As a result of recent health and safety concerns related to the spread of novel Coronavirus (COVID-19), we wanted to share again the following link to the Pennsylvania Department of Health: Pennsylvania Coronavirus Updates. Information can also be found on their Facebook page and Twitter account.

Following up on our original email below, we wanted to provide guidance regarding costs that may be incurred for canceled conferences, meetings, trainings and other gatherings and again stress the importance of having a written leave policy in place.

Conferences, events, and other gatherings: For PCCD-sponsored conferences, meetings, trainings, and other gatherings that are scheduled in the near term, PCCD grant recipients should work to set up such events as virtual events or postpone events until a later date. If converting to a virtual event or postponement is not possible, grantees should cancel near-term events.

Please contact your PCCD program manager listed in the Main Summary section of your Egrants application should you be required to cancel an event or incur costs for postponement or cancellation of events.

Airline ticket cancellations: Grantees should try to have the airline reimburse the canceled ticket(s) in cash. However, if the airline will only refund the cancellation as a credit:

- The grantee should apply the credit to a future trip for the same PCCD grant or project.
- If you have other PCCD funded project which you believe you may be able to apply the credit to, please contact your PCCD program manager listed in the Main Summary section of your Egrants application.
- If you are unable to use the credit as described above, then you should process the trip as a cancellation, which PCCD approves to be charged to the grant due to this mitigating circumstance.

Interruptions in performance of work under the grant: All PCCD grantees should have a written leave policy in place. For federal or state funded projects, we will be applying the federal guidelines for cost principles related to leave which are copied below and can be found at 2 CFR 200.431(b). We encourage you to review the entire section (2 CFR 200.431) related to fringe benefits.

2 CFR 200.431(b):
(b) Leave. The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

1. They are provided under established written leave policies;
2. The costs are equitably allocated to all related activities, including Federal awards; and,
3. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the non-Federal entity or specified grouping of employees.

(i) When a non-Federal entity uses the cash basis of accounting, the cost of leave is recognized in the period that the leave is taken and paid for. Payments for unused leave when an employee retires or terminates employment are allowable in the year of payment.

(ii) The accrual basis may be only used for those types of leave for which a liability as defined by GAAP exists when the leave is earned. When a non-Federal entity uses the accrual basis of accounting, allowable leave costs are the lesser of the amount accrued or funded.

We will continue to provide you with updates and information as it becomes available.

From: CD, Grants Mgmt Resource Account
Sent: Friday, March 13, 2020 4:53 PM
Subject: PCCD Subrecipient Information regarding COVID-19

PCCD Subrecipients:

In an effort to provide you with the most up-to-date information relating to COVID-19, we’re sharing the following link to the Pennsylvania Department of Health: Pennsylvania Coronavirus Updates. Information can also be found on their Facebook page and Twitter account.

In addition, we recognize there are questions and concerns about the coronavirus and the impact it may have on service provision capacity. PCCD recognizes there could be a reduction in service provision resulting from COVID-19. Subrecipients should use their existing policies (e.g. telework, leave, office closings, etc.) to address service provision and employee absences. As always, PCCD grant funding can support payments for leave for currently funded complement.

PCCD staff will continue to process financial reimbursement requests to the best of our ability to fully support our subrecipients’ administrative capacity.

We will continue to provide you with updates and information as it becomes available.