



North Carolina Department of Crime Control and Public Safety Governor's Crime Commission

Beverly Eaves Perdue, Governor
Reuben F. Young, Secretary

Scott Thomas, Chair
Gwendolyn W. Burrell, Executive Director

November 23, 2011

Name
Address
City, State, zip

Re: OJP Financial Guide Changes

Dear Subrecipient:

As you may know, federal funding through the NC Governor's Crime Commission (GCC) is provided by the U.S. Department of Justice, Office of Justice Programs (OJP). Recently, OJP has made several key changes to its conference cost guidelines as outlined in the attached memorandum dated October 21, 2011. Please read the memorandum issued by OJP carefully as these changes are **effective immediately** and are incorporated into OJP's Financial Guide by reference, now superseding the previous guidance in the OJP Financial Guide and Food & Beverage Policy. In addition, the new policy supersedes prior budget approvals for food and beverage expenditures in active and pending GCC grant projects.

The key changes are as follows:

- No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event after October 21, 2011.
- Grantees that have already contracted to provide such services should renegotiate such contracts to avoid these expenditures.
- Meetings, trainings, etc., that are already scheduled may not proceed until you receive e-mail notification from OJP that the event and all of its associated costs have been approved. In the absence of such approval, grantees must cancel the event.

OJP states “Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from OJP.” Requests to have exceptions submitted to OJP (through GCC) should be made sparingly as such requests will be evaluated under great scrutiny by GCC to determine whether the merits of the request warrants further consideration and submission to OJP for approval. Requests for exceptions should be submitted no later than **90**

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days prior to the event. When hosting a meeting, training or conferences for which GCC grant funding is utilized, the agency must select a site for which attendees have access to sustenance. Agendas should be structured to allow ample time for attendees to obtain sustenance on their own. GCC will not approve contracts for venues that are located in remote areas and for which sustenance is not readily available.

In addition, the memorandum from OJP states “Meetings, trainings, etc., that are already scheduled may not proceed until you receive e-mail notification from OJP that the event and all of its associated costs have been approved. **In the absence of such approval, grantees must cancel the event.**” As the administrator of OJP funding, exceptions requests must be submitted by subrecipients to GCC. Appropriate staff of GCC will be responsible for making the request to OJP on your behalf. Since all requests must come first to GCC, it is very important that request for approval be submitted to GCC in a timely manner. It is imperative you complete and submit to GCC the “Request for OJP Approval” form for planned meetings, trainings and conferences so that staff may submit information for OJP approval as soon as possible.

OJP has further requested (in an e-mail dated September 30, 2011) that we work together to strictly minimize costs, ensure we are prudent in our spending, and avoid the fact or appearance of extravagant spending. This means determining whether there are alternative ways to provide training, such as webinars, finding the lowest cost locations and venues, minimizing travel costs and ensuring that all conference costs and trainings are necessary business expenses. All GCC funded conferences, meetings and trainings receiving OJP funding will be evaluated with this directive in mind.

As the fiscal agent for OJP funding, the Governor’s Crime Commission is accountable to ensure expenditures are reasonable, appropriate and allowable under OJP Federal Guidelines. Corrections to budgets may be requested by our office before and during the life of the grant to protect the integrity of the funds. Therefore, you may be asked by GCC staff to amend current budgets and adjust to the guidelines set forth by OJP. As herein provided, unallowable expenditures by sub-recipients will not be reimbursed.

Please contact your Grants Management Specialist if you have any questions regarding these changes and the process for receiving prior approval from GCC for meeting, training and conference expenditures.

Sincerely,

Gwendolyn W. Burrell
Executive Director

Enclosure



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