

## OJP CONFERENCE QUICK REFERENCE GUIDE

JUNE 13, 2012

### **1. Prior Approval Required (for conferences conducted by Cooperative Agreement Recipients and Contractors)**

- *All conferences must have written prior approval from the Office of Justice Programs. Approval of grant award documents is not sufficient.*
- *No hotel or Audio Visual contracts may be entered into until written prior approval has been received.*
- *Submit prior approval requests for BJA to [BJAConferenceReport@usdoj.gov](mailto:BJAConferenceReport@usdoj.gov).*
- *Submit all other OJP prior approval requests to [OJPConferenceCosts@ojp.usdoj.gov](mailto:OJPConferenceCosts@ojp.usdoj.gov).*

### **2. Prohibitions and Cost Limitations (for ALL conferences conducted by Cooperative Agreement Recipients, Contractors and Grantees)**

- *Cost limitation - [logistical conference planner](#): \$50 for each attendee, not to exceed \$8,750.*
- *Cost limitation - [programmatic conference planner](#): \$200 for each attendee, not to exceed \$35,000.*
- *Cost limitation - Conference space and A/V equipment: \$25 per day per attendee, not to exceed \$20,000.*

**Any estimated cost above these thresholds must be fully justified in writing as part of the prior approval process and requires additional approvals beyond OJP.**

- *Refreshments: In general, not permissible using Department funds.*
- *Prohibition - Receptions, entertainment, and trinkets: Not permissible using Department funds.*

### **3. Post Event Reporting (for conferences conducted by Cooperative Agreement Recipients and Contractors)**

- *Conferences that cost the Department more than \$20,000: Report only those that cost more than \$20,000. Report is required within 30 days of the last day of the event.*
  - o Cooperative agreement and contract recipients should email Excel report to [OJPConferenceCostReporting@ojp.usdoj.gov](mailto:OJPConferenceCostReporting@ojp.usdoj.gov).
- *Note that if the pre-approved costs exceed \$20,000, OJP will expect a post event report to be filed within 30 days of the event. If the actual costs are less than \$20,000 please notify the program manager or Contracting Officer.*