



Sexual Assault & Domestic Violence Grant Program (SADVGP)

Identifying Match and Developing Budgets for Fiscal Year 2018

March/April 2017





Funding Sources

SADVGP is supported by:

1. Federal Victims of Crime Act (VOCA) funds
2. State funds



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



Funding Sources

Federal Match Requirement

According to the Federal VOCA Victim Assistance Program Final Rule (81 FR 44528, August 8, 2016):

“Sub-recipients shall contribute (i.e., match) not less than twenty percent (cash or in-kind) of the **total cost** of each project.”





Funding Sources

Federal Match Requirement

For Fiscal Year 2017:

- DCJS was able to utilize State funds to serve as match for VOCA funds
- These State funds were sufficient to fully meet the match requirement
- Utilized a 75% Federal / 25% State split





Funding Sources

Federal Match Requirement

For Fiscal Year 2018:

- Available State funds are insufficient to fully meet the required Federal VOCA match
- Available State funds total \$3,243,250, which will comprise **15%** of the VOCA required 20% match
- Will utilize a 80% Federal / 20% State split





Funding Sources

Federal Match Requirement

For Fiscal Year 2018,
SADVGP grantees will need
to **provide 5%** of the required
Federal VOCA match.





Funding Sources

Federal Match Requirement

For example, if a program's DCJS grant totals \$100,000 (cash plus match), the itemization would be as follows:

- \$80,000 = Federal VOCA funds
- \$15,000 = State funds used as match
- \$5,000 = Program-provided cash or in-kind match





Identifying Match Cash and In-Kind

Programs can meet the match requirement by utilizing:

1. Cash sources of match;
2. In-Kind sources of match; or
3. Combination of both cash and in-kind sources of match.





Identifying Match Cash and In-Kind

The VOCA Rule states that cash and in-kind sources of match are: “restricted to the same uses, and timing deadlines for obligation and expenditure, as the project’s VOCA funding.”





Identifying Match Cash and In-Kind

Once funds are committed to match, they cannot be used for match in other areas.



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Identifying Match Cash and In-Kind

All match on grants must be:

1. verifiable in program/agency records and the approved budget;
2. not included as part of match on another project;
3. necessary and reasonable for efficient accomplishment of project objectives;
4. allowable costs;
5. non-federal sources;
6. in compliance with all guidelines; and
7. of an appropriate percentage.





Identifying Match Cash Sources

- VOCA Rule defines cash as “the value of direct funding for the project.”
- Cash used as match may be obtained from other state (non-DCJS), local, program income, or private sources.
- Cash **cannot** be derived from federal sources.





Identifying Match In-Kind

- The costs of activities counted as in-kind match must be directly related to the project goals and objectives.
- In-kind match must be documented in the same manner as grant-funded activities.





Identifying Match In-Kind

In-kind match should be valued based on the fair market value of the goods or services.

For example, the value of a volunteer answering a hotline should be the same as what the agency would pay an employee to answer the hotline.





Identifying Match In-Kind Sources

1. Volunteered services

VOCA Rule states: “the value placed on which shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program, but if the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes”





Identifying Match In-Kind Sources

2. Materials/Equipment

VOCA Rule states: *“the value placed on lent or donated equipment shall not exceed its fair market value”*





Identifying Match In-Kind Sources

3. Space and facilities

VOCA Rule states: *“the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality”*





Identifying Match In-Kind Sources

4. Non-VOCA funded victim assistance activities

VOCA Rule states: *“including but not limited to, performing direct service, coordinating, or supervising those services, training victim assistance providers, or advocating for victims”*





Identifying Match In-Kind Sources

5. Discounts

VOCA Rule states: “Any reduction or discount provided to the sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider’s nominal or fair market value is for the good or service”





Identifying Match In-Kind Sources

Examples of in-kind donations include:

- Expendable equipment (e.g., mobile phones, computers)
- Office supplies
- Workshop or education and training materials
- Office space





Identifying Match In-Kind Sources

Examples of in-kind donations include:

- Costs of utilities, insurance, security, janitorial services (*to the extent that they are not being paid out of the grant or other Federal funds*)
- Short-term space
- Web space/services





Identifying Match In-Kind Sources

Examples of in-kind donations include:

- Reasonable value of tangible goods used by the project (e.g., used clothing, toiletries, diapers)
- Furniture
- Taxi and hotel vouchers





Identifying Match In-Kind Sources

Examples of in-kind volunteer services include:

(these must be a part of funded project)

- Monetary value of time contributed by professional and technical personnel, for the project and/or for victims served
- Other skilled and unskilled labor





Identifying Match In-Kind Sources

Examples of in-kind volunteer services include:

(these must be a part of funded project)

- Members of board of directors or advisory board *(if members are not compensated for their time)*
- Student interns





Identifying Match In-Kind Sources

Examples of in-kind volunteer services include:

(these must be a part of funded project)

- Project volunteers (e.g., hotline workers, advocates, group facilitators, trainers/speakers, child care providers)
- Independent Sector value of volunteer time:
<http://www.independentsector.org/wp-content/uploads/2016/05/ValueofVolunteerTimebyState2001-2015.pdf>





Identifying Match Documentation/Recordkeeping

Grantees must maintain records that clearly show:

- the source,
- the amount, and
- the period of time during which the match was allocated.





Identifying Match Documentation/Recordkeeping

The basis for determining the value of personal services, materials, equipment, and space and facilities shall be documented.





Identifying Match Documentation/Recordkeeping

Volunteer services shall be substantiated by the same methods used by grantee for its paid employees

(generally, this should include timesheets substantiating time worked on the project)





Identifying Match Match Waiver Option

In accordance with the VOCA Rule (§ 94.118(b)(3)), applicants **may request a waiver** for a portion of the match or for the entire match amount.





Identifying Match Match Waiver Option

Before you request a match waiver, consider:

1. A waiver of the match amount does not mean that you will receive the waived amount as part of your award.

For example, if your total project cost is \$100,000 and you request and are approved for a full waiver of the 5% portion of match, then your award will be \$80,000 in Federal funds and \$15,000 in State funds (total of \$95,000). You are not required to provide \$5,000 in match (the match is waived) but you will not be awarded the \$5,000.





Identifying Match

Match Waiver Option

Before you request a match waiver, consider:

2. Waivers are granted at the discretion of the Director of the federal Office for Victims of Crime (OVC) – your request may or may not be approved, in whole or in part.
3. The timeline for OVC approval is unknown. If you initiate your project in anticipation of an approved waiver, and your request is denied, then your agency will be required to provide 5% cash or in-kind match to any funds expended.





Identifying Match

Match Waiver Option

Before you request a match waiver, consider:

4. DCJS is required to compile and summarize all waiver requests and submit a single request to OVC. Approval of your request could therefore be delayed because DCJS is awaiting additional information from another agency seeking a waiver, etc.





Identifying Match

Match Waiver Option

Before you request a match waiver, consider:

5. If your waiver request does not appear to meet VOCA Rule requirements or does not meet submission deadlines, DCJS may elect not to include it in our single compiled request.
6. If a waiver request is denied by OVC, the awarded applicant must provide the required match or negotiate a reduced award amount.





Identifying Match Match Waiver Option

To request a full or partial match waiver, detail the following on agency letterhead:

1. Amount, source, and description of match you anticipate providing and amount for which you are requesting a waiver; AND
2. The compelling need(s) your agency has for a waiver.





Identifying Match

Match Waiver Option

- Your request should address factors such as: local resources, annual budget changes, past ability to provide match, and whether the funding is for new or additional activities.
- Your letter must make a compelling and **detailed case** for a waiver and must conclude with a summary paragraph which DCJS can include in the waiver request to OVC.





Fiscal Year 2018

Award Amounts Award Process Budgets & Narratives



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Fiscal Year 2018 Award Amounts

DCJS anticipates awarding
level funding to FY 2017
amounts.



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Fiscal Year 2018 Award Process

Statements of Grant Award
(SOGA) will be mailed in late-
June or early-July.





Fiscal Year 2018 Award Process

A SOGA special condition will require submission of a grant application cover sheet, itemized budget, and budget narrative for FY18.





Fiscal Year 2018 Budget & Narrative

- Templates for both the itemized budget and budget narrative, as well as additional guidance, will be provided.





Fiscal Year 2018 Budget & Narrative

Itemized Budget:

- Excel template will be provided
- Separate DV and SA budgets
- Itemized match required





Fiscal Year 2018 Budget & Narrative

Budget Narrative:

- Template will be provided
- Narrative must correspond line-by-line with itemized budget
- Narrative must include description of match amounts





Fiscal Year 2018 Budget & Narrative

Budgets and narratives will be reviewed and approved by your Grant Monitor





Other SADVGP Information

Revised Quarterly Report Form



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For Additional Assistance

Contact:

Your Grant Monitor

or

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