



# SUBGRANTEE VOCA MATCH WAIVER REQUEST

## 1.0 POLICY

- 1.1 It is the policy of the Montana Board of Crime Control that Victims of Crime Act (VOCA) subgrantees who are not automatically waived match according to VOCA regulations must request match waivers through a uniform process as outlined in this policy. It is the intent of this policy to provide guidance to staff, Board Members and subgrantees on the process to request a VOCA match waiver.
- 1.2 28 C.F.R. § 94.118 requires Victims of Crime Act (VOCA) Grant Program subrecipients to "contribute (i.e., match) not less than 20 percent (cash or in-kind) of the total cost of each project."
- 1.3 Matching requirements are automatically waived for subrecipients "that are federally recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands."
- 1.4 Matching requirements are also automatically waived for subrecipients "that are territories or possessions of the United States (except for the Commonwealth of Puerto Rico), or projects that operate therein."
- 1.5 VOCA regulations do allow for hardship match waiver requests to be submitted to and approved by the state administering agency, the Montana Board of Crime Control (MBCC). MBCC reviews these requests and makes final decisions regarding approval of full or partial hardship waiver requests.
- 1.6 Match waivers must be requested 6 months prior to the close of the subgrant award, except in cases of unforeseen circumstances.

## 2.0 PROCEDURE

- 2.1 Subgrantees are responsible for submitting in writing to their VOCA program manager a letter requesting a waiver for their VOCA award required match. The letter must be on agency letterhead and signed by the Official Budget Representative for the agency. The letter must address the reason(s) why the match requirement can't be met.
- 2.2 Subgrantees are responsible for submitting with the letter specified in subsection (2.1) a completed [Subgrantee VOCA Match Waiver request spreadsheet](#).

- 2.3 VOCA program managers are responsible for notifying the Executive Director and the Chairperson of the Victims Committee of any requests for match waiver.
- 2.4 VOCA program managers are responsible for providing the match waiver requests to the Victims Committee for review and recommendation to the Board.
- 2.5 The Victims Committee Chairperson, or in his or her absence, the Vice-Chairperson will present the Committees recommendations to the Board.
- 2.6 The Board shall make a determination for approval or denial and send to the subgrantee its written determination within 7 working days of the Board meeting.
- 2.7 The Boards determination is final.

**3.0 REFERENCE AND AUTHORITIES**

- 3.1 MBCC Bylaws
- 3.2 28 C.F.R § 94.118 – Project match requirements
- 3.3 2 C.F.R § 200.29 – Cost matching or sharing
- 3.4 DOJ Grants Financial Guide 3.3 – Matching or cost sharing requirements

**4.0 DEFINITIONS**

- 4.1 Match – the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). Recipients should read the award announcement and award notice carefully to understand the specific match requirements applicable to their award.
- 4.2 Cash match (hard) - includes cash spent for project-related costs. An allowable cash match must include costs which are allowable with Federal funds, except acquisition of land, when applicable.
- 4.3 Third party in-kind match (soft) - includes, but is not limited to, the valuation of non-cash contributions. “In-kind” may be in the form of services, supplies, real property, and equipment.
- 4.4 Official Budget Representative - the person with budget-setting authority (i.e. City/County Commissioner, Mayor, Department Head, Program Director, or President of Board Directors)
- 4.5 Unforeseen Circumstance - a situation in which the ordinary course of operation has changed due to unanticipated events.

Issuing Authority: 