

NEBRASKA

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COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE



Pete Ricketts, Governor

March 13, 2020

Greetings and Well Wishes!

As facilities across our State undergo safety measures and precautions to mitigate the impact of COVID-19 to public health and safety, we want you to consider what contingency plans your agency and programs have in place in the event that you must make an adjustment to conducting your day-to-day work. Please notify your assigned Grant Manager and the Director of Federal Grants and Programs, Kellie Rabenhorst, as soon as possible of any shut downs to your agency or programs and whether or not the shutdown is due to personnel being exposed to COVID-19. During this time where many businesses are closing, our team will continue to be a resource and provide service to your agency. Any changes or updates to our team's availability will be communicated as soon as reasonably possible to each of our grant funded agencies.

All agencies are encouraged to immediately make time to review and update their personnel policy and procedures and submit them to us prior to the need for use of Administrative Leave. Your agency's policy should address administrative leave and an emergency operations plan. An emergency operations plan establishes the policies, plans, guidelines and procedures necessary to allow all mission critical resources to function effectively in the event of disaster. Administrative Leave should address paid leave of personnel regardless of funding. The decision making authority of your agency may elect to grant Administrative Leave to employees due to circumstances that are not covered by other leave. Circumstances that this could apply: weather, natural disasters, or other factors that would impact the safety and/or well-being of employees. Administrative leave will not be granted beyond the employee's normal work week hours. Contractors cannot be paid under administrative/emergency leave scenarios as contractors are paid for the work they complete. If Administrative leave is granted to your employees, please send a copy of that decision to your assigned Grant Manager as we will need this for reimbursement purposes.

Agencies that may be adapting to telecommuting for employees and do not have an electronic system for timesheets; it would be acceptable for employees to email their timesheet to their supervisor (email would act as the electronic signature). The supervisor could then respond to the email with their approval (or identify corrections needed) as their electronic signature. When submitting such timesheets for reimbursement, please include both emails for the signature record. If you are an agency that uses paper timesheets (or mileage logs) one alternative would be for the employee to take a picture of the timesheet and email it to their supervisor.



In addition to reviewing your policy and procedures, give consideration to how any of these adjustments to your day-to-day work will impact your current budget and match obligations. Conferences, trainings, and/or travel booked that get cancelled cannot be reimbursed by any subgrant no matter the reason for the cancellation. Agencies that provide emergency shelter should consider how they intend to secure the health and safety of their clients and personnel. Evaluate your position on the quarantine of existing clients utilizing housing and emergency shelter and how you plan to assist new victims requesting shelter during a quarantine situation. Importantly, if shelter locations are needing necessary supplies (i.e. Tylenol, toilet paper, gloves, hand sanitizer, etc.) or will expect to have staff that will work over-time, contact your Grant Manager as soon as possible to make any necessary budget changes. Please know that if there is any guidance from the Federal level that will impact what is or would not be allowable, we will do our best to communicate that as quickly as possible.

Our Federal Grants and Programs Team Members are available as a resource during this uncertain time. Make sure to maintain good communication with your Grant Manager and we will continue to make every effort to respond as quickly as we can to your email inquiries. A good practice to implement is if you email your Grant Manager and you do not receive a response within 24-hours, email them again and include Jeff Mueri and Kellie Rabenhorst on the second attempt to better assure your inquiry is being received. Also, Victim Witness programs can refer to Julie Geise, our Statewide Victim Advocacy Coordinator, or their CRT for strategies and support of their efforts on providing client services. Julie, Jeff, and Kellie's email addresses can be found below. Thank you for your time. Stay safe and let our team know how we can best assist your agency during this time of uncertainty.

Federal Grants and Programs Team

Contact Information:

Nebraska Victim Advocacy Coordinator, Julie Geise: julie.geise@nebraska.gov

Grant Section Manager, Jeff Mueri: jeff.mueri@nebraska.gov

Director of Federal Grants and Programs Division, Kellie Rabenhorst: kellie.rabenhorst@nebraska.gov

Interested in joining our Federal Grants and Programs Listserv? Click the link below to sign up.

<http://eepurl.com/gWai9P>

