



MATCH WAIVER REQUEST POLICY

- I. 28 C.F.R. § 94.118 requires Victims of Crime Act (VOCA) Grant Program subrecipients to “contribute (*i.e.*, match) not less than 20 percent (cash or in-kind) of the total cost of each project.”
- II. Matching requirements are automatically waived for subrecipients “that are federally recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands.”
- III. Matching requirements are also automatically waived for subrecipients “that are territories or possessions of the United States (except for the Commonwealth of Puerto Rico), or projects that operate therein.”
- IV. The Criminal Justice Coordinating Council (CJCC) will encourage subrecipients to meet match requirements.
- V. CJCC will monitor compliance with match appropriately throughout the subaward.
- VI. VOCA regulations does allow for hardship match waiver requests to be submitted to and approved by the state administering agency, the CJCC. CJCC reviews these requests and makes final decisions regarding approval of full or partial hardship waiver requests.
- VII. REQUEST PROCEDURE:
 - An online match waiver request form will be made available to VOCA subgrantees.
 - Subgrantees will be notified of the deadline for match waiver request applications.
 - Subgrantees will complete online application.
 - Sub-grantees are asked to provide the following information, at a minimum, for each subaward where a match waiver is requested:
 - Subaward number
 - Agency Legal Name
 - VOCA funds awarded (Federal award)
 - Amount of cash match proposed (post-match waiver)
 - Amount of in-kind match proposed (post-match waiver)

- Total match proposed (sum of cash match and in-kind match proposed)
- Amount of match the subrecipient provided during the prior grant year across all VOCA subgrants
- Amount of match the subrecipient providing for the continuation grant.
- Amount of match requested to be waived
- Brief description of the agency.
- Brief description of the VOCA-funded project.
- Detailed explanation of why the total match requirement presents a hardship for the agency.
- Detailed explanation of why the full or partial match requirement cannot be met through non-federal funding sources.
- Detailed explanation of why the full or partial match requirement cannot be met through in-kind sources, such as volunteers.
- How is the grant currently being matched?
- What methods has the organization used to consider all possible options for meeting the match requirements?
- What steps does the organization plan to take in order to be able to meet the match requirement in the future?
- If a match waiver is approved, does the organization anticipate this as a one-time request or are there extenuating circumstances that will require a waiver request next year?
- How would the denial of a match waiver impact the VOCA project?
- CJCC will generally not approve match waiver requests where the subrecipient does not provide at least the amount of match as provided during the during the previous grant year cycle. CJCC may make exceptions where good cause is shown.

VIII. APPROVAL PROCEDURE:

- All online application submissions will be reviewed by CJCC staff and recommendations will be forwarded to the CJCC Victim Assistance Division (VAD) Director for final approval.
- Match waivers, whether partial or full, must be well-justified by the applicant. The VAD will consider, at a minimum, the following when deciding whether to approve a match waiver request:
 - Practical and/or logistical obstacles to providing match (*e.g.*, public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds);
 - Local resource constraints (*e.g.*, rural community with limited funding availability or volunteer capacity);
 - Increases to VOCA funding where local funding availability has not increased to the same degree;
 - Past ability to provide match – CJCC and OVC generally expects subrecipients to provide at least the same dollar amount of match it provided during the grant year immediately preceding the year of the waiver unless a change in circumstances justifies a lower amount.

- All match waivers must be approved and signed by the CJCC Victim Assistance Division Director.
- CJCC will submit the approved match waivers to OVC via a Program Office Grant Adjustment Notice (GAN) in the Grants Management System (GMS), within 30 business days of approval. Determinations will be submitted in bulk and/or on a rolling basis; utilizing the VOCA Match Waiver Determination Form (*see appendix*).
- E-mail notifications of approval or denial of match waiver request will be provided to the subrecipient within 30 business days following the deadline of the match waiver request application.
- CJCC will submit the approved match waivers to OVC via a Program Office GAN in the GMS, within 90 days after fiscal year end; utilizing the OVC template.

IX. APPEALS PROCEDURE:

- Agencies seeking to appeal the match waiver request decision will be required to submit a letter to the agency's assigned Grant Specialist providing additional information and justification.
- Grant Specialist will send appeals to VAD Director for further review.
- A final decision will be sent to the agency within 30 business days of receipt of the appeal letter.

X. EXCEPTIONS:

- Prior OVC approval will be required for any match waiver requested by a subrecipient within 30 days before the subaward project end date, or after that date.
- The CJCC anticipates this would only occur in the event of an emergency.
- The CJCC agrees to apply the approved match waiver percentage in (or derived from) the original waiver request to a subrecipient's modified budget to determine the new match waiver dollar amount.
- The CJCC may issue full and/or partial match waivers without a request by the subrecipient in cases of emergency circumstances, such as a mass violence incident, natural disaster, or a pandemic.

APPENDIX

VOCA Match Waiver Determination Form

Subgrant Name: [Click here to enter text.](#)

Subgrant Number: [Click here to enter text.](#)

Federal Grant Used to Fund Subgrant: [Click here to enter text.](#)

Date of Determination: [Click here to enter text.](#)

Description of project: [Click here to enter text.](#)

Decision: ☐ Approve ☐ Decline

Justification for Decision: [Click here to enter text.](#)

Complete if Match Waiver is Approved:

Scope of Waiver, if approved: [Click here to enter text.](#)

Match Amount: [Click here to enter text.](#)

Match Percentage: [Click here to enter text.](#) *(Note, if the budget is modified from the original approved budget, the percentage of match will be based on the new, modified budget).*

Signature of Victims Assistance Division Direction

Date