**Request for Match Waiver**

***Background:***

CJCC requires 20% of the total cost of their VOCA-funded project which is the least amount of match required per VOCA regulations. Match must be from non-federal sources, either cash or in-kind. Nonetheless, VOCA regulations also allow for match waiver requests to be submitted to the federal Office for Victims of Crime (OVC) by way of CJCC (the state’s administering agency) on behalf of the subgrantee. OVC reviews these requests and makes all decisions regarding whether to approve or deny each individual project’s waiver request. Subgrantees are expected to provide at least the same amount of match as previous years for continuation awards. Thus, such waivers are only possible for newly awarded funds via a competitive application process.

***Requesting a Match Waiver:***

If your agency would like to request a match waiver, then you should submit a letter on your agency’s letterhead addressed to the Office for Victims Programs (OVP) at the Division of Criminal Justice after you receive notice of your award. The letter should outline: 1) the reasons why your agency will have trouble meeting the full match requirement, 2) the amount of match you are able to provide, and 3) an explanation of the affect you expect a denial of the waiver to have on your clients/community/service delivery. CJCC staff will review your waiver request to ensure you meet requirements and compile requests to forward to OVC. Submit requests with your award package by the date specified. If you have already submitted your award package, you should notify your grant specialist of your intent and immediately mail your request to CJCC at the following address:

Criminal Justice Coordinating Council

Grants & Policy Division

104 Marietta Street, Suite 440

Atlanta, Georgia 30303

***Minimum Requirements:***

* A brief description of your agency and the VOCA-funded project
* A brief explanation of why the full match amount is a hardship for your agency
* A brief description of how not receiving a match waiver will affect agency clients/community/service delivery
* If relevant, describe why you are not able to retain the number of volunteers needed to meet the match requirement
* Indicate the amount of match your agency can provide
* Any other important information you want to add

***Caution:***

* Waivers for the full 20% are highly unlikely.
* Language copied from the sample may result in a request by CJCC for a new letter

AGENCY LETTERHEAD

October 30, 2016

The Office for Victims of Crime

Department of Criminal Justice

RE: VOCA Waiver Request

Subgrant #: C15-8-XXX

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