



IDAHO DEPARTMENT OF
HEALTH & WELFARE

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Dear Subgrantee:

The rapidly changing COVID-19 pandemic is affecting the way we do “business as usual”. We recognize that the health and safety of you, fellow staff, and the Idahoans you serve, is the highest priority during the pandemic.

As a subrecipient, we understand the pandemic may impact your ability to meet the requirements of the scope of work outlined under your current agreement. We encourage you to use your discretion in pursuing and completing activities and deliverables based on your organization’s circumstances. However, bear in mind that any deviation from the original subaward must be documented and accounted for.

We recognize that you and your colleagues may need to support your organization’s COVID-19 response, reducing or suspending personnel time on your subgrant. We are working with our federal partners to request temporary reassignment of personnel time during this public health emergency. For now, if you need to redirect time to COVID-19 response activities and code personnel time to the current funding, you will need to track this time separately, so we can provide a full accounting to our federal funders if requested. We will keep you updated on funding as we receive information.

If you believe the pandemic will impact your organization’s ability to complete the scope of work, please let me know at your earliest convenience. If possible, please delineate the impact in the following areas.

- **Activities/Deliverables:** List of activities or deliverables that will be delayed, suspended, or discontinued.
- **Funding:** Estimated funding not utilized due to delay, suspension, or discontinuation of activities or deliverables.
- **Invoices:** Invoices will be delayed **or** not be submitted for the duration of the pandemic.

We understand this is a fluid situation and the impact to your current agreement may not be known at this time. We are not planning to redirect funds away from this subgrant at this time.

We ask you to keep us informed, to the extent that you are able. We are here to support you the best we can.

Thank you, and please let me know of any questions.

Sincerely,

Sarah Lopez
Newborn Screening and Children's Special Health Program Manager