



STATE OF ARKANSAS
**Department of Finance
and Administration**

Office of Intergovernmental Services

1515 West Seventh Street, Suite 400

Post Office Box 8031

Little Rock, Arkansas, 72203-8031

Phone: (501) 682-1074

Fax: (501) 682-5206

<https://www.dfa.arkansas.gov/intergovernmental-services>

Revised VOCA Match Waiver Policy

The policy of the Arkansas Department of Finance and Administration/Office of Intergovernmental Services (DFA/IGS) is to encourage VOCA subrecipients to meet matching requirements. Sources of project match shall be derived from non-federal sources except as provided in the DOJ Financial Guide. Examples of match may include, but are not limited to: cash, volunteered professional or personal services, materials/equipment, space and facilities, and non-VOCA funded victim assistance activities. The DFA/IGS VOCA grant staff provides technical assistance and monitoring of compliance with matching requirements throughout the subaward period.

I. VOCA Waiver Request

Match waiver requests, both in full and in part, are **normally** required prior to the VOCA grant period start date. **However, special considerations will be made during the grant period for “unique circumstances”, such as a mass violence incident, natural disaster, or other federally or state declared epidemic/pandemic.** Should a match waiver be requested, the VOCA applicant must answer the following questions before a match waiver will be considered:

- 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? Please give a detailed description.
- 4) What methods has the organization used to consider all possible options for meeting the match requirements?
- 5) What steps does the organization plan to take in order to be able to meet the match requirement in the future?
- 6) If a match waiver is approved, does the organization anticipate that this is a one-time request or will there be extenuating circumstances that will require a waiver request next year?
- 7) How would the denial of a match waiver impact the VOCA funded project?
- 8) Would the program have to decline all or part of the grant award if a match waiver is not granted?
- 9) What percentage of match can the program currently meet?

Requests should be submitted to the DFA Program Manager on letterhead and signed by the highest ranking official of the applicant organization. DFA/IGS staff reviews the request during the application review process and makes a recommendation prior to awarding grant funds. DFA/IGS determines whether to grant a partial or full match waiver with the review and recommendations of the Office of Victims of Crime (OVC) Program Manager and/or the VJA Advisory Board.

II. DFA/IGS Considerations

Match waivers, whether partial or full, must be well justified by the applicant. DFA/IGS will consider the following when deciding whether or not to approve a match waiver request:

1. 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);
2. local resource constraints (*e.g.*, rural community 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 – The DFA/IGS 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 request unless a change in circumstances justifies a lower amount.

III. Waiver Notification

Once the grant is awarded and a match waiver is approved, a Match Waiver Determination Form will be placed in the applicant's file. The Match Waiver Determination Form will contain the following:

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 DFA/IGS, the waiver amount should create an equivalent match waiver percentage to be applied should the project budget change); and
4. the DFA/IGS approval of the waiver request for the reasons set out in the determination.

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

DFA/IGS will submit a match waiver spreadsheet, using the OVC template, showing all active waivers approved in a federal fiscal year, no later than 90 days after the fiscal year end.

Prior OVC approval will be required for any match waiver requested by a subrecipient within 30 days before the subaward project end date, or any time after the end date. The DFA/IGS anticipates this would only occur in the event of an emergency.

DFA/IGS 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.

All match waivers must be approved and signed by the DFA/IGS Statewide Program Manager.