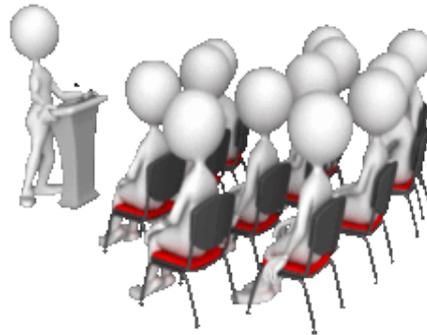


# CONFERENCE APPROVAL, PLANNING, AND REPORTING TRAINING



# Agenda

- Overview of Training
- Conference Policy
  - Reason for Policy
  - Conference Definition
  - Conference Guidelines
  - Reporting Requirements
- Conference Cost Process – Responsibilities and Timeline
- Conference Cost Submission
  - Types of Submissions-Regular, Blanket, Combination
  - Cost Categories
- Conference Cost Findings and Reminders
- Questions
- Resources



# Overview

# Conference Policy



# Conference Policy

## Reason for Policy



- To ensure stewardship over Federal funds.
- Make sure the Department's core missions are supported.

# Conference Policy

A conference defined broadly can be:

- Meetings;
- Retreats;
- Seminars;
- Symposiums; or
- Training activities.



# Conference Policy

## Conference Definition (Cont)

Some typical characteristics of a conference are:

- Designated participants and/or registration,
- A published substantive agenda, and
- Scheduled speakers or a discussion panels.

# Conference Policy

## Conference Guidelines

Recipients should ensure the most cost effective options are considered when planning to conduct a training such as:

- Webinars;
- Acquiring the lowest cost locations and venues;
- Minimizing travel costs; and
- Ensuring all conference costs are necessary business expenses.



# Conference Policy

## Conference Guidelines (Cont)

- Cooperative agreement recipients and Contractors must receive OJP or DOJ's written prior approval for each event held with DOJ funds that meets the definition of a conference.
- In absence of approval from OJP or DOJ, recipients must cancel the event.



# Conference Policy

## Conference Guidelines (Cont)



### Timing of Requests for Approval

<u>Event Parameters</u>	<u>Date Due from Grantee to OJP</u>
\$100K or less, and not exceeding any cost thresholds *	90 calendar days **
Over \$100K, or exceeding any one cost threshold *	120 calendar days **

**↓**

\* conference space,  
audio-visual equipment/services,  
logistical conference planner,  
programmatic conference planner

**↓**

\*\* in advance of the earliest:  
start date of the conference,  
deadline to sign contracts, or  
obligation of funds for conference costs (except for  
minimal costs required to assemble and submit  
approval request)

# Conference Policy

## Conference Guidelines (Cont)

- All cooperative agreement and contract recipients must complete and submit the ***Conference & Event Submission Form*** to OJP for prior approval.
- Each submission must contain all the applicable information (i.e., start and end dates, conference planner, M&IE).





# Does this Conference Require Approval?

1. Is the cost of the event greater than \$20,000?
2. Are there meeting room costs?
3. Are audiovisual costs greater than \$25 per attendee or more than \$1,000 in total?
4. Are there any food and beverage costs?
5. Did the request for the meeting come from multiple jurisdictions or agencies?
6. Are there trinkets being purchased?
7. Is there a formal published agenda?
8. Are formal discussion or presentation panels planned?
9. Are there logistical planning costs beyond incidental internal administrative costs necessary to arrange travel and lodging for a small number of individuals?
<b>If any question is answered "yes," the event must be submitted for prior approval. If all answers are "no," the event does not require prior approval.</b>



# Conference Policy

## Conference Guidelines (Cont)

- The recipient must provide adequate justifications where required by the form.
- All supporting documentation should be embedded within the supporting documentation spreadsheet.



# Conference Policy

**Justifications – Tie to OJP mission-** Bureaus/program offices must ensure strong, clear, and concise justifications grounded in the mission and with a policy perspective - explaining the purpose and how the event advances the mission of OJP/DOJ.

Before	After
<p>This conference was designed to disseminate research information and generate dialog about how scientific evidence can improve policy and practice for crime and justice.</p>	<p>Pursuant to NIJ’s authorizing statute, over 1,100 members of the academic community together with state, local and tribal criminal justice professionals participated in this conference, disseminating research, data and information and generating important dialogues about how scientific evidence can improve policy and practice for crime and justice. The 2012 Conference focused on ways policymakers and practitioners can use scientific methods and evidence-based practices to save criminal justice system funds. The conference featured seven breakout session tracks, including corrections, courts and sentencing, forensic science, policing and public safety, shaping the future of criminal justice, justice technology, and violence and victimization. The conference has provided an annual forum for the dissemination of research and evidence to the criminal justice community.</p>

# Conference Policy

## Concept Approval Form – For Events over \$50k

- For OJP Conferences anticipated to exceed \$50,000, offices must complete and submit a Conference Concept Approval Form(CCF) to obtain OJP AAG concurrence on the conference concept before initiating, planning, and submitting a conference cost request for approval. Once the CCF has been reviewed and concurrence has been obtained from the OAAG, full conference planning may begin. A copy of the signed CCF must be included with the supporting documentation when submitting the Conference Request to OJP's designated conference email box.

# Conference Policy

## Reporting Requirements



- Cooperative agreement and contract recipients must report events with actual costs totaling more than \$20,000 to OJP.
- All predominantly internal conferences (more than 50% of the attendees are Department employees) held in non-federal facilities must be reported regardless of the cost.
- The report must be submitted 45 days after the end of each event.
- Post reports are no longer submitted in GMS, they are submitted on the same form as the conference request.

# Conference Policy

## Reporting Requirements (Cont)

Cooperative agreement recipients and contractors must submit their *Conference & Event Submission Form* with the following information:

- The prior approval amounts compared to the actual costs.
- Explanation of variances greater than 10% and \$1,000.

When actual costs exceed \$20,000, OJP expects a post event report. If the actual costs are \$20,000 or less, cooperative agreement recipients should file the report with the actual costs and notify the program manager or OJP point of contact that a report is not required.





# Conference Cost Submissions

# Conference Submission

## Types of Submissions

The three main types of submissions are:

- Regular/Standard Request
- Blanket Request
- Combination Request – (done by conference cost team)

# Conference Submission

## Cost Categories

1. Conference Meeting Space including rooms for break-out sessions  
(*Threshold*)
2. Audio-Visual Equipment and Services (*Threshold*)
3. Printing and Distribution
4. Meals
5. Refreshments
6. Meals and Incidental Expenses (M&IE)
7. Lodging
8. Transportation (common carrier)
9. Local Transportation (rental car, taxi, POV)
10. Logistical Planner (*Threshold*)
11. Programmatic Planner (*Threshold*)
12. External Trainers/Instructors/Presenters/ Facilitators
13. Other Costs – Identified Individually
14. Indirect Costs



## Conference/Meeting Space –

Facilities used to hold a conference, includes breakout rooms.

- Federal facilities or no-cost facilities should be used if available
- Non-federal facilities maybe used:
  - If a federal facility is not available
  - If federal facility is more costly
  - Or if the federal facility does not meet the requirements of the event.
- The threshold for meeting room and AV combined is \$25 per attendee per day not to exceed total cost of \$20,000 (this includes indirect cost.)





# Conference/Meeting Space

Justification	Item	Cost per Day	Number of Days	Total Direct Cost
Meeting room rental costs: \$675.00 a day x 4 days plus 9% tax and 21% service charge = \$3561.04	Room Rental	890.26	4	3561.04
Break out/Meeting Room plus 9% tax and 21% service charge = \$164.86 per day = \$659.44	Room Rental	125.00	4	659.44

- 🕒 **Justification** – This requires a detailed breakdown. Please provide the room rental rate including all taxes and service charges. If there are facility costs, a cost comparison of multiple facilities in multiple locations must be provided on the submission form and as a separate attachment. Also, please attach unsigned contract or letter of intent from the venue as a separate attachment.
- 🕒 **Item** – Place item in this field. (i.e. room rental, taxes, svc. charge)
- 🕒 **Cost Per Day** - Provide the cost per day. This field must be populated – (Do Not Leave Blank)
- 🕒 **No. of Days** - Provide the number of days for the room rental. It should correspond with the event dates and the room rental contract. This field must be populated – (Do Not Leave Blank)



## A/V Equipment & Services

Audio-Visual services needed for the conference.

- Includes monitors, microphones, flip charts, speaker systems, etc.
- If a hotel is being used, then AV should be included in the hotel contract.
- The threshold for meeting room and AV combined is \$25 per attendee per day not to exceed total cost of \$20,000 (this includes indirect cost.)



# A/V Equipment & Services

Justification	Item	Cost per Day	Number of Days	Total Direct Cost
A/V rental costs: \$60.50 a day x 4 days plus 9% tax and 21% service charge = \$319.16	A/V Rental	79.79	4	319.16

**Justification** – This requires a detailed breakdown. Please provide the A/V rental costs plus any applicable taxes and service charges. Please provide a copy of the AV quote to support the cost included in the request. If there are no taxes or service charges, please state it in the justification.

**Item** – Place the item in this field.

**Cost Per Day** - Provide the cost per day. This field must be populated – (Do Not Leave Blank)

**No. of Days** - Provide the number of days for the equipment rental. It should correspond with the event dates and the room rental contract. This field must be populated – (Do Not Leave Blank)

# \*Conference/Meeting Space & A/V Equipment Services Threshold



The threshold for meeting room and AV combined is \$25 per attendee per day not to exceed total cost of \$20,000 (this includes indirect cost.) If so, please lower the costs to meet the threshold or provide a detailed explanation as to why the threshold was exceeded and JMD approval would be required. Indirect cost rates are also applied when calculating threshold.

## Printing and Distribution

This cost includes all printing and postage costs required for training materials.



- Every effort should be made to provide conference materials to participants electronically or via print-on-demand services/options.
- Printed materials should maximize paper usage (printing on both sides) and minimize higher cost options (color printing) where possible.

# Printing and Distribution



Justification	Item	Unit Cost	Quantity	Total Direct Costs
<p>Postage costs to and from training, copying material on location, printing materials needed for training day 1 and 2 ABC Foundation will supply participant kits for each student at a cost of \$83.20 per participant; this is based on actual costs incurred at FedEx for printing these materials for previous trainings. The participant kits include the following materials: participant manual (\$50.00), nobility book (\$13.95), pocket resilience guide (\$13.75), and learning journal (\$5.50). The estimated shipping cost for each participant kit is \$2.30, which is based on actual costs incurred for previous trainings.</p>	Postage to training	20.00	4	80.00
	Postage from training	20.00	4	80.00
	Copying	\$.10	52	5.20
	Participant Kits	83.20	52	4,326.40
	Shipping kits	2.30	52	119.60

**Justification** – This requires a detailed breakdown. The grantee will need to provide an explanation of what items are needed for the event and why they are needed. For example, if it is a kit – please provide a breakdown of what the kit includes.

**Item** – Place a description in this field.

**Unit Cost** - The cost of the item. This field must be populated – (Do Not Leave Blank)

**Quantity** - This number should be justifiable based on the number of participants.

# M&IE

Meals and incidental expenses is designed to cover the daily cost of food and other incidental expenses while on travel for work.

- Portion of per diem paid by the Department.
- Should include costs for trainers, instructors, presenters, facilitators as well as attendees.
- If meals are provided, the meal must be deducted from the claimed M&IE.
- Federal MI&E per diem rates can be found at [www.GSA.gov](http://www.GSA.gov).





# M&IE

Justification	Description	Per Diem Rate	No. of Travelers	No. of Days	Total Direct Costs
<b>Instructor #1 = 6.5 days x \$64 = \$416 per diem</b> <b>Day 1 - travel day at 75% = .75 day = \$48</b> <b>Day 2 -6 - on-site instruction at 100% = 5 days = \$64 per day</b> <b>Day 7 - travel day at 75% = .75 day = \$48</b>	ABC Instructor #1 @ 6.5 days = \$ 416 (1st/7th "travel" days @ 75% plus 5 on-site days @ 100%)	64.00	1	6.5	<b>416.00</b>
<b>Staff #2 &amp; #3 = 4.5 days x \$64 = \$288 x 2 = \$576 per diem</b> <b>Day 1 - travel day at 75% = .75 day = \$48</b> <b>Day 2 – 4 on-site instruction at 100% = 3 days = \$64</b> <b>Day 5 - on-site instruction &amp; travel day at 75% = .75 day = \$48</b>	ABC Staff #2 and #3 @ 4.5 days = \$ 288 (1st/5th "travel" days @ 75% plus 3 on-site days @ 100%)	64.00	2	4.5	<b>576.00</b>

**Justification** – This requires a detailed breakdown. Please breakdown the number of travelers and who will be included (by name or title). Give details of travel days vs. on-site days. Be very specific.

**Description** – Describe who will travel, the Travel Day vs. On-site Day breakdown. The travel day and onsite day can be added together (above example) or as separate line items.

**Per Diem Rate** – Must match the GSA Rate on the Submission Form (Section C) Actual Travel days should be calculated at 75% of per diem rate. (If you use a rate that is above the GSA rate, please indicate if you are using your organization’s travel policy.) However, if there are 30 or more attendees it is a requirement that you must use the GSA rate.

**No. of Travelers** – Should match the justification.

**No. of Days** – Number of Days traveling should match the justification.

If meals are provided, the meal must be deducted from the claimed M&IE.

# Lodging

Hotel accommodations required for attendees and participants.

- Portion of per diem paid by the Department.
- Should include costs for trainers, instructors, presenters, facilitators as well as attendees.
- Federal Lodging per diem rates can be found at [www.GSA.gov](http://www.GSA.gov).





# Lodging

Justification	Description	Lodging Rate	No. of Travelers	No. of Nights	Total Direct Costs
\$158/night government rate plus taxes of 10.4% tax = \$174.43/night	Instructor #1 @ \$158/night + 10.4% tax = \$174.43 x 6 nights = \$1046.58 Hotel Tax	174.43	1	6	1046.58
Instructor #1 - = 6 nights Staff #2 - = 4 nights TOTAL = 10 nights	Staff #2 @ \$158/night + 10.4% tax = \$174.43 x 4 nights = \$697.72	174.43	1	4	697.72
<b>Total = 10 nights lodging = \$1744.30</b>					

**Justification** - The justification should equal the computation provided for no. of travelers and number of nights. Taxes should also be included in the justification. If no taxes are being charged, it will also need to be stated in the justification.

**Description** – Hotel Rate and Hotel Tax can be shown on the same line or separated.

**Lodging Rate** – This rate should equal the hotel contract rate, and should not exceed the GSA rate.

**No. of Travelers** – Should correspond with number or travelers listed in the justification.

**No. of Nights** – Should correspond with the M&IE section.

# Transportation

Common Carrier Transportation for commuting to conference for all participants that require transportation.

- Total transportation cost to/from conference location (airplane, train, etc.), not including any local transportation cost paid for by Department of Justice funds.
- This should include baggage fees as well.





# Transportation

Justification	Description	Rate	No. of Travelers	Total Direct Costs
<b>Airfare estimated cost: \$550/flight x 5 = \$2750</b>	Flight – round trip	550.00	5	<b>2750.00</b>
<b>Check baggage fees estimated cost: \$ 50/checked baggage x 5 = \$250 = \$3,000</b>	Baggage – roundtrip	50.00	5	<b>250.00</b>

**Justification** – The justification should include transportation source (i.e. airplane, train, etc.). Please include if baggage fees are included in the calculation. If not, it must be stated that baggage fees are not included.

**Description** – Indicate mode of transportation and if it is roundtrip.

**Rate** – Indicate the travel rate.

**No. of Travelers** – Number of travelers that require common carrier transportation.

# Local Transportation



Local Transportation Expenses associated with the conference for participants including: airport parking fees, rental car, mileage, etc.

- Any local transportation cost paid for by Department of Justice funds.



# Local Transportation

Justification	Item	Cost/Rate	No. of Trips, miles, days	Unit (miles, people, trips)	Total Direct Costs
<p><b>ABC instructor #1 = \$ 417</b>            (taxi rides to/from hotel airport \$50 x 2 = \$100, airport prkg \$30/day x 7 = \$210, mileage home/airport 100 miles x .535/mile x 2 trips = \$107)</p>	Taxi (2 rides x \$50 x 2 instructors)	50	4	trips	<b>200.00</b>
<p><b>ABC instructor #2 = \$ 357</b>            (taxi rides to/from hotel airport \$50 x 2 = \$100, airport prkg \$30/day x 5 = \$150, mileage home/airport 100 miles x .535/mile x 2 trips = \$107)</p>	Parking Fees (12 days x \$30) Airport	30	12	Days	<b>360.00</b>
	POV (mileage) (100 miles x 2 x \$.0535 x 2 instructors)	.535	400	Miles	<b>216.00</b>

**Justification** – The justification should be detailed. It includes: Taxi, Parking fees, shuttle service, mileage, etc. Please describe how each item cost was determined. For example, if mileage is included, please explain how the mileage was determined.

**Item** – Each service should be broken out by line (example above).

**Cost/Rate** – Cost should be reasonable and justifiable.

**No. of Trips** – Please include the number by: trip, miles, person, etc. \*Do Not Leave Blank

**Unit** – Please describe how you are calculating costs: by – trip, miles, person, etc. - \*Do not leave blank or place numbers in this field.

\*DOJ Attendee Local Transportation should be separate.

# Logistical Planner

Logistical planner performs the logistical planning necessary to hold a conference, ie recommending venues, advertising, securing rooms, handling registration, making travel reservations etc.

- Logistical planners can be internal staff or external contractors.
- Logistical planner costs should be tracked separately in the cooperative recipients accounting records.
- The threshold for logistical planner is \$50 per attendee not to exceed \$8,750. \*\* Includes direct and indirect costs.
- Logistical planners hours must be broken down by tasks.



# Logistical Planner



Justification	Name & Title	Cost/Rate	No. of Hours/Days	Unit Type (Hours/Days)	Total Direct Costs
<p>Staff time allocated for logistical planning including:</p> <ul style="list-style-type: none"> <li>• flight arrangements; hotel arrangements; putting up a registration page and continuously managing attendees; updating the website with the new training, creating &amp; sending marketing emails; creating registration and conference handouts and shipping them, etc. – 16 hours (off-site)</li> <li>• Traveling to and from the location – 10 hours (off-site)</li> <li>• Time spent in prep time before even – 7 hours (on-site)</li> <li>• On the days of the event: assists speakers with set up of projector, sound, lighting, time management, trouble shoot any issues - 8 hours (on-site)</li> <li>• Staff provides certificates of completion – 1 hour (off-site)</li> <li>• Enters pre/post tests and evaluations and creates postmortem document – 3 hours (off-site)</li> </ul> <p>Off-Site Time – approx. 30 hrs On-Site Time – approx. 15 hrs Staffs attending this event are salaried employees of the ABC Foundation and fringe benefits are \$7.98 and</p>	Employee 1	23.43	45	Hours	1054.35



# Logistical Planner cont.

Justification	Item	Cost/Rate	No. of Trips, miles, vehicles, persons	Unit (miles, people, trips)	Total Direct Costs
<p>included in the hourly rate; their salaries include time spent planning the event, traveling to and from the location and includes their time spent in prep time before, during and after the event. On the days of the event, staff work approximately 8 hrs. Confirm all training materials arrived at hotel and are in proper condition. Make copies if needed or pick up any supplies for training. While on-site, staff registers attendees, provides materials to attendees, conducts pre/post test. Responsible for sign in sheets and evaluations and is available for any housekeeping issues and registration of late arrivals. Staff provides certificates of completion. (45 hrs)            Off-Site Time – approx. 30 hrs            On-Site Time – approx. 15 hrs</p>					

**Justification** – The justification should be very detailed. Please breakdown duties being performed by task for the logistical planner to support the number of hours. If staff is included, please confirm if staff attending will be compensated for time spent traveling. If so, the costs will need to be included in this request. Please include if planners rates are inclusive of fringe benefits. If fringe benefits are not included, please state how they will be provided. Please ensure all tasks are logistical in nature and not programmatic. If the same person will be doing both functions, then it must be accounted for in each section separately.

**Name & Title** – Person Name and Title (indicate if the person is staff or consultant)

**Cost/Rate** – Staff/Salary/Consultant Rate (include fringe benefits if applicable for staff).

**No. of Hours/Days** – The hours should be reasonable based on the event. Ensure that it is not excessive.

**Unit Type** – Please complete the Unit Column. Indicate if it is by Hours or Days - **\*Do not leave blank or place a number in this field.**

## **\*\*Logistical Planner Threshold**



Please ensure that the logistical planning threshold is not exceeded, which is based on direct costs and indirect costs for logistical planner plus the indirect on staff transportation, local transportation, meals and lodging. The threshold is \$50 for each attendee not to exceed \$8750. If so, please lower the costs to meet the threshold or provide a detailed explanation as to why the threshold was exceeded for logistical planning and JMD approval would be required.



## Programmatic Planner

Programmatic planner develops the conference agenda, content, and written materials. They may identify subject matter experts and conference participants.

- Programmatic planners can be internal staff or external contractors.
- Programmatic planner costs should be tracked separately in the cooperative recipients accounting records.
- The threshold for programmatic planner is \$200 per attendee not to exceed \$35,000. \*\*\* Includes direct and indirect costs.
- Programmatic planner hours must be broken out by tasks.

# Programmatic Planner



Justification	Name & Title	Cost/Rate	No. of Hours/Days	Unit (Hours,Days)	Total Direct Costs
<p>Staff time allocated for programmatic planning including:</p> <ul style="list-style-type: none"> <li>• Securing speakers, communication with speakers, maintains the budget for the training - 2 hours(off-site)</li> </ul> <p>Preparing and responding to OJJDP/OCFO Conference Cost email/inquiries – 3 hours (off-site)</p> <ul style="list-style-type: none"> <li>• Traveling to and from the location – 7 hours(off- site)</li> <li>• Time spent in prep time before even – 2 hours(on- site)</li> <li>• On the days of the event - 8 hours (on-site)</li> <li>• Staff meets with local commander and key staff to understand current wellness program and where office can provide assistance while developing next step – 2 hours (on-site)</li> </ul> <p>Off-Site Time – approx. 12 hrs            On-Site Time – approx. 12 hrs Staff attending this event are salaried employees of the ABC Foundation and fringe benefits of 32% are included in the hourly rate; their salaries include time spent planning the event, traveling to and from the location and includes their time spent in prep time before, during and after the event. On the days of the event, staff work approximately 8 hrs. While on- site, staff meets with local commander and key staff to understand current wellness program.</p> <p>Off-Site Time – approx. 9 hrs            On-Site Time – approx. 15 hrs</p>	Employee 2	30.20	24	Hours	724.80



# Programmatic Planner cont.

**Justification** – The justification should be very detailed. Please breakdown duties being performed by task for the programmatic planner to support the number of hours. If staff is included, please confirm if staff attending will be compensated for time spent traveling. If so, the costs will need to be included in this request. Please include if planners rates are inclusive of fringe benefits. If fringe benefits are not included, please state how they will be provided. Please ensure all tasks are programmatic and not logistical in nature.

**Name & Title** – Person Name and Title (indicate if the person is staff or consultant)

**Cost/Rate** – Staff/Salary/Consultant Rate (include fringe benefits if applicable for staff).

**No. of Hours/Days** – The hours should be reasonable based on the event. Ensure that it is not excessive.

**Unit Type**– Please describe how you are calculating costs: Hours/Days- **\*Do Not Leave Blank or place a number in this field.**

# \*\*\*Programmatic Planner Threshold

Please ensure that the programmatic planning threshold is not exceeded, which is based on direct costs and indirect costs for programmatic planner. The threshold is \$200 for each attendee not to exceed \$35,000. If so, please lower the costs to meet the threshold or provide a detailed explanation as to why the threshold was exceeded for programmatic planning and JMD approval would be required.



# Conference Facilitator

The facilitator acts in the role as the trainer, moderator, speaker, instructor etc. for the conference.

- Conference facilitators can be internal staff or external contractors.
- Costs should include prep time preparing for speaking.





# Conference Facilitator

Justification	Name & Title	Cost/Rate	No. of Hours/Days	Unit Type (Hours,Days)	Total Direct Costs
<p>Program requires 2 trainers, Staff &amp; Consultant, paid 1 prep day + 1 training day at \$650/day. Trainers are paid for travel time, up to 8 hours per day- as they are located in various parts of the US, travel time required often exceeds 8 hours. They are paid, per trainer, up to \$650/day. This includes the staff fringe benefit of \$50 per day.</p>	Staff 1	650.00	4	Days	2600.00
	Consultant 2	650.00	4	Days	2600.00

**Justification** – The justification should be very detailed. Please provide who will be the facilitator. Please confirm if the facilitator will be compensated for time spent traveling. If so, the costs will need to be included in this request. If facilitator is staff, fringe benefits will need to be included. If fringe benefits are not included, please state how they will be provided.

**Name & Title** – Person Name and Title (indicate if the person is staff)

**Cost/Rate** – Consultant Rate up to \$650 per day. If exceeded, further justification and additional approval is needed. Staff rate is up to SES salary rate.

**No. of Hours** – Number of hours that facilitator will need to train including prep time, travel time, etc.

**Unit Type** – Please describe how you are calculating costs: hours/days - \*Do Not Leave Blank or place a number in this field.

## Other Costs

Other costs must be identified individually.

- These costs must be itemized on the Conference & Events Submission form.





# Other Costs

<b>Justification</b>	<b>Item</b>	<b>Cost/Rate</b>	<b>Quantity</b>	<b>Total Direct Costs</b>
Internet-WiFi for meeting room	Internet	75.00	2	150.00
CPE Credits for 3 individuals	CPE Credits	300.00	3	900.00

**Justification** – The justification should include a detailed description of the costs.

**Item**– Each item should be broken down and listed separately.

**Cost/Rate** – Cost should be reasonable and justifiable.

**Quantity**– Number of days, hours, amount etc, whatever quantity type that is applicable.



## Indirect Cost

Indirect costs associated with the direct costs necessary to plan and hold a conference must be included in all conference reporting.

- The indirect cost rate is in accordance with the negotiated indirect cost agreements.
- A current agreement (covering conference period) must be attached as supporting documentation.



# Indirect Cost

Justification	Item	Rate	Base	Total Direct Costs
This expense is for the approved indirect cost rate of 33.9% on logistical and programmatic planning, staff travel – cannot charge indirect on DOJ staff travel	Logistical Planner	.34	915	310.19
	Programmatic Planner	.34	518	175.60

**Justification** – The justification should be very detailed. Please provide the indirect cost rate. Please note that you cannot charge indirect cost on DOJ staff travel.

**Item** – Please include items the indirect cost will cover.

**Rate** – Please include indirect cost rate per the negotiated indirect cost agreement. The rate should match the rate in the agreement.

**Base** – Please include the base amount (before indirect cost added) for the items included.

# Conference Cost Findings



# Top Ten Conference Cost Findings

1. Breakdown of Programmatic and Logistical Planning Hours by Task.
2. Strong Justification on Line 14 on the Submission Form and Enhanced Justification on separate sheet if needed.
3. Lunch “On Your Own” should be addressed on the agenda.
4. Leaving columns and items blank on the submission form.
5. Attachments should be embedded in the supporting documents.
6. Not using the approved submission form for post reporting.
7. Indirect cost rate agreement must be current for the period of the conference.
8. Detailed breakdown in the printing category.
9. Lodging rates should address taxes.
10. Transportation category should address baggage fees.

# Conference Cost Reminders



# Conference Cost Reminders

- Conference Concept Approval form is required for OJP Conferences expected to exceed \$50,000.
- Please break down programmatic and logistical planning hours by tasks.
- Make sure that conference forms are submitted within the 90/120 day timeline.
- Before submitting a conference, please ensure that there is a strong, clear, and concise justification that ties to DOJ/OJP's mission.
- Do not create your own conference id, please leave that to OJP Staff.



# Questions





# Resources

# Conference Submissions Designated Email Boxes

## **Conference request for prior approval:**

**BJA:** [BJAConferenceReport@usdoj.gov](mailto:BJAConferenceReport@usdoj.gov)

**All other OJP Bureaus and Offices:**

[OJPConferenceCosts@ojp.usdoj.gov](mailto:OJPConferenceCosts@ojp.usdoj.gov)

## **Conference post reporting:**

[OJPConferenceCostReporting@ojp.usdoj.gov](mailto:OJPConferenceCostReporting@ojp.usdoj.gov)

# Policy Guidance

- DOJ Grants Financial Guide
- The Federal Travel Regulations (FTR)