

## **Powers, Amanda L.**

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**From:** Grady, Cynthia A.  
**Sent:** Monday, March 16, 2020 11:51 AM  
**To:** Grady, Cynthia A.  
**Cc:** Powers, Amanda L.; Colletti, Mary A.; Phelps, Shira R.; Nienow, Teresa A.; Griffith, Jacob A.; Watson, Courtney A.; Wartzluft, Justin M.; Kuhn, Jason E.; Herranz, Tanya D.; Varnadoe, Leah A.; Kanack, Susan M.; Thompson, Lori L.; Viste, Michelle L.  
**Subject:** RE: OCVS Grants Updates re COVID-19  
**Attachments:** Sustaining Services for Survivors During COVID-19

Good morning,

Here are a few updates from the OCVS Grants Team:

- Most (if not all) of the Grants Team is working remotely. We will be checking our voicemail regularly, but note there may be some delays in responding as we are trying to be flexible with schedules due to schools closing.
- Please make sure any budget modifications and fiscal reports are done correctly. This will reduce the turnaround time significantly.

### **Grant Modifications:**

OCVS realizes that agencies may need to shift some grant funds around in order to meet the immediate needs of your staff and clients. We understand that you are busy figuring out how to best continue services to victims. Therefore, taking the time to log into Egrants might be challenging for you, and we would like to help you with the budget modification process.

- If you feel that funds need to be expended for the immediate health and safety of your staff and clients; OR, if there are other immediate needs to continue services:
  - Email your Grant Manager and Financial Grants Specialist with specific information and a clear justification for the modification
  - OCVS Grants staff will start the modification for you, and will follow up with additional questions if needed
  - We hope to expedite the modification process, and may consider written approvals via email rather than waiting for a signed GAN to expend the funds
  - Please only consider this option if you feel that you have immediate needs

### **One-Time Budget Modifications:**

- For those agencies that were approved to purchase equipment, technology or other one-time items, the deadline to purchase is extended through April 30, 2020.
- If your agency is in need of emergency funds or other immediate needs, consider using your One-Time expenses for these funds in lieu of purchasing the items in your original request. Note that an additional modification will need to be done and approved.

### **Questions:**

The Grants Team is receiving quite a few questions relating to the grant awards and funding.

- We are developing a Q&A document and will share/update on an ongoing basis
- Please email your Grant Manager, Financial Grants Specialist, or me with any questions.
- We will put out the Q&A information via email and on our website.

### **Resources:**

- <https://www.endabusewi.org/>

- <https://www.wcasa.org/>
- <http://reachingvictims.org/>
- [https://nnev.org/latest\\_update/resources-response-coronavirus-covid-19/](https://nnev.org/latest_update/resources-response-coronavirus-covid-19/)
- <http://reachingvictims.org/events/> (this is a link to the calendar, which lists informative webinars)

Thank you!  
Cindy

**Cindy B. Grady**

Director of Grant Programs & Operations  
Wisconsin Department of Justice  
Office of Crime Victim Services  
(608) 264-6209

**From:** Grady, Cynthia A.

**Sent:** Friday, March 13, 2020 2:21 PM

**To:** Grady, Cynthia A. <gradyca@doj.state.wi.us>

**Cc:** Powers, Amanda L. <powersal@doj.state.wi.us>; Colletti, Mary A. <collettima@doj.state.wi.us>; Phelps, Shira R. <PhelpsSR@doj.state.wi.us>; Nienow, Teresa A. <NienowTA@doj.state.wi.us>; Griffith, Jacob A. <GriffithJA@doj.state.wi.us>; Watson, Courtney A. <watsonca@doj.state.wi.us>; Wartzluft, Justin M. <WartzluftJM@doj.state.wi.us>; Kuhn, Jason E. <kuhnje@doj.state.wi.us>; Herranz, Tanya D. <herranztd@doj.state.wi.us>; Varnadoe, Leah A. <varnadoela@doj.state.wi.us>; Kanack, Susan M. <KanackSM@doj.state.wi.us>; Thompson, Lori L. <thompsonll@doj.state.wi.us>; Viste, Michelle L. <visteml@doj.state.wi.us>

**Subject:** OCVS Grants Updates re COVID-19

Hello,

We would like to provide everyone with up-to-date information regarding the operations of the OCVS Grants Team, and attempt to answer several questions that have come to us during the COVID-19 situation.

**Pre-purchased travel, airfare, training registrations:**

If you or someone at your agency has purchased airfare for an event, training or conference, and the event has been cancelled or you decide not to attend:

- Please contact the airline via phone, online or email. Ask for a refund or credit.
- If you receive a refund, and have already been reimbursed for that expense from OCVS, please contact your OCVS Grant Manager.
- If you receive a credit for a future flight, you will be able to select a future event, training, or conference and apply that credit towards your flight. The event will be allowed as long as the credit is valid, whether or not it occurs within the grant period. If the new airfare price exceeds the pre-purchased airfare price, OCVS will allow this to be covered by your grant.
- Any future events must also be allowable and approved by your Grant Manager.

If you or someone at your agency has incurred registration fees, and the event has been cancelled or your decide not to attend:

- Contact the event organizer and ask for a refund or a credit towards their next event (if applicable).
- If a refund or credit is not an option, OCVS will still cover that expense provided that efforts were made to request a refund or credit.

### **Reduction in services:**

- Regarding programs who may have to reduce services due to a health crisis resulting in quarantines: We've been advised that programs should use their existing leave policies to address employee absences. If you do not currently have policies regarding working remotely and paid administrative or sick leave, you may wish to develop them prior to an event occurring.
- Provided your organization has policies in place and all staff (Federally funded and non-Federally funded) are treated equally, we can continue to reimburse the VOCA-funded project even if services are temporarily reduced.
- Please upload developed policies in Egrants.
- For other operational services, please consider following your agency's policies; and if you do not have policies in place, we encourage you to do that now.
- OCVS grant funding will not be jeopardized as a result of a reduction in services.
- Please contact your OCVS Grant Manager or Financial Grant Specialist if a reduction in services occurs.

### **Modifications, Fiscal Reports and Payments:**

- OCVS will make every effort to ensure timely approval of modifications, fiscal reports and payments.
- Please note that if OCVS is required to work remotely, or if staff need to be quarantined, there may be delays in approvals and payments. This would include employees that also approve payments such as our Bureau of Budget and Finance, and the WI Department of Administration.
- Please ensure that your modifications and fiscal reports are accurate! If we have limited access to our network, staff, or Egrants Helpdesk, then approvals and payments will be further delayed due to the time it would take to make any corrections. It is extremely important to ensure accuracy of your modifications and fiscal reports.

### **Documentation:**

- We ask that all grant recipients keep good documentation regarding modifications, fiscal reports, travel reimbursements or credits, etc. This will be necessary for future reimbursements and payments, and in the event of an audit.
- Documentation can include, but may not be limited to, notes on emails or invoices, records from airlines or event planners, or communication with OCVS staff. We will do our best to maintain information on our end as well.

We hope that everyone stays healthy. Let us know if you have any questions. For information regarding COVID-19, please consult the WI Department of Health Services or CDC websites for information.

Thank you,  
Cindy



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