



Massachusetts Office for Victim Assistance (MOVA) Match Waiver Policy and Procedure

Issue Date: October 2019

Last Revision Date: March 25, 2026

Purpose

Victims of Crime Act (VOCA) regulations require grantees to contribute 25% of their grant amount as cash or in-kind match from non-federal sources. The MOVA Match Waiver Policy and Procedure documents MOVA's match waiver practices, the rules and guidelines concerning match, and the process for grantees to request a match waiver from MOVA.

Scope

MOVA uses state and/or federal funds to support administered grants and applies the match waiver requirement and Match Waiver Policy to all grantees of all grants administered by MOVA, unless explicitly documented otherwise in the Call for Grant Applications (CGA).

Partial and full match waiver requests will be considered and approved by the State Administering Agency (SAA), MOVA. MOVA may initiate match waivers either on an individual grant program, multi-grant program, or a blanket basis for grantees when the match requirements have a direct impact on services provided to victims of crime. MOVA approval is required for any match waiver requested by a grantee.

MOVA abides by the current Office for Victims of Crime (OVC) guidance on the [Updated Match Waiver Approval Process](#) issued September 20, 2021.

Policy



Both MOVA-initiated match waivers and grantee-initiated match waiver requests are to be used when unique and qualifying circumstances exist. Circumstances that may apply include, but are not limited to:

- Natural disasters
- Pandemics or other geographic health crises
- National emergencies
- Mass violence/victimization events
- Resource constraints (e.g., employee recruitment and retention challenges or limited funding availability)
- Other events or challenges as determined by MOVA

Procedure

Grantee Match Waiver Requests

Grantees must follow MOVA's instructions to request a match waiver for each applicable grant. Approval of a match waiver only applies to the specific grant for which the waiver was requested and does not extend to other grants.

1. A grantee will submit a match waiver request during the application period (as outlined in the applicable CGA) or during the performance period. Match waivers cannot be requested in the last 30 days of the performance period.
2. Match waiver requests (full or partial) must be justified if requested outside of a national emergency period or when mandatory or blanket match waivers are not in effect.
3. Following MOVA's review, a determination letter located within the Contracting Forms in eGrants, MOVA's electronic grants management system, will state MOVA's final approved match waiver percentage and serve as notification of MOVA's decision to issue the match waiver.

MOVA Initiated Match Waivers



Per [34 U.S.C. § 20103\(a\)\(7\) and \(8\)](#), MOVA may automatically waive match requirements for grantees during a national pandemic period or other qualifying circumstances. MOVA may issue blanket match waivers on behalf of all grantees, individual match waivers and/or project-based match waivers based on the circumstances and needs of the Commonwealth. MOVA may issue a match waiver during the application period or at any other time during the performance period. In the event of a match waiver issued by MOVA, MOVA will:

1. Notify applicable grantees in writing that match requirements are waived for the duration of the grant period. The match waiver may be stated in the applicable CGA.
2. Grantees will accept or decline the match waiver.
3. A determination letter located within the Contracting Form in eGrants, MOVA's electronic grants management system, will state MOVA's final approved match waiver percentage and serve as notification of MOVA's decision to issue the match waiver.

National Emergency Match Waivers

34 U.S.C. 20103(a)(8) further states in part: *"Beginning on the date a national emergency is declared under the National Emergencies Act (50 U.S.C. § 1601 et seq.) with respect to a pandemic and ending on the date that is one year after the date of the end of such national emergency, State Administering Agencies shall issue waivers for any matching requirement, in its entirety, for all eligible crime victim assistance programs contracted to provide services at that time."*

As a result of this provision, MOVA will honor all match waivers issued during the time of a national emergency until the expiration occurring one year after the end of a national emergency. New grants or renewal grants made on or after one year after the end of the national emergency, will no longer qualify for mandatory match waiver. The extended match waiver deadline also applies to grantees in receipt of state funds. Match waiver requests received outside of the national emergency timeframe will be considered under the ordinary match waiver process outlined above.



In times of national emergency, match waivers will be reviewed and acted upon as follows:

1. MOVA will issue automatic match waivers.
2. No additional justification will be required for match waivers when subject to mandatory waiver during national emergencies.
3. A determination letter located within the Contracting Form in eGrants will state MOVA's final approved match percentage and serve as notification of MOVA's decision to issue the national emergency match waiver.

Definitions/Terminology

- Blanket match waiver – A match waiver issued by MOVA on behalf of all grantees. Such a match waiver does not necessitate individual assessment of match waiver eligibility and is applied universally. This match waiver is exclusively initiated by MOVA when unique and qualifying circumstances exist. Examples of unique and qualifying circumstances include, but are not limited to, resource constraints, limited funding availability, and other related challenges as determined by MOVA.
- National emergency match waiver – A mandatory match waiver issued during a national emergency that is declared under the National Emergencies Act. The entirety of the match requirement is waived by MOVA.

Policy Testing

A designated staff member on the grants administration team will be responsible for ensuring that the above policy is reviewed, adhered to, and updated. Review will occur on an annual basis or at the discretion of the Director of Grants Administration or designee.

This policy may be updated at any time to reflect and comply with relevant amendments in federal and/or state policies and regulations.

Approval

Liam Lowney, Executive Director, March 25, 2026

Revision History

Date	Reference	Description
10/2019	Initial Policy Issue	N/A
06/2020	March 2020 Updates to OVC Match Waiver Approval Process	Unique circumstances allowed by OVC. See Reference: “March 2020 Updates to OVC Match Waiver Approval Process.” “Unique circumstances” language was added to include flexibility for match waiver approvals outside of the application period.
10/2023	OVC September 2020 Policy Update and End of National Emergency	Under OVC’s revised Match Waiver Approval Process, OVC clarified that SAAs may issue blanket match waivers on behalf of all grantees with reasonable and adequate justification pursuant to their policies. The policy update provides clarification on blanket match waivers. Guidance on the national emergency pandemic waiver requirement was added in compliance with OVC’s revised Match Waiver Approval Process and the VOCA Fix. “Unique circumstances” language was expanded.
03/2026	Annual Review	Updated format of policy to reflect FY26 MOVA guiding document procedures. Annual review, no substantive content revisions.