CONFERENCE COST REPORTING

Training Sponsored By

**The Office of Audit, Assessment, and Management
Grants Management Division**

U.S. Department of Justice
Office of Justice Programs

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RESOURCES FOR APPLICANTS/GRANTEES

GMS Helpdesk: 888-549-9901 (option 3) or gms.helpdesk@usdoj.gov

GMS Online Training Tool: http://www.ojp.gov/gmscbt/

Post-Award Instructions: http://www.ojp.usdoj.gov/funding/pdfs/post_award_instructions.pdf

Post Award Training: http://www.ojp.gov/funding/pdfs/post_award_training.pdf

OJP Financial Guide: http://www.ojp.usdoj.gov/financialguide/

OJP Recovery: http://www.ojp.gov/recovery/

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GETTING STARTED

USING YOUR PARTICIPANT GUIDE
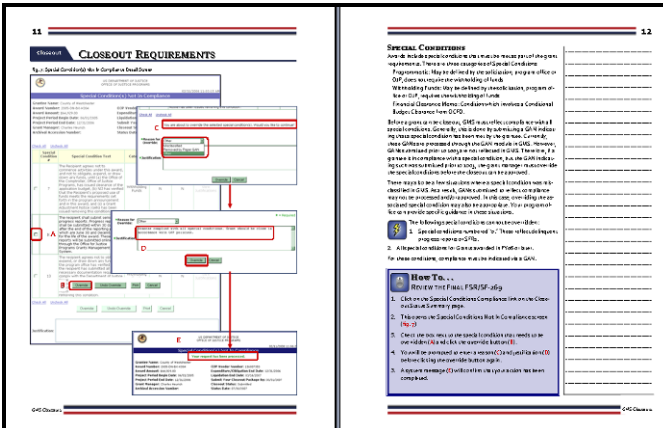
This guide is designed as reference guide to help you use the Grants Management System (GMS) to report conferences. Most pages will follow the same basic format:

On the left page, you will find figures such as screenshots and diagrams. Often, figures will be annotated in red to highlight important concepts.

On the right, text provides information and instructions related to each topic. References in red [e.g., (**Fig. 1**), (**A**)] correspond with the annotations on associated figures.

Additionally, the right page provides space for you to add your own notes and customize the material for your individual position and office.

ICONS

Throughout this book, the following icons will highlight important information and concepts:

Policies & Procedures
Guidance summarized from the Grant Managers Manual (GMM).

How To. . .
Step-by-step directions for completing GMS actions or processes.

Call User Support/Helpdesk
Guidelines for when you may need user support or the GMS Helpdesk in order to resolve an issue.

Point of Contact
Key individuals you will need to communicate with in order to complete processes and actions.

PROGRAM OFFICE POLICY AND PROCEDURES

Training material reflects the Office of Justice Programs (OJP) standard policy and procedures as outlined in the OJP Financial Guide.

HOW TO ACCESS GMS

1. Go to https://grants.ojp.usdoj.gov/.
2. Enter your individual GMS username and password.
3. Click **login**.

If you have trouble logging in or need to have your password reset, call or email the **GMS helpdesk: (888) 549-9901 (option 3) or gms.helpdesk@usdoj.gov**

WHAT IS GMS?

The **Community Partnership Grants Management System** (or **GMS**) is a web-based , data-driven computer application that provides cradle-to-grave support for the application, award, and management of grants at OJP. It consists of several modules (Applications, Award Processing, Peer Review, Grant Adjustment Notice, Financial Reporting, Progress Reporting, and Closeouts) that correspond with different stages of the grants process. Applicants and grantees can access GMS using the external interface. Additionally, GMS interacts with several external applications (e.g., Peer Review, PAPRS, etc.) that also facilitate the grant process.

ACCESSING GMS

You will need to access **GMS** to enter and submit your Event Report. https://grants.ojp.usdoj.gov/.

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INTRODUCTION TO CONFERENCE COST REPORTING

Fig. 1: Grant Management System Home

Fig. 2: Event Planning and Reporting

HOW TO
ACCESS EVENT PLANNING AND REPORTING

1. After logging in to GMS, click the **Event Planning and Reporting** link (A).

2. The **Event Planning and Reporting** page will display (B).

CONFERENCE COST REPORTING REQUIREMENT

The FY 2008 appropriations bill (Department of Justice Appropriations Act, 2008, PL 110-161, Title II, Div. B, Sec. 218) imposes a reporting requirement on the Department. Under this reporting requirement, the Attorney General must submit a quarterly report to the Department's Office of Inspector General (OIG) with various categories of information for each conference held by the Department for which the cost to the government was more than $20,000. Similar information must also be submitted for each conference where more than fifty percent (50%) of attendees are DOJ employees.

WHO NEEDS TO REPORT?

All Department of Justice (DOJ) open cooperative agreements and contractors need to report.

DEFINITION OF CONFERENCE

A meeting, retreat, seminar, symposium, event, training activity, or similar event. A conference is typically a pre-arranged event with designated participants and/or registration, a published substantive agenda, and scheduled speakers or discussion.

DUE DATE

Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award (the total cost of which exceeds $20,000 in award funds) the recipient must use the Web-based reporting form to provide the program manager with the information and itemized costs listed therein.

PAST CONFERENCES

For any conference activity described above conducted during federal Fiscal Year 2008 and that ended more than 45 days ago, the recipient must report using the Web-based reporting form as soon as possible (but not later than Oct. 1, 2008). Please use the web address link provided to access the reporting form. A recipient that has already reported this information at the specific request of its funder does not need to report a second time.

EVENT PLANNING AND REPORTING

Fig. 3: Event Planning and Reporting

The following data fields need to be filled in. Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported. Consequently, expenses paid using registration fees need not be added into the calculations to determine if an event has met the $20,000 threshold to require reporting. However, this does not in any way change financial reporting rules concerning reporting of programmatic income on your SF-269.

Funding Component: Select the DOJ program office administering your cooperative agreement.

Cooperative Agreement Number: Input your cooperative agreement number. All OJP and OVW cooperative agreements have a "K" in the 9 position of the award number. If you don't know your award number, please look on your award document or contact your grant manager.

Funding Recipient Organization Name: Input your organization name as indicated on your award document.

Event Title: Input the title of the conference. See definition of conference on page 4.

Purpose of Event: Input the purpose of the event.

Event Dates: Input the event dates.

Facility Name: Input the facility where the event took place.

Federal Facility: Select from the drop down yes or no.

Location City: Input the location city.

Location State: Input the location state.

Number of Federal Attendees: Input the number of Federal Attendees.

Cost of Event Space, including Rooms for break-out Sessions: Input the cost of event space.

Cost of Audio Visual Equipment and Services: Input the cost of audio visual equipment and services.

Other Equipment Cost (e.g. computer fees, telephone fees): Input other equipment cost.

Cost of Printing and Distribution: Input cost of printing and distribution.

Cost of Government Provided Meals during the Event: Input cost of government provided meals (breakfast, lunch, and dinner) during the event. **The <u>cost of any meal</u> provided, plus any hotel service costs, <u>cannot exceed 150% of the locality M&IE rate.</u>**

EVENT PLANNING AND REPORTING

Fig. 4: Event Planning and Reporting

HOW TO SUBMIT AN EVENT REPORT

1. From the **Event Planning and Reporting** page (fig 3).

2. Enter your data into all the fields. **All fields are mandatory** (fig 3 & fig 4).

Note: Print a copy of the data you entered before submitting. Once you submit the data will not be easily accessible.

3. Click the **Submit Event Report** (A).

Cost of Government Provided Refreshments during the Event: Input cost of government provided refreshments (drinks, snacks and coffee) during the event. **The cost of refreshments (light food and drink served at breaks: doughnuts, bagels, fruit, pretzels, chips, cookies, muffins, coffee, tea, milk, juice, or soft drinks) cannot exceed 23% of the locality M&IE rate per person per day.**

Cost of Event Planner: Input cost of event planner. An event planner is a contractor (not salaried staff) hired by a funding recipient to perform the logistical planning necessary to hold a conference. "Logistical planning" may include: interacting with caterers, recommending venues, developing programs, advertising, setting the stage and audio/visual (a/v) equipment, securing hotel rooms, and other non-programmatic functions.

Cost of Event Facilitators: Input cost of event facilitator. An event facilitator is generally a contractor (not salaried staff) hired by a funding recipient to host the event (as distinguished from planning the event) and make sure the event goes according to plan.

Any other Cost Associated with the Event: Input any additional costs associated with the event.

Meals and Incidental Expenses (M & E portion of per diem): If the cost of an event includes travel and per diem reimbursements, any meals provided to conference attendees during the conference must be deducted from the M&IE portion of the per diem in accordance with the schedule listed in the Federal Travel Regulations (available at www.gsa.gov/mie).

Lodging: Input cost of lodging.

Transportation to/from Event (e.g. common carrier, PV, etc.): Input cost of transportation.

Local Transportation (e.g. rental car) at Event: Input cost of local transportation.

WHAT NOT TO REPORT

- Any item paid for with non-award funding
- Funding recipient staff time
- Meetings to coordinate DOJ's investigative, intelligence, and/or prosecutorial efforts
- Training courses taught at federal training centers
- Undercover activities and training
- Testing to evaluate an applicant's qualifications to perform certain duties necessary to perform his or her job.

EVENT PLANNING AND REPORTING

Fig. 5: Event Planning and Reporting

Fig. 6:Conference Cost Reporting Guidance

How To

VIEW THE CONFERENCE COST REPORTING GUIDANCE

1. From the **Event Planning and Reporting** page, click the **Conference Cost Reporting** Guidance link (A).

2. A system message will display and ask you if you want to Open or Save.

3. Click the **Open** button.

4. The **Conference Reporting Guidance** memo will display (fig 6).

CONFERENCE REPORTING GUIDANCE

The conference reporting guidance provides reporting requirements information for OJP cooperative agreement and contract recipients. It is important for you to review the guidance; it will assist you on what must be reported, what should not be reported, the due date for reporting, and additional guidance on conference, non-award funding, staff time, event planner, event facilitator, and meals and incidental expenses.

If you need assistance with the Conference Cost Reporting process and/or actions, please contact Eldred Jackson at OJPConferenceCostReporting@usdoj.gov.

For technical issues, please contact the GMS helpdesk at 888-549-9901 or gms.helpdesk@usdoj.gov.

FREQUENTLY ASKED QUESTIONS

Q: What if I have nothing to report?
A: You do not need to report anything.

Q: What if I am no longer the contact and I keep getting the conference cost report emails?
A: You must submit a change contact grant adjustment notice in GMS.

Q: I cannot enter my grant number because it does not have a "K" in it.
A: If the qualifying event was supported by a grant and not a cooperative agreement, you do not need to report. Cooperative agreements have a "K" in the award number format.

Q: Will non-consecutive multi-day events be counted as a single event?
A: In instances where attendance at previous events is a pre-requisite for attendance on the final day, the non-consecutive sessions and the final session count as one event.

Q:What are considered "reasonable" costs for meals and refreshments?
A: The cost of refreshments (light food and drink served at breaks: doughnuts, bagels, fruit, pretzels, chips, cookies, muffins, coffee, tea, milk, juice, or soft drinks) cannot exceed 23% of the locality M&IE rate per person per day. The cost of any meal provided, plus any hotel service costs, cannot exceed 150% of the locality M&IE rate.