



# North Carolina Department of Public Safety

## Governor's Crime Commission

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Robert Evans, Chairman  
Caroline C. Valand, Executive Director

Date: April 1, 2020  
To: GCC Subrecipients  
From: Caroline Valand  
Executive Director, GCC  
Subject: Extenuating Circumstances Match Waiver Requests – COVID 19

You are receiving this email as the Financial Official or Project Director for an open project awarded with Juvenile Justice (JJ), Violence Against Women Act (VAWA), or Victims of Crime Act (VOCA) funds. Following new guidance from the federal Office of Justice Programs, GCC is extending the opportunity for all subrecipients of open grants funded through these federal grant programs to submit a “Request for a Match Waiver due to Extenuating Circumstances.” This match waiver will allow organizations that are experiencing difficulties in meeting their match due to circumstances around COVID-19 to request a waiver of their full match requirement.

To receive a match waiver for extenuating circumstances, GCC subrecipients must submit a written request for the waiver on agency letterhead – providing the following information for each project for which a waiver is requested:

**1. The project name, Project ID and a brief summary of the project** (this information may be found on your project application)

**2. The stated request for a waiver due to extenuating circumstances and the justification for this request**

In this section of the letter, the applicant should explain the extenuating circumstances (e.g. COVID-19 quarantine) and how these circumstances have negatively impacted the organization’s ability to meet the project’s match requirement. For example, if your organization uses volunteers to meet match requirements, and your volunteers are unable to volunteer on-site because of COVID-19 restrictions, then you should explain this circumstance and its impact in your justification.

**3. The dollar amount of the waiver request**

GCC will only provide full match waivers through this process – as the calculations of the remaining match for partially waived (or for match waived for a few months) would be onerous due to the amount of waiver requests that we expect to receive.

**Mailing Address:**  
4234 Mail Service Center  
Raleigh NC 27699-4234

[www.ncdps.gov/gcc](http://www.ncdps.gov/gcc)



An Equal Opportunity employer

**Office Location:**  
1201 Front Street  
Raleigh, NC 27609  
Telephone: 919-733-4564  
Fax: 919-733-4625

Each project requesting a waiver should have its own individualized waiver request letter, but an organization should complete a single (1) spreadsheet including all projects for which they are requesting extenuating circumstances waivers.

Please complete the attached spreadsheet for your organization and include the spreadsheet with your match waiver request letter(s). All Match Waiver requests should be emailed back to [GCC\\_Grants\\_Management@ncdps.gov](mailto:GCC_Grants_Management@ncdps.gov)

Please name your email with “Extenuating Circumstances Match Waiver Request and your organization’s name” in the Subject: field

Match waiver request should be submitted no later than **April 30, 2020**.

Please note the following important details:

- The waiver for extenuating circumstances related to COVID-19 will be a full match waiver and will alleviate any need to provide additional match for the life of the project.
- Waivers are applicable only for the duration of the subrecipient project (*i.e.*, not in perpetuity)
- The waiver **will not** increase the federal share previously approved for your project(s)
- The IT staff will remove automatically unpaid match from your budget in GEMS on each line, leaving only the federal share
- When the match is waived the quantity remains the same, resulting in a change in **the unit cost (cost per item)** in each budget line that includes match. This change will reduce the total budget, (your Federal share remains the same).
- Projects must not be in pending status for either a budget adjustment or a reimbursement for the automated match removal to occur.

If you have any questions, please contact a member of the planning team for your GCC grant.

Thank you,

Caroline Valand