



---

Washington, D.C. 20530

May 14, 2008

**MEMORANDUM TO OVW TECHNICAL ASSISTANCE PROVIDERS**

FROM: Cindy Dyer  
Director  
Office on Violence Against Women (OVW)

SUBJECT: New Department of Justice Policies Regarding OVW Technical Assistance Grants

As technical assistance providers you provide critical training, information, resources and assistance to our grantees. We know we would not be successful without your assistance and we value this important relationship. This memo is to inform you of two new Department of Justice policies.

**I. Use of the OVW Logo and Name**

In the past, OVW has instructed our technical assistance providers to use the OVW logo and name on conference materials, publications, and other products developed through cooperative agreements with OVW. We have been informed by our Office of General Counsel, however, that under current Department policy, OVW cannot allow third parties (including OVW technical assistance providers and grantees) to use the Department of Justice seal, OVW logo, or OVW tagline without prior approval from the Assistant Attorney General for Administration. A statement of this policy is provided on the Department's website at <http://www.usdoh.gov/legalpolicies.htm#seals>.

If you would like to use the OVW logo and tagline on future conference materials, publications, or products, please contact your OVW Program Specialist well in advance of the time of publication so that we may obtain the necessary prior review and Department approval.

This policy does not affect the requirement, provided in the "Office of Justice Programs Financial Guide" and "OVW Special Conditions," that OVW-funded materials and products include the following disclaimer:

"This project was supported by Award No. \_\_\_\_\_ awarded by the Office on Violence Against Women. The opinion, findings, and

conclusions or recommendations expressed in this publication, conference agenda, or product, are those of the author(s) and do not necessarily reflect the view of the Department of Justice.”

The disclaimer language should continue to be used on any OVW-funded publication.

This policy also does not affect OVW’s interest in working in full partnership with our technical assistance providers. We value the cooperative relationships we have developed with all of you and look forward to future endeavors.

## **II. Conference Planning and Reporting**

Pursuant to the *Department of Justice Appropriations Act of 2008* (P.L. 110-161), the Attorney General is required to submit quarterly reports on conferences to the Inspector General. The new policy defines a conference, in part, as a meeting, retreat, seminar, symposium, event or training activities. Specifically, a “conference” is typically a prearranged event with designated participants and/or registration, a published substantive agenda, and scheduled speakers or discussion panels on particular topics. This new reporting requirement applies to all of our past and current Technical Assistance cooperative agreements recipients for any applicable event that was held on October 1, 2007 or later. This reporting requirement will also apply to all new Technical Assistance awards from this date forward. Cooperative agreement recipients must itemize all of the transportation, M&IE, per diem and lodging costs paid through the award. OVW’s quarterly reports are now due. We are, therefore, requesting your assistance in gathering this information for us **within 60 days**.

Specifically, the new Conference or Meeting Report requires that within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide OVW Program Managers with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other direct costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, privately owned vehicle (POV)); and
- 4) local transportation (e.g., rental car, POV) at event location.

Please note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported. More importantly, this conference reporting requirement is a new special condition on all Fiscal Year 2008 cooperative agreements awards.

Our sister agency, the Office of Justice Programs, is currently developing a user-friendly form for cooperative agreement recipients to fill out so that we can collect this information to meet the new requirement. We will forward the form to you once it becomes available.

This directive supersedes all previous instructions from OVW on the use of the Department of Justice seal and the OVW name, logo or tagline and any previous correspondence related to conference planning. Thank you for your willingness to help us communicate and adhere to this new Department policy. If you have questions, please do not hesitate to contact this office.