



# U.S. Department of **JUSTICE**

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Washington, DC 20530

June 29, 2020

Dear OVW Award Recipient:

On June 18, 2020, the Office of Management and Budget (OMB) issued OMB memorandum [M-20-26](#), “*Extension of Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations*,” extending certain flexibilities for administrative relief to funding recipients affected by the loss of operational capacity due to the COVID-19 national emergency and declining to extend others.

In accordance with M-20-26, the Office on Violence Against Women (OVW) will continue to provide short term relief from the following two requirements of 2 C.F.R. Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*:

1) Allowability of salaries and other project costs: OVW will allow recipients to continue to charge salaries and benefits to their awards consistent with the recipients’ policy of paying salaries and benefits under unexpected or extraordinary circumstances from all funding sources (federal and non-federal). As outlined in 2 C.F.R. § 200.431 (a) and (b), benefits may include the costs of leave (“regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave ... administrative leave, and other similar benefits”), as long as they are provided under written leave policies. OVW also will allow other costs to be charged to federal awards necessary to resume activities supported by the award, consistent with applicable federal cost principles and the benefit to the project. These flexibilities expire September 30, 2020.

As stated in OVW’s March 19 [message](#) and attached [frequently asked questions](#), OVW encourages recipients to review and update (if necessary) their written leave policies to address “unexpected or extraordinary circumstances.” Recipients are required to maintain copies of the leave policies and cost documentation (as required by 2 C.F.R. § 200.302, 2 C.F.R. § 200.333, and 2 C.F.R. § 431(b)(1)) to substantiate the charging of salaries and benefits during interruption of operations or services. 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 GAN to implement these policies.

Recipients are to exhaust other available funding sources to sustain their workforce and implement necessary steps to save overall operational costs (such as rent renegotiations) during this pandemic period in order to preserve federal funds for the resumption of activities supported by the award. Recipients should retain documentation of their efforts to exhaust other funding sources and reduce overall operational costs.

A recipient must ensure that it does not charge payroll costs (if any) paid for with Paycheck Protection Program loans (or Federal funds from other CARES Act programs) to its award, as this would result in the Federal government paying for the same expenditures twice.

A recipient also should take appropriate measures designed to ensure that subrecipients, if any, maintain records (including leave policies) and cost documentation pertinent to the award consistent with this notice (and as required consistent with 2 C.F.R. Part 200).

2) Single Audit Submission: In cases where the Department of Justice's Office of Justice Programs serves as the cognizant agency or has oversight for a recipient's audit, it will allow grant recipients that have not yet filed their single audits with the Federal Audit Clearinghouse as of March 19, 2020 that have normal due dates from March 30, 2020 through June 30, 2020, an extension of six months beyond the normal due date. Audits with normal due dates from July 31, 2020 through September 30, 2020 will have an extension up to three (3) months beyond the normal due date. This flexibility expires December 31, 2020. Please note that recipients taking advantage of this extension should maintain documentation of the reason for the delayed filing and would still qualify as a "low-risk auditee" under the criteria of 2 C.F.R. § 200.520 (a). Additionally, in order to provide adequate oversight of the COVID-19 Emergency Acts funding and programs, recipients and subrecipients must separately identify the COVID-19 Emergency Acts expenditures on the Schedules of Expenditures of Federal Awards and audit report findings.

In addition to the two types of flexibilities described above, OVW previously has announced several flexibilities for recipients under existing authorities as well as OMB's memorandum [M-20-17](#). The flexibilities provided under M-20-17 expired on June 16, 2020. Below is a list of the flexibilities previously provided by OVW and an explanation of their expiration.<sup>1</sup>

#### Status of Previous Flexibilities and Short-Term Relief

1) Allowability of costs not normally chargeable to awards: This flexibility, including the allowability of costs related to the cancellation of events and travel, generally expired on June 16, 2020. This expiration does not include salaries and other project costs that are covered by item #1 in the letter above.

<sup>1</sup> More information on all of these flexibilities is available on OVW's website at: <https://www.justice.gov/ovw/resources-and-faqs-grantees#covid>. The flexibilities [announced](#) on March 27, 2020 for recipients under OVW's STOP Violence Against Women Formula Grant Program remain in effect.

- 2) Allowability of salaries and other project costs: See item #1 in the letter above for flexibilities that remain in effect.
- 3) Award extensions: Extensions specifically provided pursuant to this flexibility are complete at this time. However, requests for no-cost extensions will continue to be processed via Grant Adjustment Notice (GAN) as they would have been prior to the national emergency. It remains OVW's intention that no OVW recipient is penalized as a result of the national emergency. We will work with recipients to ensure that there is sufficient time to complete project goals and objectives once this national emergency has passed without affecting eligibility for continuation funding.
- 4) Closeout extensions: Extensions specifically provided pursuant to this flexibility are complete at this time. This flexibility expired on June 16, 2020.
- 5) Financial reporting requirements: Pursuant to this flexibility, OVW allowed delayed submission of up to 60 days for Federal Financial Reports for the reporting period January 1 – March 31, 2020, such that the due date was extended from April 30, 2020 to June 30, 2020. This extension remains in effect, but subsequent due dates (July 30, 2020 and October 30, 2020) have not been extended.
- 6) Grant Payments: The Grant Payment Request System (GPRS) has remained in service to accept and process grant payment requests throughout the national emergency.
- 7) Progress reporting: Pursuant to this flexibility, OVW allowed delayed submission of up to 60 days for progress reports due March 30, such that the due date was extended to May 29, 2020. Due dates for subsequent reports have not been extended.
- 8) Programmatic and financial monitoring: All planned on-site monitoring will continue to be conducted as remote monitoring or postponed for a later date. If your organization is unable to participate in remote monitoring due to operational limitations, you may request postponement until a later date.
- 9) OVW-sponsored conferences, events, and other gatherings: As stated above, the flexibility to allow recipients to charge full costs incurred for postponing or cancelling events or travel expired on June 16, 2020. Cooperative agreement recipients should continue to work with their OVW program specialists to set up meetings as virtual events, plan future events in light of phased re-openings, and discuss possible alternatives or changes to the scope of their projects.
- 10) SAM registration: Automatic, one-time, 60-day extensions to SAM.gov registrations with expiration dates before May 16, 2020 are now complete, and the flexibility to provide further extensions has expired.
- 11) Single audit submission: See #2 in the letter above for the status of this flexibility, which has been extended to December 31, 2020.

12) Solicitations: OVW extended the due dates for certain solicitations that were open at the start of the national emergency; solicitations posted since then have closing dates that reflect current circumstances. See OVW's website for current solicitation closing dates: <https://www.justice.gov/ovw/open-solicitations>.

13) Indirect cost rates: This flexibility expired on June 16, 2020. Recipients with questions about charging indirect costs to their award or negotiating indirect cost rates with OVW should contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 888-514-8556.

Please direct questions about this letter to your OVW program specialist, or to OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 888-514-8556.

Sincerely,



Laura L. Rogers  
Acting Director

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