



OCVS VOCA Match Waiver Process

Office of Crime Victim Services

Effective October 1, 2024

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Wisconsin Department of Justice Office of Crime Victim Services (OCVS) encourages VOCA subrecipients to meet the match requirement and grant staff provides appropriate monitoring of compliance with the match requirement throughout the subaward period. However, OCVS recognizes that for some agencies and communities, the match requirement may be a barrier to providing effective and necessary victim services. The OCVS VOCA match waiver process is below.

Match requirements are automatically waived for subrecipients that are federally recognized American Indian or Alaska Native tribes.

Applying for a Match Waiver

OCVS VOCA subrecipients may apply for a full or partial match waiver. Match waivers, both in full and in part, must be submitted to OCVS 30 days before the end of the project period. Any match waivers submitted after this deadline require OVC approval. The VOCA applicant or subrecipient must answer the following questions before a match waiver will be considered:

1. What extenuating circumstances exist that impede the organization's ability to partially or fully match VOCA grant funds?
2. Has the organization considered all possible options for meeting the match with in-kind and cash sources that are not being used as match?
3. How would the denial of a match waiver impact the VOCA project, the crime victims it proposes to serve, and the community?
4. Would the program have to decline all or part of the grant award if a match waiver is not granted?

OCVS grant staff reviews the answers provided in the match waiver request letter and makes a recommendation to the Director of Grant Programs & Training. The Director of Grant Programs & Training determines whether to grant a partial or full match waiver.



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Criteria for OCVS Match Waiver Determination

Partial or full match waivers must be justified by the applicant. OCVS grant staff will consider the following when making recommendations to the Director of Grant Programs & Training for match waiver request approval:

1. Practical and/or logistical obstacles to providing match (e.g., public agencies that do not engage in private fundraising and may have limitations in soliciting funds);
2. Local resource constraints (e.g., 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.

Approval of Match Waivers

Once the grant is awarded and a match waiver is approved, a match waiver determination notice will be uploaded to the respective grant into Egrants in the Monitoring section, and a copy of the letter will be emailed to the subrecipient. 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, waiver amount, and match waiver percentage; and
4. OCVS 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 grant period (i.e., not in perpetuity). OCVS will also consider emergency additional match waiver requests as needed (see "Other Match Waiver Circumstances and Considerations" below).

All match waivers must be approved and signed by the Director of Grant Programs & Training. Following match waiver determination, VOCA grant staff will communicate Match Waiver approval or denial and what is required of subrecipients.



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OCVS 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 ends.

Other Match Waiver Circumstances and Considerations

OCVS recognizes that agency and local resources may change. OCVS will monitor subrecipient match reporting and provide technical assistance to ensure the match requirement is being met. If OCVS and a subrecipient determine that a new or additional match waiver request will be needed, OCVS will require the subrecipient to submit a new or additional match waiver request. OCVS will review the request and justification in accordance with the criteria and process outlined above.

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

OCVS will then 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.

Emergency Match Waivers

OCVS reserves the right to issue partial or full match waivers to some, or all OCVS VOCA subrecipients when unique circumstances justify such action. Examples of unique circumstances include, but are not limited to, a natural disaster, a pandemic, or a mass violence incident. If OCVS chooses to issue a partial or full match waiver, notification will be sent to all subrecipients providing additional guidance.

If a subrecipient with an approved match waiver wishes to renegotiate the terms of the waiver during the project period, an electronic request must be made to OCVS outlining the justification for an amended match waiver (e.g., additional unanticipated hardship during the project period). This request will be considered by OCVS grant staff and the Director of Grant Programs & Training, and a determination letter with the decision will be sent to the grant recipient within 30 days of receipt of the request.



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Subrecipients will be notified of match waiver determinations in the above emergency circumstances through an approved Grant Adjustment Notice (GAN) and a determination letter that includes the following information:

- i. Scope of Waiver: Full or Partial
- ii. Total Amount of Match Needed:
- iii. Total Amount of Match Provided:
- iv. Percentage of Match to be Provided:
- v. Total Amount of Match Waiver:
- vi. Reason: (Pandemic, Natural Disaster, etc.)