

# MATCH WAIVER PROCEDURES

The ND Department of Corrections and Rehabilitation is to encourage VOCA subrecipients to meet match requirements. ND DOCR staff provides appropriate monitoring of compliance with match requirements throughout the performance period.

Match waivers, both in full and in part, are required to be justified at the time the VOCA grant application is submitted. Should a match waiver be requested in full or in part, 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?
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 this is a one-time request or are there extenuating circumstances that will require a waiver request next year?
7. How would the denial of a match waiver impact the VOCA project?
8. Would the program have to decline all or part of the grant award if a match waiver is not granted?

ND DOCR grant staff review the response during the application review process to make a determination prior to awarding grant funds, if a partial or full match waiver is necessary and justified.

ND DOCR grant staff 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 DOCR 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.

Once the grant is awarded and a match waiver is approved, a match waiver determination form will be uploaded to the respective grant in COSMOS in a Communication Note. The match waiver determination notice 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 ND DOCR, the waiver amount should create an equivalent match waiver percentage to be applied should the project budget change).
4. The ND DOCR approval of the waiver request for the reasons set out in the determination.

Waivers will only be applicable for the duration of the period of performance (i.e. not in perpetuity).

The ND DOCR will submit the match waiver spreadsheet, using the OVC template, showing all active waivers approved in a Federal fiscal year, no later than 120 days after the fiscal year end.

The ND DOCR 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 ND DOCR VOCA Grant Administrator.