



U. S. Department of Justice
Office of Justice Programs
Office of the Comptroller

April 1, 2005

Dear Colleague:

The Office of the Comptroller has revised the Office of the Justice Programs (OJP) Financial Guide for recipients of DOJ Grants and Cooperative Agreements. The new edition, dated March 2005, incorporates all revisions previously made via change sets issued through November 2003. Some additional revisions for this issuance include:

- Added language regarding the Award Notification and Acceptance Procedures and the Automated Clearing House (ACH);
- Added language regarding the Notification of Payments;
- Clarified language regarding the Local Law Enforcement Block Grants (LLEBG);
- Added language regarding Membership Fees;
- Added language regarding the Progress Reports and the Financial Status Report (SF 269);
- Updated language regarding Lobbying;
- Clarified language regarding Indirect Cost Agreements;
- Clarified language regarding Audit Report Requirements; and
- Updated the list of OIG Regional Offices.

The full content of the OJP Financial Guide can be accessed via the Internet <http://www.ojp.usdoj.gov/oc>. The Office of the Comptroller will be pleased to respond to any questions not covered by this manual. We welcome suggestions to improve the utility of this manual and its content. Inquiries and suggestions for improvements can be made by contacting our Customer Service Center at 1-800-458-0786 (select option #2) or via e-mail at ask.oc@usdoj.gov.

Sincerely,

Cynthia J. Schwimer

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Comptroller