



DEPARTMENT OF JUSTICE
CRIME VICTIM & SURVIVOR SERVICES DIVISION

March 19, 2020

RE: CVSSD Update Flexible Funds

Good Morning,

Thank you for everything you are doing to support survivors, staff and colleagues during this unprecedented time. I know you are facing unexpected expenses and exploring creative ways to continue providing services. CVSSD is here for you. We want to support you in any way we can. And, to that end we are suspending or relaxing some of our budget requirements in the hope that it allows you more freedom to do what needs to be done.

Flexible Spending: Just make sure it's allowable

From this point forward, and at least through the next quarter (ending June 30, 2020), if you need to spend grant funds on **ALLOWABLE** expenses not currently reflected in your budget, you are allowed to do so without prior approval and without a formal budget amendment request. Please remember that we are unable to reimburse UNALLOWABLE expenses.

This applies to spending across all fund types: VOCA, ODSVS, CFA and CAMI funds and reporting of grant budget adjustments. This is also true of VAWA funds, but because VAWA sometimes has stricter requirements we suggest you speak with your fund coordinator to ensure expenses are allowable under VAWA.

Tracking these funds: Document the expenditure in the correct categories

When you submit your financial reports please include a detailed description of the expenditures and from which line item you are covering those expenses. You will enter those expenditures in the correct categories, even though it may show that you have no funds budgeted within those categories. We will temporarily disable the error messages that might otherwise occur. It is critical that you retain all supporting documentation for these expenses for future verification if needed.

Yes, this includes money previously budgeted for training and/or emergency services

The Emergency Services and Training funds that were added to your awards in the last year may also be used for other allowable expenses during this time.

To reiterate, if you have the funds in your budget, and you need flexibility to maintain or modify services, and the expenditure is allowable, you may use funds outside of previously budgeted

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categories. If you have questions, call us. We are all working. Some of us from our kitchens and dining rooms, but we are here and happy to answer any questions or help strategize with you.

Many thanks,

Shannon

Shannon Sivell, J.D.