Internal Match Waiver Request Approval Process:

- Following the approval of the Match Waiver Policy GAN in GMS, communication and the Match Waiver Request Policy was sent out to impacted subgrantees (VSGP, Child Treatment, and VOCA School Based). A call and Question/Answer session was held on 4/23, with 71 subgrantees in attendance.

- All match waiver requests will be submitted to the VOCA Administrator (Shaffer) with the grant monitor cc'd.

- The VOCA Administrator will review the request and record it in the OVC Match Waiver Spreadsheet in Google Docs. The request will then be sent to Grants Management (Fero) for review.

- If the request is approved, the VOCA Administrator will draft a Match Waiver Determination with input from the grant monitor. Pending the amount of requests, the Grant Monitoring Supervisor will assist with this step.

- The Match Waiver Determination documents will be sent to the Programs and Services Division Director (Fitzpatrick) for review. The Match Waiver Determination documents will then be sent to the Agency Director (Dion) for final approval.

- Approved Match Waiver Determinations will be emailed to the subgrantee and the grant monitor will create a monitor log with the Determination attached in GMIS.

- Once all SFY20 Match Waiver Requests have been completed, the OVC Match Waiver Spreadsheet will be saved on the shared drive as a record.