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**Department of Finance  
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## STOP Waiver Request Guidelines

DFA/IGS has received guidance from the Office on Violence Against Women (OVW) regarding match waivers. OVW regulations (28 CFR 90.18(d)) provide detailed information on the documentation needed to demonstrate financial need. DFA/IGS in coordination with OVW has determined that the COVID-19 national emergency has created sufficient financial need for our organizations. If your program is in need of a match waiver, please submit a letter, signed by the authorized representative explaining that your organization is experiencing financial need as a result of COVID-19. Include the amount of waiver you are requesting.

Should a match waiver be requested, the STOP applicant should consider the following questions:

- 1) What extenuating circumstances exist that impede the organization's ability to partially or fully match the STOP grant funds requested (e.g. COVID-19 pandemic)?
- 2) What methods has the organization used to consider all possible options for meeting the match requirements?
- 3) If a match waiver is approved, does the organization anticipate that this is a one-time request or will there be extenuating circumstances that will require a waiver request next year?
- 4) How would the denial of a match waiver impact the STOP funded project?
- 5) What amount of match can the program currently meet?

Requests should be submitted to the DFA Program Manager on letterhead and signed by the highest ranking official of the organization. DFA/IGS staff will review the request and make recommendations. DFA/IGS determines whether to grant a partial or full match waiver with the review and recommendations of the OVW Program Manager and/or the VJA Advisory Board. The effective date of the waiver requests will be March 11, 2020, the date of the Governor's signed Executive Order 20-3.

All approved match waivers must be approved and signed by the DFA/IGS Statewide Program Manager.