**OJP Conference Certification Program**

**Evaluation Criteria and Program Requirements**

The Office of Justice Program’s Conference Certification Program allows selected cooperative agreement recipients who meet specific evaluation criteria, to self-certify conferences costing less than $100,000, that do not exceed established policy thresholds, and do not have food and beverage.

The following evaluation criteria will be reviewed for program eligibility and participation:

* The Cooperative Recipient must not be designated as a high risk.
* The Cooperative Recipient must have conducted at least 3 events in the past four fiscal years.
* The Cooperative Recipient must be consistent with conference policy compliance.
* The Cooperative Recipient must submit timely post event reports.
* The Cooperative Recipient must receive OJP leadership concurrence on program participation.

Organizations selected to participate in the Conference Certification Program, must:

1. Submit written conference approval policies and procedures for review and approval by OJP’s Office of the Chief Financial Officer (OCFO). The policies and procedures must comply with DOJ’s pre-event approval policy outlined in the DOJ Grants Financial Guide. The policies must also specify that the conference review personnel must be independent from the approval personnel and include procedures for estimating costs prior to the event and dealing with conferences that may exceed thresholds or have optics issues.
2. Certify that organization staff who will be involved in the conference process have taken OCFO’s *Conference Cost Submission, Approval, and Reporting Requirements* training webinar. This training will be held every other month. The OCFO Conference Training schedule is available at [OJP Financial Management Training Webinars | Office of Justice Programs](https://www.ojp.gov/training/financial-management-training-webinars).

For more information about OJP’s Conference Certification Program please reach out to your OJP Grant Manager.