

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Child and Family Services
11 State House Station
2 Anthony Avenue
Augusta, Maine 04333-0011
Tel.: (207) 624-7900; Toll Free: (877) 680-5866
TTY: Dial 711 (Maine Relay); Fax: (207) 287-5282

VOCA Match Waiver Policy and Procedure

Effective July 1, 2019, The Office of Victims of Crime (OVC) will no longer require OVC prior approval of subgrantee requests for a full or partial waivers of the Victims of Crime Act (VOCA) grant required match. The policy of the Department of Health and Human Services' (DHHS) Violence Prevention Program is to encourage subgrantees to meet the Victims of Crime Act (VOCA) grant match requirement. The Violence Prevention Program Manager provides appropriate monitoring of compliance of the match requirement throughout the subaward period.

Below are the policy and procedures of DHHS to be used as a guide when reviewing subgrantee requests for a match waiver. DHHS will request OVC approval of revisions to this document prior to making any match waiver determinations pursuant to the revised document.

Subgrantees are required to contribute (i.e. match) a minimum of a 20% (cash or in-kind) of the total cost of their VOCA funded program(s). The following are not subject to this requirement:

- (1) subgrantees that are federally-recognized American Indian or Alaska Native tribes, or programs that operate on tribal lands;
- (2) subgrantees that are territories or possessions of the United States (except for the Commonwealth of Puerto Rico), or projects that operate therein; and
- (3) subgrantees other than those described in (1) and (2), that have applied for and been granted a full or partial waiver from DHHS.

Upon receipt of a request for a match waiver, the Violence Prevention Program Manager will send the subgrantee a "***Waiver of the VOCA Grant Match Requirement***" form, see attached.

Requests for match waivers, whether partial or full, must be well justified by the subgrantee. The following will be considered the when reviewing requests and determining whether or not to grant a partial or full waiver of the match requirement:

1. Does the subgrantee face 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. Does the subgrantee face local resource constraints (*e.g.*, rural community with limited local funding availability or volunteer capacity)?

3. Have there been increases to VOCA funding where local funding availability has not increased to the same degree?
4. Has the organization previously provided the required match amount? (DHHS and OVC generally expects subgrantees 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.)

Within 30 days of receipt of a completed “***Subgrantee Request for Waiver of the VOCA Grant Match Requirement***” form, the Violence Prevention Program Manager will provide the subgrantee with a “***Notice of Determination of Subgrantee Request for Waiver of the VOCA Grant Match Requirement***”.

DHHS will apply the approved match waiver percentage in (or derived from) the original waiver request to a subgrantee’s modified budget to determine the updated match waiver dollar amount.

All requests/determinations for match waiver will be documented in the “***Match Waiver Spreadsheet***”. Within 120 days following the end of the fiscal year, the completed spreadsheet will be submitted to OVC.

Alicia Hunter

2/9/23

Alicia Hunter, LSW
Violence Prevention Program Manager

Date