



**OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT**  
VICTIM SERVICES DIVISION  
120 SW 10<sup>TH</sup> AVENUE, 2<sup>ND</sup> FLOOR  
TOPEKA, KANSAS 66612-1597  
(785) 368-8305 (PHONE)  
(800) 828-9745 (TOLL-FREE)  
785-296-7796 (FAX)

\*\*\*\*\*

**SFY 2020**

**OAG Victim Services Grants COVID-19 Grant Project Revision Guidance**

## **OAG Victim Services Grant Project COVID-19 Revision Guidance**

### ***Revision to OAG Grant Budget Narrative, COVID-19***

#### **Personnel and Fringe Benefits Category Revisions**

- 1. Change in Responsibilities** - The OAG will consider revisions requested to the existing Award Grant Budget Narrative to allow grant-funded staff to assist in other responsibilities within the organization from March 1, 2020 to June 30, 2020 when necessary for meeting victims' needs.
  - Please revise the existing OAG Grant Budget Narrative by adding a new line item for this new objective, complete with details regarding hours to be worked, rate of pay for that responsibility, and percentage covered by the OAG grant. The fringe benefit category must be revised to correspond to the changes in the Personnel section of the revised Budget Narrative.
  - Please add new or modified objectives and associated tasks to the existing grant objectives to correspond to this new line item in the budget.
- 2. Administrative Leave** - If, due to federal, state, or local health recommendations it is necessary for a staff member whose salary is funded through an OAG grant to remain at home, grant funds may be used for up to two weeks of administrative leave if permitted under agency policy. In that time frame, it is essential for agency leadership to develop new objectives in line with the grant goals that will allow the staff person to complete related tasks from their home environment. Leadership must get the noted changes approved by OAG. The OAG grant-funded staff may then perform the necessary duties from home and be paid for their work accordingly should federal, state, or local authorities extend the need for them to remain out of the agency. A budget revision that reflects the expenditures associated with implementation of these newly developed objectives must be uploaded to the Office of the Attorney General Grant Reports website no later than April 15, 2020 at 11:59 pm.
- 3. Travel and Training Category Revisions** - The OAG will consider revisions requested to the existing Award Grant Budget Narrative to allow the unspent funds in the Travel and Training Category to be moved to other line items in the revised Budget Narrative with justification provided. Funds that were previously budgeted for the Crime Victims' Rights Conference may be moved to another line item or used for other training to receive the required 14 hours. Likewise, mileage that was previously budgeted that will not be used between March 1, 2020 to June 30, 2020 may be moved to another line item in the revised Budget Narrative.

#### **Supplies and Communications Category Revisions**

- 1.** The OAG will consider revisions requested to the existing Award Grant Budget Narrative to allow grantees to revise an existing line item, or to add a new line item, to fund the cost of additional supplies or communication supplies between March 1, 2020 to June 30, 2020 if these are necessary for completing tasks for that position.

#### **Facilities Costs**

- 1.** The OAG will consider revisions requested to the existing Award Grant Budget Narrative to allow grantees to revise an existing line item, or to add a new line item, to fund the cost of alternative expenditures associated with housing victims in a hotel or motel between March 1, 2020 to June 30, 2020.

- Please estimate the number of nights to be used between March 1, 2020 to June 30, 2020 and the estimated cost.
- We encourage you to contact management to negotiate an appropriate rate to be paid for these rooms between March 1, 2020 to June 30, 2020.
- In addition, create an agreement between your agency and the hotel/motel management that takes into account the local health department and State of Kansas health and safety recommendations for hotel and motels between March 1, 2020 to June 30, 2020.

### **Equipment Category Revisions**

1. The OAG will consider revisions requested to the existing Award Grant Budget Narrative to revise an existing line item, or to add a new line item, for equipment needed for the position to enable a grant-funded staff to work remotely from home with as much victim confidentiality as possible.
2. These purchases may be made between March 1, 2020 to June 30, 2020.

### **Contractual Services Category Revisions**

1. The OAG will consider revisions requested to the existing Award Grant Budget Narrative to revise an existing line item, or to add a new line item, in contractual services category.
2. These purchases may be made between March 1, 2020 to June 30, 2020.

### **Other Services Category Revisions**

1. The OAG will consider requests to revise an existing line item, or to add a new line item, in the “Other” services category. These might include specific assistance funding to assist residents with medications, medical/dental appointments, etc.
2. If you are adding a new line item, please complete all of the line item details regarding the proposed expenditure, including the percentage covered by the OAG grant.
3. These purchases may be made between March 1, 2020 to June 30, 2020.

### ***Revision to OAG Grant Objectives***

1. Please revise your objectives as necessary to incorporate new and creative ways to accomplish the SFY 2020 grant project objectives.
2. The OAG understands that there are many different reasons that challenge a grantee’s effort to accomplish all of their grant goals and objectives during a grant year. We recognize that often, those very real barriers and issues actually help us learn more, and cause us to change and improve the services provided to victims.
3. When reporting on Goals and Objectives accomplishments in the Project Narrative Reports, please explain the barriers and issues you have encountered, and how you have used the lessons learned to make the necessary changes to work through those barriers and issues. Please explain in the justification how you will be addressing these issues and barriers to reaching existing goals and objectives between March 1, 2020 to June 30, 2020.
4. You will be building new capacity for your organization by implementing many of these new and innovative objectives. These might be useful in your application for the next fiscal year.

**All revisions to the OAG Grant Budget Narrative and Goals and Objectives must be justified and approved by the Executive Committee of the organization, using the process explained below.**

1. All documents associated with the Revised Goals and Objectives, and Budget Revision must be uploaded into the Grant Reports website no later than April 15, 2020 at 11:59 pm.
2. The revision to the OAG Grant Budget Narrative and Goals and Objectives must be justified and approved by the Executive Committee of the organization.
3. We understand that it may not be possible to scan documents while working from home, so please use this new process for the submission of the revised Grant Budget Narrative and the revised Goals and Objectives:
  - It is not necessary to upload a pdf into the Grant Reports website:
    - a. The justification letter may be uploaded as a Word document.
    - b. The revised goals and objectives may be uploaded as a Word document.
    - c. The Excel Budget Revision may be uploaded as an Excel document.
4. During this emergency time, we will allow your agency Board's Executive Committee to approve the proposed revisions to the Grant Budget Narrative, the revised Goals and Objectives, and the justifications for these revisions without the usually required signatures. Use this new process for the approval of these items:
  - a. The justification letter, revised goals and objectives, and the budget revision will be emailed, as attachments, to the required signers for review.
  - b. Upon the required signer's approval of the proposed revision, please forward the email, containing the three documents as attachments, to Grant Reports email address.
  - c. Please label the subject line in all COVID-19 Revisions (for goals, objectives, and budgets) as follows: Project Number City Agency Name - COVID-19 Revision (for example: 20-PFA-00 Topeka OAG - COVID-19 Revision)
  - d. Please note the following on the email:
    - Required signer's approval of proposed revision to the attached documents.
    - Name, position within the organization, email address, and daytime phone number.
5. All expenditures on this grant must be documented per the requirements in the signed SFY 2020 OAG Grant Assurance. If there are any special exceptions, we will deal with them on a case by case basis.