

KAY IVEY
GOVERNOR



KENNETH W. BOSWELL
DIRECTOR

STATE OF ALABAMA

March 17, 2020

MEMORANDUM

TO: Interested Parties 

FROM: Shabbir Olia 
CED Division Chief

SUBJECT: ADECA CED Division's Change in Office Operations due to
Current Nationwide COVID-19 / Coronavirus Situation

In ADECA's ongoing efforts to minimize human contact so as to keep abreast of the continually-changing nationwide COVID-19 / Coronavirus situation, the ADECA Community and Economic Development Division (CED Division) is requesting that beginning immediately all program documents that are required to be sent to the CED Division in paper form are to be scanned and sent via email to your respective program supervisor. This request includes documents such as grant agreements, amendments, payment requests, progress reports, grant closeouts, and/or other grant program-related paperwork. Please retain the original documents in your project files.

In addition, the ADECA CED program management staff will commence to monitor individual grant projects based on desk reviews rather than in-person site visits or person-to-person meetings involving program document reviews outside of the CED office. All documents that are normally required to conduct a grant project monitoring visit are now to be scanned and emailed to your respective program supervisor as and when you are directed to do so.

The CED Division's program supervisors and most of the support staff have commenced to work from home. As a result, they have transferred their office telephone calls to their cell phones so that they can maintain contact with personnel and work activities while they are working from home. If you need to contact your respective program supervisor, please call him or her at their regular office telephone number. In instances when you receive a busy signal or get no answer, please leave a voice mail message and they will return your call at their earliest opportunity.

Unless absolutely necessary, the CED staff will continue to work remotely, and this work situation will remain in effect until you are advised further. We want to assure you that we will attempt to continue our usual CED Division business operations in this manner without much delay or hardship.

If you have any questions, please call me at 334-242-5468 or your respective CED program supervisor for more information regarding your respective grant project

SAO:KAR