

GOVERNMENT OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS



MEMORANDUM

TO: All OVSJG Grantees
FROM: Michelle M. Garcia *Mg*
Director
SUBJECT: Coronavirus (COVID-19) Guidance
DATE: March 13, 2020

The Office of Victim Services and Justice Grants (OVSJG) is releasing this guidance to assist grantees and their employees in responding to concerns about coronavirus (COVID-19), and to preserve the continuation of program services, to the greatest extent feasible, while such concerns persist.

For up-to-date information on the District's response to coronavirus (COVID-19), please visit coronavirus.dc.gov. OVSJG strongly advises all grantees to monitor and follow guidance issued by the Executive Office of the Mayor and DC Health.

Effective March 13, 2020, all grantee organizations are eligible to reprogram grant award funds in reasonable fashion to:

- Purchase protective supplies - disinfectant, hand sanitizer, etc.
- Cover staff leave expenses as follows:
 - *Grantees should use their existing leave policies to address employee absences. If you don't currently have policies regarding working remotely and paid administrative leave, you may wish to develop them prior to an event occurring. Provided your organization has policies in place and all staff, regardless of funding source, are treated equally, we can continue to reimburse the project even if services are temporarily reduced.*
- Provide telephonic or video services to clients/program participants, provided such services can be rendered in accordance with agency policies; grant requirements; and any applicable privacy, confidentiality, and HIPPA guidelines.
- Access remote meeting services such as GoToMeeting or Zoom.

Our expectation is that grantees will continue to provide services and grant deliverables to your clients and populations served. If you require modifications to work plans, timelines, budgets or deliverables, please contact your grant manager to discuss prior to making any modifications.

If you elect to reprogram grant funds in response to coronavirus (COVID-19) concerns, please contact your grant manager immediately for assistance in accurately completing your Grant Adjustment Notice (GAN) to avoid processing delays. If there are other items for which you would like to reprogram funds, please contact your grant manager to discuss.