



## Match Guidance Memo

April 9, 2020

This Match Guidance Memo is a brief and concise overview of Match requirements to assist sub-grantee agencies develop their SFY2021 Continuation Budgets as required for this year's grant continuation process. This document will reiterate the Match guidance revisions that were announced in January (1-20-2020).

Match is the shared portion of a project not funded by the Council on Domestic Violence and Sexual Assault (CDVSA). **Match funding** is a straightforward concept that is considered a key component of many funding opportunities. It involves CDVSA agreeing to provide project funding with the requirement that a certain percentage of **match** funds are committed to the project budget from sources other than CDVSA. There are two types of match:

- **Cash Match:** includes all allowable sources of cash. Cash match is sometimes called "hard" match because it is using actual monies.
- **In-Kind Match:** includes all third-party donations and volunteer time that can be valued as a non-cash contribution to the program.

The intent of Match funding is to have a shared commitment from the community and agency receiving public funds. CDVSA Match requirements vary for each funding type, and those Match percentages will change for SFY2021 budgets. Below are the new Match percentages by grant program, effective FY2021:

<u>Subaward Funding Type</u>	<u>Required Match</u>
General Funds for Victim Services	10%
Victims of Crime Act (VOCA)	25% <sup>1</sup>
Family Violence and Prevention Services Act (FVPSA)	25%
Sexual Assault Service Program (SASP)	0%
Battering Intervention Program (BIP)	15%
Prison Battering Program (PBP)	0%
Prevention programs – CR and CBPPP	10%

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<sup>1</sup> CDVSA has an approved Match Waiver process for agencies receiving VOCA funds; if an agency is experiencing a unique and justifiable hardship that prevents them from reaching their required match they may request a reduction of a portion of the 25% match. Waivers are requested and approved each year, with the expectation they are time limited.



Two other changes to allowable match will be effective beginning in SFY2021:

1. Paid employees of other agencies/organizations who participate on work groups, coalitions or provide other in-kind services, as part of their paid position, can be used as in-kind match valued at the employee's regular rate of pay;
2. Owned property: If a program owns a building out-right, or is occupying facility space free of charge, the rental value of the property may be used as in-kind match. This requires the agency to obtain from a local realtor those values for their records and will be required to submit this documentation to CDVSA.

**When determining your match contribution, identify only the required amount of match.** The total project budget is the combined amount of CDVSA grant award plus the required match and will be documented, tracked and monitored for financial compliance.

The CDVSA subawards have two sources of funding: state and federal. The source of match, whether it's cash or in-kind, must come from a source of funds that are different than the fund source you are matching. As an example, state funds can be used to match federal funds but state funds cannot match state funds. Also, CDVSA funds from one grant award cannot be used to match other CDVSA grant awards.

Sources of cash match funds can come from other state or federal grant awards, city or municipal funds or unrestricted cash donations. In addition, in-kind (non-cash) match is also allowable and encouraged. Documentation of in-kind match must show the value of the donated service or item and it must be retained the same as all other financial source documentation.

Also, remember that match funding is restricted to the same allowable use of funds as the fund source you are matching, and must align with the intent of the activities you are matching.

This memo is intended as a brief overview of key components, definitions and restrictions related to required match funds. For examples of types of match allowable by budget category review the CDVSA Budget Overview and Narrative Guidelines Document, included with your continuation packet.

CDVSA Program Coordinators and other staff are available to answer questions and provide clarification as you prepare your FY2021 CDVSA award budget(s). Good luck!