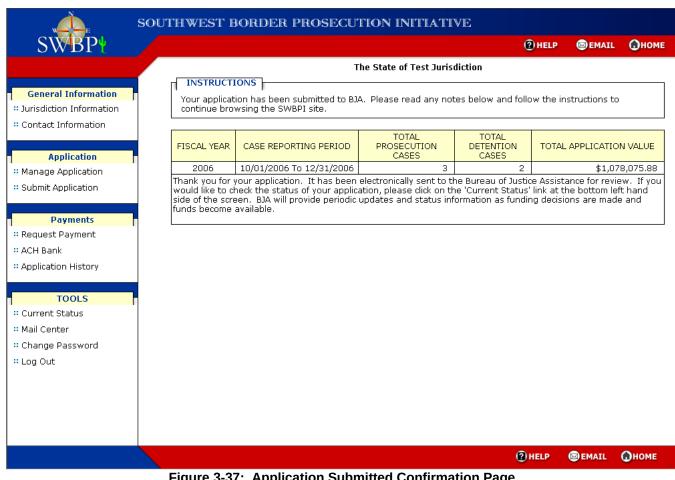
Figure 3-37: Application Submitted Confirmation Page

This page notifies the external user that they have successfully submitted the application for their jurisdiction.

If no prosecution cases were entered on the application the Total Prosecution Cases field will not be displayed. The same applies to the Total Detention Cases field.