



**GRANTS MANAGEMENT MEMORANDUM
VSB 2021-22-23**

Date: April 8, 2022
To: **All VOCA-funded Subrecipients**
From: Cal OES Grants Management, Victim Services Branch
Subject: Fiscal Year (FY) 2021-22 – New VOCA Match Waiver Policy

Cal OES has recently updated the Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Match Waiver Policy and [Match Waiver Request \(Cal OES Form 2-159\)](#). The approved VOCA Match Waiver Policy is detailed below starting on page 2.



VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE FORMULA GRANT PROGRAM
MATCH WAIVER POLICY

The policy of the California Governor's Office of Emergency Services (Cal OES) is to encourage Subrecipients, supported through the VOCA Victim Assistance Formula Grant Program, to meet match requirements. Cal OES monitors match requirements throughout the Grant Subaward performance period.

I. TYPICAL MATCH WAIVER PROCESS

Cal OES will consider partial or full match waiver requests that are well justified. To have a match waiver considered, Subrecipients must complete the VOCA Victim Assistance Formula Grant Program Match Waiver Request Form and submit it with the Grant Subaward Application.

Subrecipients must provide the below information on their VOCA Victim Assistance Formula Grant Program Match Waiver Request Form:

- Cal OES Grant Subaward Number;
- Subrecipient's Name;
- Grant Subaward Performance Period;
- VOCA Victim Assistance Formula Grant Program Award Number(s);
- VOCA Victim Assistance Formula Grant Program Funds Awarded (list each VOCA fund source/year separately);
- Amount of Match Proposed (post approved Match Waiver);
- Briefly summarize the services provided; and
- Practical/logistical obstacles and/or local resources constraints to providing match.

Cal OES will review and consider the following when processing match waiver requests:

- Practical and/or logistical obstacles to providing match (e.g., natural disasters, mass violence incidents, or when public agencies do not engage in private fundraising and may have limitations on soliciting contributing funds);
- Local resource constraints (e.g., a rural community with limited funding availability or volunteer capacity);
- Increases to VOCA funding where local funding availability has not increased to the same degree; and
- Past ability to provide match – Cal OES expects Subrecipients to justify a decrease in the dollar amount of match from the prior year (e.g., by describing a change in circumstances).

A. CAL OES REVIEW/APPROVAL

When determining whether to approve a match waiver request, Cal OES will consider the information provided on the VOCA Victim Assistance Formula Grant Program Match Waiver Request Form including the following:

- Justification (consistent with the considerations under the applicable waiver guidance);
- Scope of the waiver, and waiver amount;
- Increases to funding where local funding availability has not increased to the same degree; and
- Subrecipient's past ability to provide match during the grant year immediately preceding the year of the waiver request unless a change in circumstances justifies a lower amount.

The applicable Cal OES Unit Chief will approve or deny the request and sign the VOCA Victim Assistance Formula Grant Program Match Waiver Request Form. The VOCA Victim Assistance Formula Grant Program Match Waiver Request Form will be returned to the Subrecipient, as a determination letter, with the Grant Subaward, and retained in the master and working Grant Subaward files. The approved match waiver is applicable only for the duration

of the indicated Grant Subaward performance period.

B. SUBMISSION TO THE OFFICE FOR VICTIMS OF CRIME (OVC)

Using the revised OVC template, Cal OES will submit a Match Waiver Spreadsheet for all approved match waivers. The Match Waiver Spreadsheet will be submitted through a Grant Award Modification (GAM) and will include the Subrecipients who were approved for a match waiver for the federal fiscal year, for each relevant award, and will be submitted no later than 120 days after the end of the fiscal year.

II. NATIONAL EMERGENCY PANDEMIC MANDATORY MATCH WAIVER PROCESS

Cal OES will approve match waivers for any matching requirement, in its entirety, for all eligible crime victim assistance programs during a national emergency pandemic period for up to one year after the national emergency pandemic period has ended. Match waivers submitted during the pandemic period and up to one year after the pandemic period has ended, do not require a justification for match waived.

A. CAL OES REVIEW/APPROVAL

Cal OES has established this revised match waiver policy and has made this policy public on the Cal OES website. All Request for Applications (RFA) and Request for Proposals (RFP) that have VOCA Victim Assistance Formula Grant Program Funds will include the VOCA Victim Assistance Formula Grant Program Match Waiver Request Form. Information for requesting a match waiver will be included in the RFA or RFP.

To obtain a match waiver approval Subrecipients must include the VOCA Victim Assistance Formula Grant Program Match Waiver Request Form which includes the following information:

- Cal OES Grant Subaward Number;
- Subrecipient's Name;
- Grant Subaward Performance Period;
- VOCA Victim Assistance Formula Grant Program Award Number(s);
- VOCA Victim Assistance Formula Grant Program Funds Awarded (list each VOCA fund source/year separately); and

- Amount of Match Proposed (post approved Match Waiver);

B. SUBMISSION TO THE OFFICE FOR VICTIMS OF CRIME (OVC)

Using the revised OVC template, Cal OES will submit a Match Waiver Spreadsheet for all approved match waivers. The Match Waiver Spreadsheet will be submitted through a Grant Award Modification (GAM) and will include the Subrecipients who were approved for a match waiver for the federal fiscal year, for each relevant award, and will be submitted no later than 120 days after the end of the fiscal year.

C. CONCLUSION OF A NATIONAL EMERGENCY PANDEMIC PERIOD

Cal OES shall honor all match waivers granted during a national emergency pandemic period (including one year after the national emergency pandemic period ends) until they expire at the end of the applicable VOCA Grant Subaward for which match was waived. Grant Subawards approved after the period has ended will be subject to Cal OES's typical match waiver process.

Leigh Bills
Victim Services Branch Chief