



ARIZONA DEPARTMENT OF PUBLIC SAFETY

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“Courteous Vigilance”

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Victims of Crime Act (VOCA) Victim Assistance Match Waiver Policy Implementation Date: June 6, 2023

The Arizona Department of Public Safety’s (ADPS) VOCA Administration Unit (VAU) encourages VOCA subrecipients to meet the match requirement and grant staff provide appropriate monitoring of compliance with the match requirement throughout the subaward period. However, ADPS recognizes that the match requirement can be a barrier to providing effective and necessary victim services for some agencies and communities. Therefore, ADPS sets forth its VOCA Match Waiver Policy as follows.

Applying for a Match Waiver

ADPS VOCA subrecipients may apply for a full or partial match waiver. VOCA subrecipients may indicate in the VOCA application for funding that a match waiver will be needed for the project period(s) contained in the solicitation. Match waivers, both in full and in part, are required to be justified once an award determination has been made and for each project period contained within the solicitation and subsequent award. 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. What extenuating circumstances exist that impede the organization’s ability to partially or fully match the VOCA grant funds requested?
2. Has the organization considered all possible options for meeting the match with in-kind and cash sources?
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?

The VOCA grant staff reviews the answers provided in an applicant’s match waiver request letter and makes a recommendation to the VAU Program Administrator. The Program Administrator determines whether to grant a partial or full match waiver.

Criteria for VOCA Administration Unit Match Waiver Determination

Match waivers, whether partial or full, must be justified by the applicant. Grants staff will consider the following when making recommendations to the VAU Program Administrator 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 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 – OVC and ADPS 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 lesser amount (which must be included in the applicant's match waiver request letter).

Approval of Match Waivers

Once the match waiver is approved, a match waiver determination notice will be issued to the subrecipient agency and maintained in the subrecipient file. The match waiver determination notice will contain the following:

1. A brief description of the project/services provided by the 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. VAU 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). The VAU will also consider emergency additional match waiver requests within the first six months of the grant period (see "Other Match Waiver Circumstances and Considerations" below).

All match waivers must be approved and signed by the VAU Program Administrator. Following the match waiver determination, grant staff will communicate Match Waiver approval or denial and what is required of subrecipients.

Other Match Waiver Circumstances and Considerations

ADPS recognizes that agency and local resources may change. The VAU will monitor subrecipient match reporting and provide technical assistance to agencies to ensure that match requirements are being met. If during the first six months of the grant period, the VAU and the subrecipient determines that a new or an additional match waiver request will be needed, the VAU will require the subrecipient to submit a new or an additional match waiver request. The VAU will review the request and justification in accordance with the criteria and process outlined above.

The VAU will 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.