

ICJIA Grantee FAQ – COVID-19 Emergency
March 2020

Q: Will grant funding continue in the event of a reduction of grant activities as a result of COVID-19?

A: Yes. ICJIA is committed to maintaining capacity and continuing grant funding in the event of a reduction of grant activities as a result of COVID-19. Grant-funded staff in your approved budget who work for your organization should continue to be paid during the crisis, consistent with your agency's staffing decisions.

Q: Can grant funds be used to pay staff if they are teleworking?

A: Staff may be paid with grant funds while teleworking if your organization has an established policy in place allowing staff to telework. If your organization does not currently have a telework policy, we recommend that you follow the necessary procedures to establish a policy for your organization as quickly as possible. Please keep in mind that the policy must be consistent for both grant-funded and non-grant funded staff positions.

While an employee may not be able to perform their normal day-to-day duties while teleworking, organizations should consider other related work that could be performed remotely by the employee. Examples: Program planning, staff development (including taking advantage of remote training opportunities), catching up on administrative work, internal capacity building, performance reviews, etc.

Q: Will ICJIA reimburse for contractual expenses?

A: ICJIA will reimburse for expenses and services rendered in accordance with the terms of grantees' contracts that are capable of performance. Grantees should not enter into contracts for services or employment that cannot be performed within the performance period of the contract. Note that these restrictions apply to contractual expenses, not personnel expenses in grant agreements (see preceding questions). During this period of mandated social distancing, grantees should be flexible in allowing contractors – and staff – to work remotely or virtually, where feasible.

Q: Can we apply for a no-cost extension?

A: ICJIA will consider extensions of grant agreements based on a justified need and that do not violate any state or federal restrictions. For federal grants, please note that awarding agencies do not have discretion to permit extensions of any award's period of performance beyond the statutory period when the award expires.

For state grants with June 30th end dates, ICJIA doesn't now have the authority to allow extensions across a new state fiscal year; however, we are exploring possible avenues to mitigate this issue, including legislative or executive action. Please speak with your grant manager for guidance if your organization is interested.

Q: Our ICJIA grant includes furniture and other items that need to be installed by the end of May to qualify for reimbursement. With our agency's closure lasting an undetermined amount of time, we may not be able to have those items installed or received in time. Would it be possible to have those items obligated with a purchase order and installed sometime after our return (and possibly after May) and still qualify for reimbursement?

A: If installation is completed prior to the end of the performance period, reimbursement will be allowed. If not, you likely won't be able to be reimbursed. Therefore, purchases should be ordered as

soon as possible to ensure timely installation. By the terms of your current agreement, all work must be performed by the end of the performance period, which is June 30th. As stated above, ICJIA is exploring extension possibilities for state grants.

Q: Will ICJIA reimburse indirect costs?

A: Yes, ICJIA will reimburse for indirect cost expenses that were incurred during the time of service reduction.

Q: Our sub recipient is looking at a HIPPA compliant free telepsych site to use in order to continue to see clients during the Coronavirus outbreak. Do they have permission to do this type of service during the pandemic?

A: Yes. Agencies should follow their own policies and procedures in the furtherance of their staff's, and their clients', health and safety. Provided these standards are followed, agencies should do what is clinically appropriate to accommodate their clients during this crisis.

Q: Your fiscal report requires a signature. What if we are unable to obtain one or two signatures by the due date?

A: ICJIA is allowing 60-day extensions on the completion of financial and programmatic reporting for reports due in March and April 2020. ICJIA will still require signatures on its required reports (a scanned copy of the signature page will suffice).

Q: If granted funded staff have been advised by a doctor to not report to work due to medical conditions and have a doctor's notes stating they cannot work until April 7th at the earliest, can grant funds still pay their salary?

A: Yes. Your grant funded staff should be treated according to your policies for all other staff in your agency. If your agency requires staff on FMLA or paid time off (e.g. sick leave) to receive pay, then grant funds can also be used to pay those staff members listed in your approved budget.