

From: cvsd-grants <cvsd-grants-bounces@listsmart.osl.state.or.us> **On Behalf Of** Sivell Shannon L via cvsd-grants

Sent: Friday, March 27, 2020 9:55 AM

To: 'cvsd-grants@listsmart.osl.state.or.us' <cvsd-grants@listsmart.osl.state.or.us>

Subject: [cvsd-grants] CVSSD Update re PMT and Personnel Costs

Good Morning All,

I wanted to reach out with a couple updates that I hope will be helpful as you continue your work in the wake of COVID-19. We know these are very difficult times and you are having to make difficult decisions very quickly. CVSSD will continue to problem-solve on our end to find ways we can support your work and ease the burden you're facing. [Additionally, we will be archiving all of these communications and other information on our webpage so you can find them for easy reference.](#)

Deadlines for PMT and Progress Reports are extended to May 31st

Personnel Costs - Grant funds can cover costs of staff working remotely, teleworking, or paid leave, so long you have a policy in place that allows staff to work remotely, telework or receive paid leave.

In our March 13, 2020 email we indicated that grant funds can be used to pay out-of-the-ordinary staff leave costs associated with closing the office, closing a shelter or sick leave. In order to do so, you should have policies in place that allow for those scenarios. For example: do you have a written policy allowing staff to telework in the event that their work station is closed? If not, you should write one. Or add this scenario to your current leave policy.

Your policy regarding personnel costs must treat all staff the same, regardless whether they are grant funded or not. But outside of that, your policies are up to you. Just make sure you have them in place. Once you have a policy that states that all staff receive X number of hours of paid sick leave, then you can pay for that expense using grant funds.

Our guidance here is consistent with direction coming from our federal funders. You are the best situated to develop policies that are relevant to your programs and that fit within your current structure. We are not going to proscribe any particular policy language or process. **CVSSD does not need to approve your policies** with regard to these changes. We will defer to you and your administrative practices regarding policy development and approval with your boards. But don't hesitate to call any of us if you want to talk this over.

As an additional note: OVW has suggested programs may want to back date these policy changes to the beginning of this pandemic. I can't advise you on that so talk it over with your board.

With Gratitude,
S

Shannon Sivell, J.D.

Pronouns: she/her

Director | Crime Victim and Survivor Services Division

Oregon Department of Justice

(O) 503.378.2200

(C) 971.409.0977