

**U.S. Department of Justice
Office of Justice Programs
Office of the Chief Financial Officer**

October 2009

Dear Colleague:

Attached is a summary list of updates, which transmits revised pages to the August 2008 issue of the OJP Financial Guide. Highlights of the changes include the following:

- ▶ Added Eric H. Holder, Jr. as the new Attorney General;
- ▶ Revised the Internet address for the Office of the Chief Financial Officer (OCFO);
- ▶ Revised the language in Foreword regarding the Office of Chief Financial Officer (OCFO) responsibilities;
- ▶ Revised language regarding the High-Risk Applicant, Part II, Chapter 1: Application Process;
- ▶ Revised language regarding Award Notification and Acceptance, Part II, Chapter 2: Conditions of Award and Acceptance;
- ▶ Added language regarding Special Condition, Part II, Chapter 2: Conditions of Award and Acceptance;
- ▶ Added language regarding group events funded by Cooperative Agreements, Part II, Chapter 2: Conditions of Award and Acceptance;
- ▶ Revised language regarding the Automated Clearing House Enrollment, Part II, Chapter 2: Conditions of Award and Acceptance, “Automated Clearing House Enrollment”;
- ▶ Revised language regarding consultant services, Part III, Chapter 5: Adjustments to Awards;
- ▶ Added language regarding documentation standards related to Compensation for Personal Services, Part III, Chapter 7: Allowable Costs;
- ▶ Added language regarding Minimizing Costs of Meals and Refreshments, Part III, Chapter 7: Allowable Costs;
- ▶ Added language regarding the Financial Status Report, Part III, Chapter 11: Reporting Requirements;
- ▶ Added new language regarding the submission of Progress Reports under the American Recovery and Reinvestment Act of 2009, Part III, Chapter 11: Reporting Requirements;

- ▶ Revised language regarding the Consultant Rates, Part III, Chapter 15: Costs Requiring Prior Approval;
- ▶ Added language regarding Travel of Federal Employees, Part III, Chapter 16: Unallowable Costs;
- ▶ Revised the Web site address for Indirect Costs, Part III, Chapter 17: Indirect Costs;
- ▶ Added language regarding Audit Submission Requirements, Part III, Chapter 19: Audit Requirements;
- ▶ Added language regarding the Distribution of Audit Reports, Part III, Chapter 19: Audit Requirements; and
- ▶ Added new chapter regarding the American Recovery and Reinvestment Act of 2009 (Recovery Act), Part III, Chapter 20.

The Office of the Chief Financial Officer would be pleased to respond to any questions, and welcomes suggestions to improve the utility and contents of the Guide. The full content of the OJP Financial Guide can be accessed via the Internet at <http://www.ojp.usdoj.gov/financialguide>.

Sincerely,

Marcia K. Paull
CFO