



**U.S. Department of Justice**

Office on Violence Against Women

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Washington, DC 20530

19 March 2020

Dear OVW Award Recipient:

As we continue to deal with the COVID-19 national emergency, OVW is working to respond to the many questions this national emergency has raised for our award recipients.

OVW strongly encourages you to carefully review and, if necessary, modify your existing human resources policies to ensure they address telework, remote work, and/or administrative leave in the advent of unexpected or extraordinary circumstances, such as the current COVID-19 national emergency. You should consult your board and you may want to consider making such policies effective on the date such circumstances began, if permissible under your laws, rules, and policies.

Unless your organization has outstanding audit recommendations from the Office of the Inspector General (OIG) or monitoring findings from the Office of Justice Program's (OJP) Office of the Chief Financial Officer (OCFO) requiring DOJ approval of your human resources policies, you do not need to submit a Grant Adjustment Notice (GAN) to implement these policies.

Attached you will find information, in question and answer format, regarding the use of federal grant funds to pay staff, in certain circumstances outside their normal business operations.

As you know this has been and continues to be a very fluid situation. As more guidance becomes available, we will endeavor to relay information affecting your grant operations as quickly as possible.

We sincerely appreciate your continued partnership and dedication to this important work.

Sincerely,

A handwritten signature in blue ink that reads "Laura L. Rogers".

Laura L. Rogers  
Acting Director