**Request for Match Waiver**

*Background:*

VOCA regulations require grantees to contribute to the total cost of their VOCA-funded project by providing no less than 20% match, either cash or in-kind, from non-federal sources. VOCA regulations also allow for match waiver requests to be submitted to the federal Office for Victims of Crime (OVC) by the VOCA State Administrator (CJCC) on behalf of the grantee. OVC reviews these requests and makes all final decisions regarding approval of waiver requests.

*Requesting a Match Waiver:*

If your agency would like to request a match waiver, you should submit a letter, on your agency’s letterhead, to the Georgia Criminal Justice Coordinating Council (CJCC). The letter should outline the reasons why your agency will have trouble meeting the full match requirement and should indicate the amount of match you are able to provide for the proposed project. Should the proposed project budget be increased or decreased during the approval process, the agency will be required to submit and updated Match Waiver Request letter. CJCC will review your waiver request to determine eligibility and if it should be forwarded to the federal OVC. CJCC will compile all of the eligible match waiver requests and send them to OVC at one time. In order to request a match waiver, you should submit your letter as an attachment to the VOCA grant application.

Your match waiver request should include the following, minimum elements:

* A brief description of your agency and your VOCA-funded project
* A brief explanation of why the full match amount is a hardship for your agency – provide details regarding these hardships
* A brief description of how not receiving a match waiver may result in fewer victims being served
* If using volunteers for match, describe why you are not able to retain the number of volunteers needed to meet the match requirement
* Indicate how much match you are able to provide **and** what amount you are requesting to be waived
* Any other important information you want to add

**Keep in mind we have been advised by OVC that it is unlikely to approve match waivers for the full amount of match. It is important that you consider the amount of match you are able to contribute to the project. For an example of how to structure your letter, please see the attached sample match waiver letter. Do not copy this example; instead, use it as a guide for writing your own letter that is applicable to your agency’s circumstances**

**Request for Match Waiver**

**Complete this form and submit along with a formal letter requesting a match waiver as an attachment to this VOCA application.**

Agency/Tribal Organization Name:

|  |  |
| --- | --- |
| VOCA Match Provided in Previous Grant Year**\*** | $ |
| Total Project Cost: | $ |
| Requested VOCA Grant Amount: | $ |
| Match Amount Required: | $ |
| Match Amount Agency Can Provide: | $ |
| In-Kind Match | $ |
| Cash Match | $ |
| Match Amount Requested to be Waived: | $ |

**\*Enter the amount of match your agency provided in the previous grant year across all VOCA awards, i.e. if your agency received two VOCA awards in the previous grant year; enter the amount of match your agency provided for both awards. Please note, agencies will be required to provide at least the same level of match funding provided in the previous grant year.**

**Sample Letter**

AGENCY LETTERHEAD

Date

Jay Neal, Executive Director

Criminal Justice Coordinating Council

104 Marietta Street NW, Suite 440

Atlanta, GA 30303

RE: VOCA Waiver Request

Dear Director Neal:

Indicate the amount of match the agency can provide

This letter is written on behalf of The ABC Victims Program to request a partial waiver of our VOCA match requirement due to hardship. The ABC Victims Program can provide a match of $26,527.

Describe your agency, VOCA-funded project, and expected impact of not receiving a match waiver

Without the positions funded by this subgrant, victims in ABC Judicial Circuit (a rural area) would not have access to needed services to assist them in healing and enable them to return to their previous state of well-being. The ABC Victims Program has been in existence for 15 years and provides crisis intervention and hospital accompaniment services to victims of domestic violence and sexual assault. We serve approximately 500 rural, non-English speaking victims per year.

If volunteer recruitment is an issue describe your recruitment efforts and obstacles

The ABC Victims Program has used volunteers since its inception, however, in last 3 years we have faced several challenges in recruiting enough volunteers such as:

* Our volunteers are required to commit to 40 hours of training before they can start working with victims. In addition, volunteers are required to attend monthly training sessions. We currently have a core group of five volunteers that are committed to the program, but this is not enough to provide the full amount of match required on the grant.
* The ABC Judicial Circuit is made up of two distinct populations; the rural community with a low-income majority; Spanish-speaking residents and the more affluent community. Many of our low-income residents are unable to volunteer due to lack of transportation and/or childcare.
* Our more affluent residents say they are interested in volunteering for our program but are unable to commit to the amount of time we need them to train and volunteer. In addition, because our office hours are during the day, many families find this disruptive to their employment or lifestyle.
* The ABC Judicial Circuit has a university nearby whose students could do an internship with our program; however, these internships are generally 6 weeks long. Because they would be required to complete the certification training before they could officially start their internships, they would not have much time to truly work with clients.

Provide explanation of why the full match presents a hardship

As a non-profit agency, the ABC victim program does not foresee an increase in other funding over the next year. Without a partial waiver to the match requirement, we will not be able to accept the full amount of the increase that has been allocated. Furthermore, without the ability to accept these funds, our program will not be able to fully fund an additional victim advocate position that is anticipated to serve an additional 100 victims per year.

The VOCA match requirement as it relates to the additional funding received this year will create a huge burden that will hinders our ability to provide critical victim services to all that need them in the ABC Judicial Circuit. We try very hard to meet the match requirement; however, we do not want to turn down additional VOCA funds that could be used to provide additional services to victims. We, therefore, respectfully request a partial waiver of the match requirements.

Thank you for your consideration,   
  
  
  
Ima Sample  
Executive Director