

## DOJ Conference Request/Report Form Instructions

The form is divided into 9 sections lettered A through J. Skip straight to section A: General Conference Information.

### *Section A – General Conference Information*

1	Name of Requestor	This should be an OVW staff member; typically the program specialist or unit supervisor; for contracts it may be the COTR.
2	Component Name	Select “OVW” from the drop down menu.
3	Request or Report	Select whether it is a form being submitted for a request or report.
4	JMD Tracking #	Leave blank. JMD Tracking Number will be provided if additional DOJ approval is necessary.
5	Re-Submission	Leave blank unless this is a resubmission.
6	Official Title of the Conference	Enter in the title of the conference.
7	Blanket Request	Select yes or no. We can request approval for more than one conference at the same time if the name and purpose of each event are the same and they occur during the same fiscal year. Reporting for these events (if necessary) should be done on an individual basis—no “blanket report”.
8	Blanket Request, continued	IF this is a blanket request, provide number of occurrences, locations, and dates. If locations and dates of all occurrences are not known, please state as such.
9	Conference Start Date	Enter in the first day of activities for the conference.
10	Conference End Date	Enter in the last day of activities for the conference.
11	Location: Country	Select the country from the drop down menu.
12	Location: State/Territory/Possession	Select from the drop down menu.
13	Location: City	Enter in the location city.
14	Justification that conference is essential to accomplishing core mission	The space is limited to only 255 characters, so please be as brief and as persuasive as possible. Additional space for justification can be found on Sheet B.
15	Funding Appropriation Symbol	Enter the award or contract number.
16	Facility Name	Enter in the specific facility name. (e.g. Sheraton Uptown, Courtyard Marriott, Jackson Federal Building)
17	Facility Type	Select “Federal” or “Non-Federal” from the drop down menu.
18	Cooperative Agreement	Select “Yes” or “No” from the drop down menu to indicate if the conference is being supported by an OVW cooperative agreement.
19	Reporting Period	Select the federal fiscal year quarter in which the event

		took place: Q1 (Oct 1 – Dec 31), Q2 (Jan 1 – March 31), Q3 (Apr 1 – June 30), or Q4 (July 1 – Sept 30).
20	Number of DOJ Federal Attendees	Enter in the number of attendees who are DOJ employees.
21	Number of Other Federal Attendees	Enter in the number of attendees who are federal employees but who do <u>not</u> work for the Department of Justice.
22	Number of Non-Federal Attendees	Enter in the number of attendees who are not federal employees.
23	Total Number of Attendees	Do not enter anything. This box will auto-populate from the previous three boxes. This should equal the total number of anticipated attendees.
24	Total number of attendees whose travel expenses are paid for by DOJ	Enter in the number of attendees who are traveling to this event on a DOJ issued travel authorization (these are typically OVW staff) and the number of attendees whose travel expenses in whole or in part will be paid for by the cooperative agreement or contract supporting the event. (This should be the same as the cooperative agreement or contract provided in box A15 of this form.) Attendees whose travel expenses will be paid for by a federal agency other than the Department of Justice or by a grant, cooperative agreement, or contract other than the one identified in box A15 should not be included. However, for an accurate number you should confirm with your OVW program specialist the number of non-DOJ federal employees attending through invitational travel as well as the number of DOJ employees who will be in attendance.
25	Total Cost	Do not enter anything. This box will auto-populate.
26	Predominately Internal Event held at a Non-federal facility	Do not enter anything. This box will auto-populate.
27	Were Federal procurement regulations followed as appropriate?	Select answer from drop down menu.
28	Were all market research documents used in conference planning decisions retained?	Select answer from drop down menu.

## ***Section B – Total Conference Costs (Direct and Indirect)***

1. Conference Meeting Space (including rooms for break-out sessions) – Determine anticipated costs for conference meeting space.
2. Audio-Visual Equipment and Services – Determine anticipated costs of all audio-visual equipment, including microphones, projectors, screens, speakers, set up fees, etc.
3. Printing and Distribution – Determine anticipated costs for printing and distribution.
4. Meals Provided by DOJ –OVW funding can only be used to purchase food and/or beverages for a meeting, conference, training, or other event with prior OVW approval. For OVW cooperative agreements and contracts, these are typically working meals which will take place during the event. In rare circumstances, approval may be given for a DOJ-provided meal. Please see the OVW financial guide and confer with your OVW Program Specialist if a DOJ-provided meal is necessary for your conference. Determine anticipated costs of meals that will be provided to all attendees as part of the conference agenda. The cost for meals must be within their calculated threshold which is configured in Section D. “Meals Provided by DOJ” do not include M&IE costs/reimbursements or meals that will be covered through matching funds, funds provided to the grantee through an award from another federal agency, meals covered by program income (such as a registration fee), or funds received through any other non-DOJ sources (e.g. non-profit foundation). Please note, program income must receive prior approval from OVW.
5. Refreshments Provided by DOJ – Determine anticipated costs for refreshments. Note that using OVW funds for refreshments is generally prohibited and additional approval will be required for any refreshments being provided by DOJ.

<p>For B6-B9, the cooperative agreement recipient/contractor should confer with their OVW point of contact/program specialist for the estimated costs associated with any attendee who will be traveling on a DOJ travel authorization.</p>
---

6. M&IE for Attendees – Determine anticipated M&IE for attendees whose travel expenses are paid for by DOJ (defined in A24). If meals are being provided, the M&IE paid out should be reduced accordingly (i.e. if the daily M&IE rate is \$71 but lunch is provided, the M&IE reimbursement for attendees should be reduced by \$18 to \$53 for the day). For information on M&IE rates and values for individual meals, visit the General Services Administration website ([www.gsa.gov](http://www.gsa.gov)).

7. Lodging – Determine anticipated lodging costs for attendees whose travel expenses are paid for by DOJ.

8. Common Carrier Transportation – Determine anticipated transportation (primarily air travel) costs for attendees whose travel expenses are paid for by DOJ.

9. Local Transportation – Determine anticipated costs for local transportation (money used to get from airports to hotels, other local travel within the meeting location, and mileage) for attendees whose travel expenses are paid for by DOJ.

10. Conference Planner/Logistical – Determine anticipated costs for logistical conference planners. Logistical conference planners perform the logistical planning necessary to hold a conference, which may include: recommending venues, advertising, setting the stage and audio-visual (A/V) equipment, securing hotel rooms, interacting with caterers, and other non-programmatic functions. These can be determined by hourly rates or actual set contracts. These costs must be estimated and tracked regardless of whether the logistical planning is conducted by internal staff or an external planner.

11. Conference Planner/Programmatic – Determine anticipated costs for programmatic conference planners. Programmatic conference planners develop the conference agenda, content, and written materials. They may also identify and/or provide appropriate subject matter experts and conference participants. **Please note:** while at times programmatic planning costs may be quite small, it is very unlikely that these costs would ever be zero. These can be determined by hourly rates or actual set contracts. These costs must be estimated and tracked regardless of whether the logistical planning is conducted by internal staff or an external planner. *Please contact OVW if you need additional guidance on what to include when calculating these costs.*

12. External Conference Trainer/Instructor/Presenter/Facilitator – Determine anticipated costs for trainers, instructors, presenters, facilitators, or anyone who will be considered “faculty” at the conference. “External” refers to those who are not employed by the DOJ nor by the cooperative agreement recipient holding the conference, so this may include speakers from private organizations and other non-DOJ federal agencies. Do not include travel, lodging, and M&IE expenses in this category. Those should be reflected in the previous general categories for travel, lodging, and M&IE.

13. Other Costs – Itemize costs of other factors that contribute directly to the total cost of the conference.

14. Total Conference Cost – This section will auto-populate.

### ***Section C – Meals & Refreshments Threshold Calculator***

Enter in the per diem rates for the applicable locations. Select the values from the drop down menu. Only one of these boxes should be selected. Complete this part before starting Section D. Program Specialists should double check that the appropriate M&IE rate is being used <http://www.gsa.gov/portal/category/21287>.

### ***Section D – Meals***

If applicable, enter in the number of times a certain meal is provided. For example, if you are holding a 3-day conference with 100 attendees, and you are having a working lunch on the second day which you are paying for with your cooperative agreement funds; you would enter in “1”; not 100. The “number of attendees” will be auto populated from a previous section in the request form. After entering in data, a JMD threshold will calculate automatically in the last column. Meal costs should not exceed the thresholds that are generated. If they do exceed the thresholds, additional justification will be required and the conference request, even if under \$100,000, will have to be submitted for additional Department of Justice approval.

## Government Provided Meals: Breakfast, Lunch, Dinner

### Possible Justifications

- The location of the event is not in close proximity to food establishments. Again, it should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- If not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- If a special presentation at a conference requires a plenary address where there is no other time for food to be attained; or
- Other extenuating circumstances which necessitate the provision of food.

Please note that while the ceiling for meals is 150% of the GSA allocation of the meal to be provided, requests should come in well below the ceiling.

### ***Section E – Other Thresholds Calculator***

This section is designed to help determine the thresholds allowable for a particular conference/event. This section is entirely generated automatically. You do not need to enter in any additional data. It is merely for your reference. These thresholds should be considered outside caps, and every effort should be made to come in well under these caps – particularly when requesting permission to provide meals.

### ***Section F, G, and H – Justifications***

If any of the boxes in this section is *white*, that indicates that an explanation is required for that specific conference cost category. No justification is required if the cells remain dark *gray*. Please note that if any of the cells turn *red*, that means the cost is over the threshold and the form cannot be submitted for approval until it is under the threshold. Additional justification should be provided on Sheet A.

### ***Section I – Facilities Considered***

This section should include all the different venues and facilities that were considered, both federal and non-federal. To the extent possible, please make sure that federal facilities are part of the selection process. In the first line of this section, the total estimated cost will be auto-populated since this is the facility that was selected. Please fill in the remaining pieces of information. For the subsequent lines, indicate the name, facility type, total estimated cost of the entire conference (not just the meeting space cost), select “no” for the selected question, and then the reason for non-use.

### ***Section J – Attendee Information***

This section should include information about where the attendees are coming from, their organizations, and the number of expected attendees. For many OVW cooperative agreements, the bulk of attendees can be classified as “various attendees”, coming from “nationwide” locations. Other groups may include those coming from the same organizations such as OVW. If three OVW staffers were going to a conference, you could group those three together into one line, saying they are coming from “Washington, DC” and are with “USDOJ – OVW”.

<b>Estimated Attendee Information – Example</b>			
<b>Attendee Duty Station</b>	<b>Attendee Org</b>	<b>Number of Attendees</b>	<b>Non-DOJ Employees</b>
X County	X County Sheriff’s Dept	27	<b>Non-DOJ Employees</b>
X County	X County Prosecutor’s Office	1	<b>Non-DOJ Employees</b>
Washington, DC	OVW	1	<b>DOJ Employees</b>
X City	X Women’s Shelter	1	<b>Non-DOJ Employees</b>
X City	Trainers – No Org	2	<b>Non-DOJ Employees</b>
San Francisco, CA	Futures Without Violence	3	<b>Non-DOJ Employees</b>

### ***Additional Notes***

If your event requires additional Department of Justice (AAG/A, DAG, or AG) approval, you will need to submit a draft conference agenda with the request.