



**RI DEPARTMENT OF PUBLIC SAFETY**  
**Public Safety Grant Administration Office**

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**VOCA MATCH WAIVER POLICY - Standard**

The Rhode Island Public Safety Grant Administration Office's (PSGAO) VOCA Match Waiver Policy was developed pursuant to Office for Victims of Crime (OVC)'s guidance and in compliance with 28 C.F.R. 94.118(b)(3). Where possible, the PSGAO will encourage VOCA sub-recipients to meet matching requirements. VOCA staff will continue to provide appropriate monitoring of compliance with matching requirements throughout the subaward period.

Match waivers, both in full and in part, are required to be justified by the time the VOCA subgrant is awarded. Under unique circumstances (including but not limited to an event such as a natural disaster or public health crisis) the PSGAO may offer additional opportunities to request match waivers as needed.

Applicants should attach the request with the application in the State's grant management system, eCivis, as its own document with a file name of "Match Waiver Request." In the application budget, match should be left at zero if a full waiver is requested or at the percentage requested. If the request is denied, the application will be returned with a request to update the match.

Match waivers, whether partial or full, must be well justified by the applicant. The "Match Waiver Request" should seek to discuss the following points:

1. How is the grant currently being matched?
2. What extenuating circumstances exist that impede the organization's ability to partially or fully match the VOCA grant funds requested?
3. Has the organization considered all possible options for meeting the match with in-kind and cash sources that are not being used as match on another federal grant?
4. What steps does the organization plan to take in order to be able to meet the match requirement in the future?
5. If a match waiver is approved, does the organization anticipate this is a one-time request or are there extenuating circumstances that will require a waiver request next year?
6. How would the denial of a match waiver impact the VOCA project?

7. Would the program have to decline all or part of the grant award if a match waiver is not granted?

The VOCA Manager will review these answers during the application review process and/or during the designated waiver review period and will make a recommendation to the Executive Director prior to beginning of the issuance of a grant award or within 30 days of receipt of a request from a sub-recipient.

The VOCA Manager will consider the following when deciding whether to recommend a match waiver request for approval:

1. Practical and/or logistical obstacles to providing match (i.e. public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds).
2. Local resource constraints (i.e. rural communities with limited local funding availability or volunteer capacity).
3. Increases to VOCA funding where local funding availability has not increased to the same degree.
4. Past ability to provide match – PSGAO and OVC expects sub-recipients to provide at least the same dollar amount of match it provided during the grant year immediately preceding the year of the waiver request unless a change in circumstances justifies a lower amount.

Before the grant is approved, the VOCA Manager will upload a letter in application files in eCivis (or email to subrecipient if the award is not in eCivis) a letter containing:

1. A brief description of the project/services provided by subrecipient.
2. The justification (consistent with the considerations under the applicable waiver guidance).
3. The scope of the waiver, and waiver amount (unless specified otherwise by the PSGAO, the waiver amount should create an equivalent match waiver percentage to be applied should the project budget change).
4. The PSGAO approval of the waiver request for the reasons set out in the determination.
5. The signature of the Executive Director and date.

Waivers will only be applicable for the duration of the subrecipient's project (i.e., not in perpetuity).

The PSGAO will submit the match waivers via a match waiver spreadsheet, showing all active waivers approved in a federal fiscal year based on final actual grant expenditures, no later than 120 days after the fiscal year end.

Prior OVC approval will not be required for any match waiver requested unless the request is made within 30 days of the subaward end or after that date. Any request for a match waiver, or modification of a match waiver, within or after 30 days of the subaward end date will be forwarded promptly to OVC. The

PSGAO anticipates any match waiver requested by a subrecipient in this circumstance would only be granted in cases of emergency or other unique circumstances.

The PSGAO 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.

**VOCA MANDATORY MATCH WAIVER POLICY - National Emergency**

The VOCA Fix, section 3(b), provides the following: “Beginning on the date a national emergency is declared under the National Emergencies Act (50 U.S.C. § 1601 et seq.) with respect to a pandemic and ending on the date that is one year after the date of the end of such national emergency, SAAs shall issue waivers for any matching requirement, in its entirety, for all eligible crime victim assistance programs contracted to provide services at that time.” 34 U.S.C. 20103(a)(8).

In the event of a National Emergency, the PSGAO will issue mandatory match waiver letters specifying the dates of the mandatory match waiver period and, if implemented mid-grant cycle, waiver of any unmet match in an open VOCA subaward at the time of issuance of the mandatory match waiver. The VOCA Manager will distribute the letter to subrecipients and add a copy to their grant file and documented in eCivis. A budget modification will be made to show the match waived. For any program in eCivis, this will be done in the portal by the VOCA Manager if possible, otherwise a task will be created to submit a budget modification.

At the conclusion of a national emergency pandemic period plus one year, PSGAO will honor all mandatory match waivers granted during that period until they expire at the end of the applicable VOCA subaward for which match was waived. Any match waiver requests from new VOCA subawards or continuations made after the end of the mandatory match waiver period would be reviewed under the standard match waiver process.

/s Michael Hogan

Michael Hogan, Executive Director

3/22/24

Date