

# OJP Financial Guide

## Change History

Chapter/Topic	Date	Sub-Topic	Description/Comments
Chapter 3.10: Conference Approval, Planning and Reporting	July 15, 2016	Conference & Event Submission Form	The <a href="#">Conference and Event Submission Form</a> was updated.
Foreword	January 12 2015	OMB Uniformed Guidance Update	<a href="#">Announcement for new DOJ Financial Guide (Spring 2015)</a>
Chapter 3.6: Costs Requiring Prior Approval	June 1, 2014	Consultant Rates	<a href="#">Modified the consultant rate ceiling for new grant awards</a>
Chapter 3.8: Procurement under Awards of Federal Assistance	June 1, 2014	Sole Source Procurements	<a href="#">Increased the dollar value at which sole source procurements must have prior approval</a>
Chapter 3.10: Conference Approval, Planning and Reporting	January 23, 2014	Blanket Request/ Definition	Added the title Blanket Request to the main Conference Approval, Planning, and Reporting page and added a definition for Blanket Request to the Glossary
Chapter 1.1: General Information	September 30, 2013	User Definitions	Changed the Key Terms heading to Users, Part I, Chapter 1: Users
Chapter 2.1: Application Process	September 30, 2013	Federal Debt	Revised language in Application Submittal regarding delinquency on Federal debt
Chapter 2.2: Conditions of Award and Acceptance	September 30, 2013	Method for Reporting Conferences	For Cooperative Agreements, revised language on the method for reporting conferences which exceed \$20,000
Chapter 3.1: Payments	September 30, 2013	Electronic Funds Transfer	Added language regarding the restrictions for electronic funds transfer
Chapter 3.1: Payments	September 30, 2013	Close Out Process	Clarified the number of days in the close out process for payments each month
Chapter 3.4: Program Income	September 30, 2013	DNA Testing Fees	Revised the DNA Backlog guidance policy and program income calculator
Chapter 3.5: Adjustments to Awards	September 30, 2013	Indirect Costs	Added language regarding indirect costs; added language regarding making changes to the indirect cost category

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Chapter 3.6: Costs Requiring Prior Approval	September 30, 2013	Prior Approval for an Event	Clarified the number of days to submit a prior approval request in advance of the start date for an event
Chapter 3.6: Costs Requiring Prior Approval	September 30, 2013	Consultant Rates	Revised language regarding compensation for consultants employed by educational institutions
Chapter 3.10: Conference Approval, Planning and Reporting	September 30, 2013	Entire chapter	Incorporated the updated Policy and Guidance for Conference Approval, Planning and Reporting web page content into the Guide
Chapter 3.11: Indirect Costs	September 30, 2013	Negotiated Agreements	Added language regarding the exclusion of some subawards and subcontracts from overhead recovery
Chapter 3.13: Unallowable Costs	September 30, 2013	Land Acquisition	Revised language regarding land acquisition
Chapter 3.13: Unallowable Costs	September 30, 2013	Unallowable Fees	Clarified language regarding unallowable fees
Chapter 3.10: Conference Approval, Planning and Reporting	March 18, 2013	Updates to Multiple Topics	In response to additional questions, more detailed information has been provided on multiple topics, including items such as Location Selection, Post-Event Reporting, Conference Cost Categories, Frequently Asked Questions, Indirect Costs, and the addition of the No Prior Approval Required page
Chapter 3.10: Conference Approval, Planning and Reporting	December 2012	Prior Approval Not Required	A correspondence <a href="#">October 2012 Teleconference Questions</a> was issued to provide guidance on events that are exempt from the prior approval process. It included a checklist of ten questions to determine whether a conference/training/meeting/event requires prior approval
Chapter 3.10: Conference Approval, Planning and Reporting	October 2012	Conference Cost Categories	Meeting rooms and audio-visual, logistical and programmatic conference planner threshold limits were clarified
Chapter 3.10: Conference Approval, Planning and Reporting	October 2012	Post Event Reporting	The conference webpage was updated to be consistent with the current special condition which requires reporting 45-days after an event
Chapter 3.10: Conference Approval, Planning and Reporting	October 2012	Prior Approval	Revised the timeframe for submitting an event for approval to OJP to be dependent on the conference cost and whether any cost thresholds are exceeded. If any cost threshold is exceeded, additional justification is required

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Chapter 3.10: Conference Approval, Planning and Reporting	October 2012	Definitions	Added two definitions to clarify the terms "Total costs" (direct and indirect) and "Per attendee" (federal and non-federal)
Chapter 3.10: Conference Approval, Planning and Reporting	October 2011	Food/Beverage and Conference Approval	A <a href="#">memorandum from Laurie Robinson</a> was issued discussing the new prior approval requirement for all conferences and stating that food and beverages will, in general, not be allowed
Chapter 3.10: Conference Approval, Planning and Reporting	July 2011	Food/Beverage Limits	The 2011 OJP Financial Guide clarified the rules regarding provision of food and beverages during a conference. The Food and Beverage Section of the 2011 OJP Financial Guide was superseded by the Food and Beverages Policy and Laurie Robinson's October 21, 2011 memorandum
Chapter 3.10: Conference Approval, Planning and Reporting	2009	Food/Beverage Limits	The 2009 OJP Financial Guide included a discussion of the limitations on costs for food and beverages provided during conferences
Chapter 3.10: Conference Approval, Planning and Reporting	2008	Post Event Reporting	Conference Planner contractors were notified of the requirement to provide a detailed cost report for conferences exceeding \$20,000 within 45 days after the end of an event
Chapter 3.10: Conference Approval, Planning and Reporting	2008	Post Event Reporting	Cooperative Agreement recipients were notified of the requirement to provide a detailed cost report for conferences exceeding \$20,000 within 45 days after the end of an event