



# Sexual Assault Kit Initiative (SAKI) Grant Management: Approval Processes

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# Overview

- Roles and Responsibilities
- Conference Cost Requests and Reporting
- Grant Adjustment Notices
- Publication Approval Requests



# Programs Office Staff



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# SAKI TTA Team – Role in Supporting Site Grant Management

- Assist BJA in the dissemination of grant management requirements.
- Collect information from SAKI sites in a coordinated manner to aid BJA in making consistent and informed decisions related to contract special conditions.
- Facilitate communication between BJA Program Office staff and SAKI grant managers.
- Develop joint conference submission and reporting documents.
- Ensure all publications have obtained required prior approvals before dissemination on SAKI TTA platforms.

# Conference Cost Requests and Reporting

# Conference Cost Requests and Reporting

- All cooperative agreements must receive written prior approval for all conferences, meetings, and trainings that qualify as such by OJP. Conference Requests and Reporting guidance:  
<http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>
- Refer to the ten questions on Sheet A of the Conference & Events Submission Form to determine if your event will need approval. Conference & Events Submission Form can be found here:  
<http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10j.htm>

# Determining The Need For Prior Approval

1. Is the cost of the event greater than \$20,000?
2. Are there meeting room costs?
3. Are audio-visual 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. Do the participants represent multiple agencies that are not co-located or joined by an agreement (e.g., task force with MOU)?
7. Are there trinkets being purchased?
8. Is there a formal published agenda?
9. Are formal discussions or presentation panels planned?
10. Are there logistical planning costs beyond incidental internal administrative costs necessary to arrange travel and lodging for a small number of individuals?

# Important Definitions

- All definitions pertaining to Conference Cost Requests and Reporting can be found here:  
<https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10c.htm>
- **Conference** is defined broadly, and includes meetings, retreats, seminars, symposia, and training activities.
  - A conference typically is a prearranged formal event with at least some of the following characteristics: designated participants and/or registration; a published substantive agenda; and scheduled speakers or discussion panels on a particular topic.
  - A conference typically is **not** a routine operational meeting, a law enforcement operation or prosecutorial activity in connection with a specific case or criminal activity, a testing activity, or a technical assistance visit.



# Important Definitions

**Technical assistance visit** means travel by an individual or a small group of grantee/contractor staff members or consultants to provide training or technical assistance to a particular entity, where there are no costs to DOJ funds for meeting rooms, conference planning, or trinkets. Reasonable travel costs for technical assistance staff may be reimbursed.

**Agenda** means a *formal agenda* that provides a list of all activities that shall occur during the event, using an hour-by-hour timeline. It must specifically include the times during the event when food and/or beverages will be provided.

# When Prior Approval Is NOT Required

- Appropriately fill out the ten questions on Sheet A of the Conference & Events Submission Form and the associated signature blocks.
- You are encouraged to submit your Submission Form to your BJA grant manager for review.
- Retain the signed form in your financial records.
- Monitor your event as additional costs and logistics may change the answers to the ten questions.

# When Prior Approval Is Required

- No conference (regardless of the number of attendees) can proceed, nor can conference-related contracts (e.g., hotel contracts and travel arrangements/reservations) be signed, or conference implementation funding be obligated/work authorized until the cooperative agreement recipient has obtained DOJ's approval in writing.
- Conferences costing \$100,000 or less, and not exceeding any cost thresholds must be submitted 90 days in advance of the start of the conference or the deadline for signing conference-related contracts.
- Conferences costing over \$100,000, or exceeding any one cost threshold must be submitted 120 days in advance of the start of the conference or the deadline for signing conference-related contracts.

# Conference Cost Considerations

- Cost Comparisons must be used to minimize costs when selecting the location and facility.
- Cooperative Agreement recipients must adhere to cost limits for all cost categories.
- Meals and refreshments are generally unallowable.
- It is possible that a Conference Cost submission may require a Joint Conference Cost Submission with the SAKI TTA provider.

# Cost Comparisons

- Cooperative Agreement recipients should conduct pricing comparisons of at least 3 facilities in at least 3 locations (cities).
  - Written justification is needed to only target one location.
- Cost comparisons should include the following:
  1. Overall facility cost
  2. Availability of lodging at per diem rates
  3. Convenience of location
  4. Availability of meeting space, equipment, and supplies
  5. Commuting/travel distance for attendees.
- Cost comparison documentation should be submitted with the conference approval submission.

# Cost Categories with Cost Limits

- Meeting Rooms and Audio-Visual: \$25/day/attendee, not to exceed \$20,000.
- Meals and Incidental Expenses Reimbursement: defined by General Services Administration (GSA) breakdown.
- Lodging: Federal per diem rates are preferred.
- Logistical Conference Planner: the lower of \$50/attendee or \$8,750.
- Programmatic Conference Planner: the lower of \$200/attendee or \$35,000.

# Joint Submissions

- If SAKI TTA will provide partial financial assistance to an event, a Joint Conference Cost Submission will be required.
  - SAKI TTA will coordinate with grantees to ensure all costs are appropriately captured.
  - SAKI TTA will provide an internal number for tracking purposes.
- SAKI grantees are responsible for submission of their own Conference Cost form.
  - Grantees should include a statement in the submission email that indicates that the form is part of a joint submission, referencing the provided tracking number.
- BJA will combine both forms into a single submission.

# Post-Event Reporting

- All conference costs for events held by cooperative agreement recipients costing more than \$20,000, must be reported within 45 calendar days after the last day of the event.
- The conference report should include:
  - Purpose of the conference
  - Number of participants in attendance
  - Detailed breakout of all cost categories
- If actual costs are less than \$20,000, recipients can either file the report with the actual costs or notify your grant manager in writing that a report is not required.



# Grant Adjustment Notices

# Grant Adjustment Notice (GAN):

- A GAN is used to request project changes and/or corrections.
- GANs are submitted and approved through GMS.
- GAN types include:
  - Budget Modifications
  - Change of Scope
  - Project Period
  - Point of Contact Information
  - Removal of Special Conditions
  - Sole Source
  - Costs Requiring Prior Approval
  - Publication Plan Approval

# GAN Considerations

- A GAN must be initiated if the individual responsible for authorizing and signing official documents for the cooperative agreement has changed.
- A GAN needs to be initiated if a budget modification results in:
  - The proposed cumulative change is greater than 10% of the total award amount.
  - A change to the scope of the project.
  - An impact to a cost category, not included in the original budget (i.e. funds will be transferred from equipment to travel).
- A GAN must be initiated if the scope of the effort has changed.
  - Altering programmatic activities
  - Changing the purpose of the project
  - Changing the project site
  - Changes in key personnel
  - Contracting activities central to the award purpose
  - Scope changes with budgetary impact

# Publication Approvals

# Special Condition

The recipient agrees to submit to BJA for review and approval any **curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content**, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements:

*"This project was supported by Grant No. XXX awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."*

The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.

# Review Process

- SAKI Grantees should submit a draft of their publication for review to their Grant Manager and the Senior Policy Advisor, Dr. Angela Williamson via email.
  - Grantee's should plan to submit their drafts 30 days in advance of their earliest deadline.
- If edits are requested, the grantee should make the requested changes and re-submit the new draft via email.
- Once a final draft has been agreed upon, the grantee should submit a Program Office Approvals GAN.
- Once the GAN is approved, the document may be published.

# GAN Submission

- Within GMS, click the link to “Grant Adjustments”.
- Create a new Program Office Approval GAN.
- Select the appropriate SAKI Award.
- Select “Publication Plan Submission”.
- Enter additional information in justification fields, as necessary.
- Attach final draft of the publication to be approved
- Select Submit.

# Publication Approval Considerations

- All publications must include the appropriate statement, as written in each SAKI recipient's special conditions.
- SAKI grantees are responsible for submitting their own Publication Approval GANs.
- In order for SAKI TTA to disseminate SAKI site work products, they must have received all required approvals.
- If the publication requires feedback by the BJA Communications Office, additional review time will be needed.



# SAKI TTA Contact Information

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