

## **SDVS Match Waiver Policy**

May 04, 2020

The policy of the South Dakota Department of Public Safety (DPS), Victims' Services Program (SDVS) is to require VOCA subrecipients to meet their match requirements. If a subrecipient anticipates difficulty meeting the match requirement on a VOCA award, a request for a match waiver may be submitted to SDVS. Generally, match waiver requests will be considered at the start of an award period. A partial, or full match waiver may be requested for consideration. Match waivers are considered by SDVS and DPS staff on a case-by-case basis and approval will be determined based on a well-justified hardship. Approval considerations include, but are not limited to:

1. Who is being served by the project? (e.g. priority underserved victims as identified by SDVS in the grant solicitation-veterans, communities of color, elders, limited English proficient (LEP) victims, rural victims, LGBTQIA+ identifying victims, etc.).
2. 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 contributions).
3. Local resource constraints (e.g. recent loss of local fund sources or a rural or impoverished community with limited funding availability).
4. Increases to VOCA funding levels, whereas local funding availability has not increased to the same degree.
5. Past ability to provide match (SDVS generally expects subrecipients to provide a similar amount of match as provided the previous grant year unless the subrecipient can document a significant change in circumstances).
6. Length of time the subrecipient has been providing services (e.g. Is this a new project/service?).

SDVS reserves the right to issue partial, or full, match waivers to some, or all SDVS 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 SDVS chooses to take this action, notification will be sent to all subrecipients providing additional guidance. Depending on the circumstances, SDVS may provide a streamlined process for requesting match, different from that outlined below in order to expedite match waiver requests from subrecipients.

To request a match waiver, subrecipients must send a match waiver justification request on their agency letterhead to SDVS via email to the Program Specialist ([Laura.Quasney@state.sd.us](mailto:Laura.Quasney@state.sd.us)) containing the following:

1. Legal name of the agency requesting match
2. A brief description of the agency, project and services to be provided
3. A justification explaining the hardship reason for the match waiver request
4. Amounts:
  - a. Total amount of match required based on VOCA fund award
  - b. Total amount of match the agency is able to provide, broken out by in-kind and cash match.
  - c. Amount of match the agency is requesting to be waived
  - d. Amount of match provided in the prior grant year for the same project (if applicable).



5. Time period for which the match waiver request is being made
6. Signatures from both the agency's Executive Director and Board Chairperson

Notification will be made electronically via email and the decision of SDVS shall constitute final agency action.

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 SDVS outlining the justification for an amended match waiver (e.g. additional unanticipated hardship during the project period). This request will be considered by the Program Specialist and/or SDVS Director and a decision will be rendered electronically, within 30 days of receipt of the request.

Once a match waiver is approved, a match waiver determination notice will be sent to the subrecipient and uploaded to the subrecipient's grant file. The subrecipient's approved budget will be updated to reflect the reduced match required and the subrecipient's contract will be amended according. The match waiver determination notice will contain the following:

1. a brief description of the project/services provided by subrecipient;
2. the scope of the waiver, and waiver amount
3. the approval of the waiver request for the reasons set out in the determination.

SDVS will submit the match waiver determinations to OVC via a Program Office Approval GAN in GMS, within 30 days of approval. Determinations will be submitted, in bulk, to the appropriate federal award that is being used to fund the subrecipient containing the match waiver.

SDVS will submit the match waiver spreadsheet, using the OVC template, showing all active waivers approved in a federal fiscal year, no later than 90 days after the fiscal year end.

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. SDVS anticipates this would only occur in exigent circumstances.

A handwritten signature in blue ink, appearing to read "Cora Olson".

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Cora Olson, SDVS Director