

OCVS Grants – Questions and Answers during COVID-19

Services & Staffing:

1. Can VOCA-funded staff provide counseling sessions over the phone instead of in-person? **Yes.**
2. Will OCVS reimburse for hours that staff spend working from home? **Yes, as long as they are working on tasks related to the grant project.**
3. How should staff working from home document their hours? **Those staff should work with their supervisor to log their hours. You can work with your grant specialist if you have specific concerns about documenting time worked.**
4. Will OCVS continue to fund non-personnel costs (rent, utilities, etc.) if we temporarily reduce or suspend services? **Yes. Please notify your grant specialist if you reduce or suspend services.**
5. Some staff don't have work that they can bring home. Can I assign them work outside of their position description to work on from home? **Yes, as long as it furthers the goals of your grant-funded program. If you have questions about a specific job or project you would like a staff person to work on, contact your grant specialist.**
6. Can OCVS cover sick time for grant-funded staff? **Yes, as long as you follow your agency policies pertaining to paid leave and non-grant staff receive the same benefits.**
7. Can OCVS cover leave for staff if our agency has to temporarily close? **Yes, as long as you follow your agency policies and all staff (both Federally funded and non-Federally funded) are treated equally, we can continue to reimburse the OCVS grant funded project even if services are temporarily reduced.**
8. My sick-leave policy doesn't seem sufficient to cover the current situation, can I change it? **Yes. Work with your board to revise your policy, communicate the changes to your employees and your grant manager, and upload the new policy in Egrants.**
9. What do I do if I can't access Egrants remotely? **Work with your grant manager to make any needed modifications to your grant, and to modify any pending grant deadlines. We will be as flexible as possible during this situation.**
10. Is OCVS planning on releasing additional funds to help cover the costs of this crisis? **OCVS is not currently planning on releasing additional funds but will continue to monitor the situation and the needs of the agencies we work with.**
11. I have an expense related to the situation that was not included when I first wrote my budget, can OCVS help me move funds to cover it? **Yes. Your grant manager can help you identify funds to move in your budget and can submit a modification on your behalf if circumstances make it impractical for you to do it yourself.**

12. I'm worried that reducing or suspending services will negatively impact our PMTs/performance measures/goals, will OCVS be looking at these things when making future funding decisions?
There is no need to worry about grant benchmarks right now. OCVS will not let any changes to service levels during this crisis negatively impact anyone's funding through our office.
13. If delivery of services is reduced (external presentations, outreach, education, etc.) how should I document this? Will an exception be made to my workplan/goals due to the pandemic? **A reduction in services should be documented in your program reports in Egrants.**

Modifications:

1. Will OCVS be flexible with modification timelines (i.e. made within the pay period)? **Yes, OCVS will be flexible. Please reach out to your grant manager via email for any proposed changes and OCVS can work with you to do a modification on your behalf or document approval via email.**
2. Will OCVS be flexible with the agencies to allow modifications for these unforeseen events? **Yes, we understand that these circumstances are outside of anyone's control and OCVS will do our best to address any grant related issues that arise from COVID-19.**
3. Can I make a modification to my One-Time funding in order to respond to staffing and client needs? **Yes. OCVS will make this exception to allow a modification to your recent one-time funding addition. We will only allow the modifications for emergency staffing and client needs as a response to COVID-19. Examples include: cell phones and plans for staff working remotely; emergency funds for clients, etc.**
4. Will the deadline to purchase equipment from the One-Time funding be extended? **Yes, we will allow an extension to purchase equipment through April 30, 2020. If purchases cannot be made before April 30th, OCVS will continue to be flexible. Please contact your Grant Manager.**

Purchased Travel:

1. My conference was cancelled. How will these expenses be paid for? **OCVS recommends that you seek credits or reimbursements for any pre-paid expenses. For airfare credits, OCVS will allow future conferences/trainings whether or not they are within the grant period. Please keep good records, receipts, etc.**

Reports (VOCA):

1. Can you provide the semi-annual questions from Egrants for VOCA on your website so that programs can share with staff work on at home? **Yes, the questions have been added to the VOCA webpage under Resources for Current Subrecipients.**
<https://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca>
2. What should we do regarding OVC PMTs and our programs limited ability to enter information into Osnium remotely? **Please make a comment on OVC PMT report that your agency had to**

reduce services due to COVID-19. This has occurred before on a limited basis and people have just noted the unforeseen circumstances and how it affected their reports and numbers. As this is a nationwide issue, OVC should understand and OCVS would support our agencies in that assertion that the ability to enter all information into Osnium was outside their control.

3. How will program reports be handled? **OCVS has posted the semi-annual program report questions on our website. Please gather information to the best of your ability for these reports. If the report is impacted by the COVID-19 pandemic, please indicate this on your report. The program report is due in Egrants on April 30, 2020.**
4. Are OVC PMT's still required? **Yes, OVC PMT and data tracking is a federal requirement. If the COVID-19 pandemic impacts your numbers, please indicate this in your report. As we talk about creative ways for your staff to continue working on VOCA allowable projects while away from the office, coming up with a new reporting procedure for your agency may be an option.**

Match

1. We're concerned about our agency's ability to meet the match requirement given the reduction in volunteers and/or services. **For the time being, try not to be too concerned with match. Report what you can on the fiscal reports. In June or July, OCVS will work with subgrants who are behind on match to determine if a revised partial match waiver request needs to be submitted for those with currently approved partial match waiver or if a partial match waiver request needs to be submitted for those without an existing approved partial match waiver request. OCVS really wants our subgrants to be able to focus on the crisis at hand and we have time to work on some of the grant concerns later.**
2. Volunteer utilization has been suspended due to the pandemic; this will reduce volunteer hours for match. Am I able to submit a modification with another match source? **Yes, communicate with your grant manager and financial specialist as you identify these gaps. A modification may be submitted once you identify another match source.**

Extensions:

VOCA

1. Will extensions be granted for VOCA subgrants for the 10/1/2019 to 9/30/2020 grant period? **No, unfortunately OCVS cannot grant extensions for VOCA subgrants as OCVS cannot get extensions at the federal level for VOCA.**

VOCA Discretionary Training, CORE Training, and TA Grants

1. Will extensions be granted for Training, CORE, and TA grants provided through OCVS for the grant period 1/1/2020 to 9/30/2020? **Yes, OCVS will allow extensions through the end of the calendar year (12/31/2020) for Training, CORE, and TA grants as there are different grant regulations than VOCA subgrants that provide direct services.**