

OJP CONFERENCE QUICK REFERENCE GUIDE

Revised March 18, 2013

- 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@ojp.usdoj.gov.*
 - *Submit all other OJP prior approval requests to 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.*
 - *Refreshments: In general, not permissible using DOJ funds.*
 - *Prohibition - Receptions, entertainment, and trinkets: Not permissible using DOJ funds.*

- 3. Post Event Reporting (for conferences conducted by Cooperative Agreement Recipients and Contractors)**
 - *Conferences that cost the Department more than \$20,000: Report is required within 45 calendar days of the last day of the event.*

Cooperative agreement and contract recipients should email Excel report to
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 45 days of the event. If the actual costs are less than \$20,000 please notify the program manager or Contracting Officer.

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