

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.

JURISDICTION INFORMATION	
*Jurisdiction Name	TEST JURISDICTION
*Census ID	000000000
*DUNS Number (9-digit)	<input type="text"/>
Suffix DUNS (4-digit)	<input type="text"/>
*Employer ID Number (EIN)	<input type="text"/>
*Address Line 1	4041 Powder Mill Road
Address Line 2	P.O. Box 0
*City	Beltsville
*State	Texas
*Zip Code	20705 - 2031 (Need help with Zip + 4)

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.

SWBP SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS

Please enter the information requested below directly on this electronic form, using your "Tab" key to move from one field to the next. Any field marked with "*" is required. You will be prompted with instructions on registration authorization once you enter all of the requested information. Information you provide on this application is secure and protected from unauthorized access.

JURISDICTION INFORMATION

*Jurisdiction Name	Test Jurisdiction
*DUNS Number (9-digit)	123456789
Suffix DUNS (4-digit)	
*Employer ID Number (EIN)	123456789
*Address Line 1	4041 Powder Mill Road
Address Line 2	PO Box 0
*City	Beltsville
*State	Texas
*Zip Code	20705 - 2031 (Need help with Zip + 4)

Save and Continue

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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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS

Please enter the information requested below directly on this electronic form, using your "Tab" key to move from one field to the next. Any field marked with "*" is required. You will be prompted with instructions on registration authorization once you enter all of the requested information. Information you provide on this application is secure and protected from unauthorized access.

JURISDICTION INFORMATION	
*Jurisdiction Name	Test Jurisdiction
*DUNS Number (9-digit)	123456789
Suffix DUNS (4-digit)	
*Employer ID Number (EIN)	123456789
*Address Line 1	4041 Powder Mill Road
Address Line 2	PO Box 0
*City	Beltsville
*State	Texas
*Zip Code	20705 - 2031 (Need help with Zip + 4)

[Save and Continue](#)

? HELP EMAIL HOME

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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS
Below are your Contact Information. You may make changes to these information by clicking on the corresponding button below.

PRIMARY POC

First Name	Harry
Last Name	Fields
Phone Number	(301) 222 - 1111 x
Fax Number	() -
Email	nidhinayar@hotmail.com
Agency Name	Test Jurisdiction
Business Address 1	P.O. Box 12345
Business Address 2	
City	Beltsville
State	Texas
Zip Code	12345 - 1323

Edit Primary POC

CHIEF EXECUTIVE

First Name	Eddie
Last Name	Koury
Position Title	COUNTY EXECUTIVE
Phone Number	(992) 845 - 5246
Fax Number	(928) 524 - 4244
Email	nnayar@reisis.com

Edit Chief Executive

FINANCIAL POC

First Name	Bobi
Last Name	Rosas
Phone Number	(992) 888 - 5247 4007
Fax Number	(928) 524 - 4276
Email	nnayar@reisis.com

Edit Financial POC

General Information
:: Jurisdiction Information
:: Contact Information

Application
:: Manage Application
:: Submit Application

Payments
:: Request Payment
:: ACH Bank
:: Application History

TOOLS
:: Current Status
:: Mail Center
:: Change Password
:: Log Out

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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).

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The State of Test Jurisdiction

INSTRUCTIONS

The Primary Point of Contact (POC) will act on behalf of the jurisdiction's Chief Executive Officer to complete this application and certify its accuracy and adherence to stated program guidelines and requirements. The POC is the primary recipient of official electronic correspondence about the application status, approval, and payments. A valid Email address is required. If you need assistance in establishing an Email account, please go the Program Resources section of this web site.

PRIMARY POC

*First Name	Harry
*Last Name	Fields
*Phone Number	(301) 222 - 1111 x
Fax Number	() -
*Email <small>yourname@youraddress.com</small>	nidhineyar@hotmail.com
*Agency Name	Test Jurisdiction
*Business Address 1	P.O. Box 12345
Business Address 2	
*City	Beltville
*State	Texas
*Zip Code	12345 - 1323 Need help with Zip+4

Reset Changes Save Changes

HELP EMAIL HOME

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).

SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS

You have chosen to make the following changes to your registration information. The sections highlighted in light yellow are the sections where you have changed the information. If you are satisfied with these changes, click the 'Save Changes' button at the bottom of the page. If you need to make more changes, simply click the 'Edit Primary POC' button.

PRIMARY POC	
First Name	Harry
Last Name	Fields
Phone Number	(301) 222 - 1111 x
Fax Number	() -
Email	nidhinayar@hotmail.com
Agency Name	Navajo County
Business Address 1	P.O. Box 555555
Business Address 2	
City	Navajo
State	Texas
Zip Code	12345 - 1323

[Edit Primary POC](#)

[Save Changes](#)

? HELP EMAIL HOME

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).

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The State of Test Jurisdiction

INSTRUCTIONS
The Chief Executive Officer is the jurisdiction's highest ranking elected or appointed administrative official, responsible for managing its human and budgetary resources.

CHIEF EXECUTIVE

*First Name	Eddie
*Last Name	Koury
*Position Title	COUNTY EXECUTIVE
*Phone Number	(992) 845 - 5246 x
Fax Number	(928) 524 - 4244
*Email youname@youraddress.com	nnayar@reisys.com

Reset Changes Save Changes

HELP EMAIL HOME

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).

SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS
 You have chosen to make the following changes to your registration information. The sections highlighted in light yellow are the sections where you have changed the information. If you are satisfied with these changes, click the 'Save Changes' button at the bottom of the page. If you need to make more changes, simply click the 'Edit Chief Executive' button.

CHIEF EXECUTIVE

First Name	Eddie
Last Name	Koury
Position Title	COUNTY EXECUTIVE
Phone Number	(301) 845 - 5246 x
Fax Number	(301) 524 - 4244
Email	nnayar@reisis.com

Edit Chief Executive

Save Changes

HELP EMAIL HOME

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).

SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS
In addition to the Primary Contact, the Financial Contact will be notified regarding issues related to the bank account information, payment requests, and funding disbursements.

FINANCIAL POC

*First Name	Bobi
*Last Name	Posas
*Phone Number	(992) 888 - 5247 x 4007
Fax Number	(928) 524 - 4276
*Email	jneyar@reisis.com

Reset Changes Save Changes

HELP EMAIL HOME

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).

SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS
You have chosen to make the following changes to your registration information. The sections highlighted in light yellow are the sections where you have changed the information. If you are satisfied with these changes, click the 'Save Changes' button at the bottom of the page. If you need to make more changes, simply click the 'Edit Financial POC' button.

FINANCIAL POC

First Name	Jennifer
Last Name	Sams
Phone Number	(301) 937 - 0088 x
Fax Number	(301) 937 - 0204
Email	testbvp@reisis.com

Edit Financial POC Save Changes

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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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

The State of Test Jurisdiction

INSTRUCTIONS
Below are your Contact Information. You may make changes to these information by clicking on the corresponding button below.

PRIMARY POC

First Name	Harry
Last Name	Fields
Phone Number	(301) 222 - 1111 x
Fax Number	() -
Email	nidhinayar@hotmail.com
Agency Name	Navajo County
Business Address 1	P.O. Box 555555
Business Address 2	
City	Beltsville
State	Texas
Zip Code	12345 - 1323

[Edit Primary POC](#)

CHIEF EXECUTIVE

First Name	Eddie
Last Name	Koury
Position Title	COUNTY EXECUTIVE
Phone Number	(301) 845 - 5246
Fax Number	(301) 524 - 4244
Email	nnayar@reisis.com

[Edit Chief Executive](#)

FINANCIAL POC

First Name	Jennifer
Last Name	Sams
Phone Number	(301) 937 - 0088 4007
Fax Number	(301) 937 - 0204
Email	testbvp@reisis.com

[Edit Financial POC](#)

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'.

SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS

This page provides information on the status of reporting periods for which your jurisdiction reports cases. To begin an application for a case reporting period, click the 'Apply' link next to the appropriate reporting period. To modify an application select the corresponding 'Manage' link for the area of the application you wish to update.

CASE FUNDING

AVAILABLE FUNDING

FISCAL YEAR	CASE REPORTING PERIOD	STATUS	ACTION
2007	Oct 2006 to Dec 2006	Case Funding Available	Apply
2007	Jul 2006 to Sep 2006	Open Application	Manage Profile Manage Prosecution Manage Detention

HELP EMAIL HOME

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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

SWBP

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The State of Test Jurisdiction

NOTIFICATION

Your State-level agency, the **State of Test**, must first submit its application to the BJA before your agency can begin its application. Once the the **State of Test** has submitted its application you will be allowed to enter your cost profile and detention cases and submit your application to the BJA for approval.

General Information

- :: Jurisdiction Information
- :: Contact Information

Application

- :: Manage Application
- :: Submit Application

Payments

- :: Request Payment
- :: ACH Bank
- :: Application History

TOOLS

- :: Current Status
- :: Mail Center
- :: Change Password
- :: Log Out

HELP EMAIL HOME

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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS

Please enter the information requested below directly on this electronic form, using your "Tab" key to move from one field to the next. Any field marked with "*" is required. You will be prompted with instructions on registration authorization once you enter all of the requested information. Information you provide on this application is secure and protected from unauthorized access.

JURISDICTION INFORMATION

*Jurisdiction Name	Test Jurisdiction
*DUNS Number (9-digit)	123456789
Suffix DUNS (4-digit)	
*Employer ID Number (EIN)	123456789
*Address Line 1	4041 Powder Mill Road
Address Line 2	PO Box 0
*City	Beltsville
*State	Texas
*Zip Code	20705 - 2031 (Need help with Zip + 4)

Save and Continue

HELP EMAIL HOME

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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS

The Primary Point of Contact (POC) will act on behalf of the jurisdiction's Chief Executive Officer to complete this application and certify its accuracy and adherence to stated program guidelines and requirements. The POC is the primary recipient of official electronic correspondence about the application status, approval, and payments. A valid Email address is required. If you need assistance in establishing an Email account, please go the Program Resources section of this web site.

PRIMARY POC	
*First Name	<input type="text" value="Jonathon"/>
*Last Name	<input type="text" value="Horton"/>
*Phone Number	(555) 555 - 5555 x 55
Fax Number	(555) 555 - 5556
*Email	<input type="text" value="yourname@youraddress.com"/>
*Agency Name	<input type="text" value="Test Agency"/>
*Business Address 1	<input type="text" value="400 Main ST"/>
Business Address 2	<input type="text" value="PO Box 0"/>
*City	<input type="text" value="Beltsville"/>
*State	<input type="text" value="MD"/>
*Zip Code	20705 - 4444 (Need help with Zip + 4)

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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:

SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

INSTRUCTIONS

Please enter the information requested below directly on this electronic form, using your "Tab" key to move from one field to the next. Any field marked with "*" is required. You will be prompted with instructions on registration authorization once you enter all of the requested information. Information you provide on this application is secure and protected from unauthorized access.

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

COST PROFILE

*Detention Per Diem Rate	<input type="text"/>
*Total Prosecutors on Staff	<input type="text"/>
*Total Salary for Prosecutors	<input type="text"/>

Reset Save and Continue

HELP EMAIL HOME

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.



The State of Test Jurisdiction

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	<input type="text"/>
*Last Name	<input type="text"/>
*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Referring Federal Agency	Choose... <input type="button" value="v"/>
*Referred Date (MM/DD/YYYY)	<input type="text"/>
*Resolution	Choose... <input type="button" value="v"/>
*Resolved Date (MM/DD/YYYY)	<input type="text"/>
*Attorney Hours Spent on Case	<input type="text"/>

Reset

Add

- General Information**
 - Jurisdiction Information
 - Contact Information
- Application**
 - Manage Application
 - Submit Application
- Payments**
 - Request Payment
 - ACH Bank
 - Application History
- TOOLS**
 - Current Status
 - Mail Center
 - Change Password
 - Log Out

Figure 3-17: Add Prosecution Page



The State of Test Jurisdiction

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 fields and click the 'Add Prosecution' button.

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

ADD PROSECUTION

*Docket Number	<input type="text"/>
*Last Name	<input type="text"/>
*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Referring Federal Agency	Choose... <input type="button" value="v"/>
*Referred Date (MM/DD/YYYY)	<input type="text"/>
*Resolution	Choose... <input type="button" value="v"/>
*Resolved Date (MM/DD/YYYY)	<input type="text"/>
*Attorney Hours Spent on Case	<input type="text"/>

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

Figure 3-18: Prosecution Summary Page


SOUTHWEST BORDER PROSECUTION INITIATIVE

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The State of Test Jurisdiction

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 fields and click the 'Add Prosecution' button.

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

General Information

- ∴ Jurisdiction Information
- ∴ Contact Information

Application

- ∴ Manage Application
- ∴ Submit Application

Payments

- ∴ Request Payment
- ∴ ACH Bank
- ∴ Application History

TOOLS

- ∴ Current Status
- ∴ Mail Center
- ∴ Change Password
- ∴ Log Out

ADD PROSECUTION

*Docket Number	<input type="text"/>
*Last Name	<input type="text"/>
*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Referring Federal Agency	<input type="text" value="Choose..."/>
*Referred Date (MM/DD/YYYY)	<input type="text"/>
*Resolution	<input type="text" value="Choose..."/>
*Resolved Date (MM/DD/YYYY)	<input type="text"/>
*Attorney Hours Spent on Case	<input type="text"/>

[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
92638	Jackson	Allison	M.	Department of Homeland Security	Conviction	945	07/10/2004	11/15/2006	Update Remove

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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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

HELP EMAIL HOME

The State of Test Jurisdiction

INSTRUCTIONS

This page allows you to update information for the case selected. Select the 'Cancel' button to return to the previous page. Or, once you have modified the information select the 'Save Changes' button.

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

UPDATE PROSECUTION

*Docket Number	78563
*Last Name	Billy
*First Name	Kidd
Middle Initial	A.
*Referring Federal Agency	Drug Enforcement Agency
*Referred Date (MM/DD/YYYY)	12/04/1994
*Resolution	Conviction
*Resolved Date (MM/DD/YYYY)	10/01/2006
*Attorney Hours Spent on Case	3872

Cancel Save Changes

HELP EMAIL HOME

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.

The State of Test Jurisdiction

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 fields and click the 'Add Prosecution' button.

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

ADD PROSECUTION

*Docket Number	<input type="text"/>
*Last Name	<input type="text"/>
*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Referring Federal Agency	Choose... ▾
*Referred Date (MM/DD/YYYY)	<input type="text"/>
*Resolution	Choose... ▾
*Resolved Date (MM/DD/YYYY)	<input type="text"/>
*Attorney Hours Spent on Case	<input type="text"/>

[Reset](#) [Add Prosecution](#) [Add Detention](#)

PROSECUTION DETAILS

Docket Number	Last Name	First Name	Middle Initial	Federal Agency	Resolution	Hours Spent	Referred Date	Resolved Date	Action
78563	Billy	Kidd	A.	Department of Homeland Security	Conviction	4091	12/04/1994	10/01/2006	Update Remove
92638	Jackson	Allison	M.	Department of Homeland Security	Conviction	945	07/10/2004	11/15/2006	Update Remove

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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

HELP EMAIL HOME

The State of Test Jurisdiction

INSTRUCTIONS
Please click 'Confirm to Remove' to remove the case as showing below, or click 'Cancel' to go back.

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

REMOVE PROSECUTION

*Docket Number	78563
*Last Name	Billy
*First Name	Kidd
Middle Initial	A.
*Referring Federal Agency	Drug Enforcement Agency
*Referred Date	12/04/1994
*Resolution	Conviction
*Resolved Date	10/01/2006
*Attorney Hours Spent on Case	3872

Cancel Confirm to Remove

General Information
:: Jurisdiction Information
:: Contact Information

Application
:: Manage Application
:: Submit Application

Payments
:: Request Payment
:: ACH Bank
:: Application History

TOOLS
:: Current Status
:: Mail Center
:: Change Password
:: Log Out

HELP EMAIL HOME

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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

HELP EMAIL HOME

The State of Test Jurisdiction

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 fields 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 Spent	Referred Date	Resolved Date	Action
92638	Jackson	Allison	M.	Department of Homeland Security	Conviction	1061	07/10/2004	12/26/2006	Update Remove

HELP EMAIL HOME

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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

HELP EMAIL HOME

The State of Test Jurisdiction

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 12/31/2006

ADD DETENTION

*Docket Number	78563
*Inmate ID	
*Last Name	Billy
*First Name	Kidd
Middle Initial	A.
*Detained Date (MM/DD/YYYY)	
*Released Date (MM/DD/YYYY)	

Reset Add

General Information
 :: Jurisdiction Information
 :: Contact Information

Application
 :: Manage Application
 :: Submit Application

Payments
 :: Request Payment
 :: ACH Bank
 :: Application History

TOOLS
 :: Current Status
 :: Mail Center
 :: Change Password
 :: Log Out

HELP EMAIL HOME

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).

SOUTHWEST BORDER PROSECUTION INITIATIVE

? HELP EMAIL HOME

The State of Test Jurisdiction

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 fields and click the 'Add Detention' button.

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

ADD DETENTION

*Docket Number	Choose... ▾
*Inmate ID	<input type="text"/>
*Last Name	<input type="text"/>
*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Detained Date (MM/DD/YYYY)	<input type="text"/>
*Released Date (MM/DD/YYYY)	<input type="text"/>

DETENTION DETAILS

Docket Number	Inmate ID	Last Name	First Name	Middle Initial	Detention Days	Detained Date	Released Date	Action
78563	JYY5678	Billy	Kidd	A.	665	12/04/1994	10/01/2006	Update Remove

? HELP EMAIL HOME

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).

SOUTHWEST BORDER PROSECUTION INITIATIVE

HELP EMAIL HOME

The State of Test Jurisdiction

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 fields 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
78563	JYY5678	Billy	Kidd	A.	665	12/04/1994	10/01/2006	Update Remove
92638	JEK3493	Jackson	Allison	M.	812	08/26/2004	11/15/2006	Update Remove

HELP EMAIL HOME

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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

HELP EMAIL HOME

The State of Test Jurisdiction

INSTRUCTIONS

This page allows you to update information for the case selected. Select the 'Cancel' button to return to the previous page. Or, once you have modified the information select the 'Save Changes' button.

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

UPDATE DETENTION

*Docket Number	92638
*Inmate ID	UEK3493
*Last Name	Jackson
*First Name	Allison
Middle Initial	M.
*Detained Date (MM/DD/YYYY)	08/26/2004
*Released Date (MM/DD/YYYY)	11/15/2006

Cancel Save Changes

HELP EMAIL HOME

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.

SOUTHWEST BORDER PROSECUTION INITIATIVE

[? HELP](#)
 [EMAIL](#)
 [HOME](#)

The State of Test Jurisdiction

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 fields and click the 'Add Detention' button.

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

ADD DETENTION

*Docket Number	Choose...
*Inmate ID	<input type="text"/>
*Last Name	<input type="text"/>
*First Name	<input type="text"/>
Middle Initial	<input type="text"/>
*Detained Date (MM/DD/YYYY)	<input type="text"/>
*Released Date (MM/DD/YYYY)	<input type="text"/>

[Reset](#)

[Add Detention](#)

[Add Prosecution](#)

DETENTION DETAILS

Docket Number	Inmate ID	Last Name	First Name	Middle Initial	Detention Days	Detained Date	Released Date	Action
78563	JYY5678	Billy	Kidd	A.	665	12/04/1994	10/01/2006	Update Remove
92638	JEK3493	Jackson	Allison	M.	854	08/26/2004	12/26/2006	Update Remove

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).

SOUTHWEST BORDER PROSECUTION INITIATIVE

HELP EMAIL HOME

The State of Test Jurisdiction

INSTRUCTIONS
Please click 'Confirm to Remove' to remove the case as showing below, or click 'Cancel' to go back.

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

REMOVE DETENTION

*Docket Number	78563
*Inmate ID	JYY5678
*Last Name	Billy
*First Name	Kidd
Middle Initial	A.
*Detained Date	12/04/1994
*Released Date	10/01/2006

Cancel Confirm to Remove

HELP EMAIL HOME

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.



The State of Test Jurisdiction

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 fields 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

- General Information**
 - Jurisdiction Information
 - Contact Information
- Application**
 - Manage Application
 - Submit Application
- Payments**
 - Request Payment
 - ACH Bank
 - Application History
- TOOLS**
 - Current Status
 - Mail Center
 - Change Password
 - Log Out

Figure 3-31: Detention Summary After Case Removal

SOUTHWEST BORDER PROSECUTION INITIATIVE

The State of Test Jurisdiction

INSTRUCTIONS

This page provides information of open applications you have applied. Click 'Submit' link next to the appropriate reporting period to submit the application.

SUBMIT APPLICATION

FISCAL YEAR	CASE REPORTING PERIOD	TOTAL PROSECUTION CASES	TOTAL DETENTION CASES	TOTAL APPLICATION VALUE	ACTION
2007	Oct 2006 to Dec 2006	3	2	\$1,078,075.88	Submit
2007	Jul 2006 to Sep 2006	10	8	\$2,345,000.00	Submit

General Information

- Jurisdiction Information
- Contact Information

Application

- Manage Application
- Submit Application

Payments

- Request Payment
- ACH Bank
- Application History

TOOLS

- Current Status
- Mail Center
- Change Password
- Log Out

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.



The State of Test Jurisdiction

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	

Previous

Proceed

Figure 3-33: Application Summary Page

SOUTHWEST BORDER PROSECUTION INITIATIVE

? HELP EMAIL HOME

The State of Test Jurisdiction

INSTRUCTIONS

This page shows the total cases and proposed amount you are requesting for this application. If you are sure that you have filled the right information, you can submit it by filling out the certifications below and clicking on the 'I Acknowledge' button.

Submit Application

CONFIRM SUBMISSION

FISCAL YEAR	CASE REPORTING PERIOD	TOTAL PROSECUTION CASES	TOTAL DETENTION CASES	TOTAL APPLICATION VALUE
2006	10/01/2006 To 12/31/2006	3	2	\$1,078,075.88

As chief executive officer (or authorized designee) of this jurisdiction, my submission of this application for funding under the FY2002/03 Southwest Border Prosecution Initiative represents my legally binding acceptance of the terms set forth on this form, my statement as to the truthfulness and accuracy of representations made on this form, and my acceptance of the program's terms and conditions.

Further, I certify that I have made the necessary application adjustments to account for my jurisdiction's receiving reimbursement, subsidy, or the functional equivalent thereof, through other federal grant programs, or other reimbursable agreements with a federal agency, including federal grant programs that indirectly award funds to the county or state government for prosecution or detention services. This application does not contain payment claims for cases already fully reimbursed by federal funds, or when combined with other federal reimbursement, grant, or payment funds, does not make payment claims in excess of 100% of the cost of prosecuting and/or detaining case defendants in the FY2002/03 reporting period.

Are you the CEO? Yes No

I certify that this application is in keeping with the conditions stated above.

As the jurisdiction's chief executive officer or designee authorized to submit this application, my full name is entered in the space provided below:

? HELP EMAIL HOME

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.

The Authorized Designee must be an employee of the jurisdiction. Contractors and third party vendors may not complete the certification process, nor may they be listed as an authorized designee contact.

Authorized Designee	
*Name Prefix:	Prefix <input type="text"/>
Prefix (Other):	<input type="text"/>
*First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
*Last Name:	<input type="text"/>
Name Suffix:	Suffix <input type="text"/>
Suffix (Other):	<input type="text"/>
*Title:	Title <input type="text"/>
Title (Other):	<input type="text"/>
*Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
Fax Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*E-Mail Address:	<input type="text"/>
Please make sure all values are correct before proceeding.	
* Required Field	
<input type="button" value="Cancel"/> <input type="button" value="Create"/>	

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.

<p>Your information has been saved.</p> <p style="margin-top: 20px;"> <input type="button" value="Go Back"/> <input type="button" value="Close Window"/> </p>

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).

SOUTHWEST BORDER PROSECUTION INITIATIVE

General Information

- :: Jurisdiction Information
- :: Contact Information

Application

- :: Manage Application
- :: Submit Application

Payments

- :: Request Payment
- :: ACH Bank
- :: Application History

TOOLS

- :: Current Status
- :: Mail Center
- :: Change Password
- :: Log Out

The State of Test Jurisdiction

INSTRUCTIONS

Your application has been submitted to BJA. Please read any notes below and follow the instructions to continue browsing the SWBPI site.

FISCAL YEAR	CASE REPORTING PERIOD	TOTAL PROSECUTION CASES	TOTAL DETENTION CASES	TOTAL APPLICATION VALUE
2006	10/01/2006 To 12/31/2006	3	2	\$1,078,075.88

Thank you for your application. It has been electronically sent to the Bureau of Justice Assistance for review. If you would like to check the status of your application, please click on the 'Current Status' link at the bottom left hand side of the screen. BJA will provide periodic updates and status information as funding decisions are made and funds become available.

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.