



GOVERNOR GREG ABBOTT

April 8, 2020

Dear Colleagues,

You are receiving this message because you have an active Victims of Crime Act (VOCA) or STOP Violence Against Women Act (VAWA) grant from the Governor's Public Safety Office (PSO) that includes a federally required cash/in-kind match contribution. In the wake of the national COVID-19 response efforts, our office, other state administrative agencies as well as numerous state and national victim service coalitions having been advocating for a streamlined match waiver approval process from the United States Department of Justice's Office for Victims of Crime (OVC) and Office on Violence Against Women (OVW) in an effort to pass down some financial relief to our grantee agencies and jurisdictions providing critical services to victims of crime.

In recent communications with our federal partners, both OVC and OVW have now initiated an unprecedented match waiver process for states. In turn we are making this one-time emergency match waiver available to your grant program(s).

If you are unable to meet your current matching funds requirement due to the COVID-19 pandemic and need to reduce or remove cash/in-kind match from your budget, please submit a budget adjustment request through eGrants. In an effort to afford each agency maximum flexibility, and understanding you are juggling many competing priorities, budget adjustment requests to reduce or remove matching funds may be submitted now or any time prior to preparation of your Final FSR in eGrants. Please refer to the attached instructions for additional guidance on submitting match removal budget adjustments in eGrants.

Thank you for your patience, as we strive to provide our grantees with the flexibility and relief needed to navigate these uncharted waters.

Kind Regards,

A handwritten signature in blue ink that reads "Aimee Snoddy".

Aimee Snoddy
Executive Director
Public Safety Office
Office of the Governor



PSO VICTIM SERVICES GRANTS BUDGET ADJUSTMENT INSTRUCTIONS FOR MATCH REDUCTION OR REMOVAL

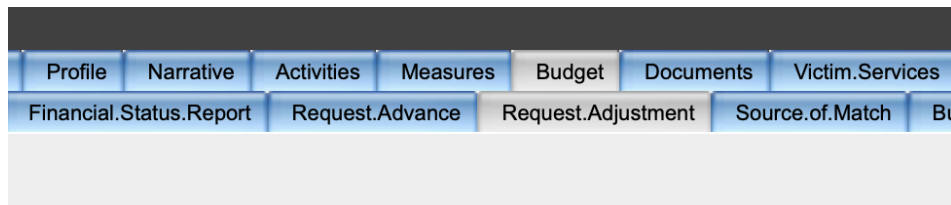
IMPORTANT NOTES

- To the extent possible, we request that when you prepare your adjustment to reduce or remove match, that you NOT make any other revisions to your budget. Additional budget revisions may cause delays in approval.
- To expedite the process, your adjustment justification found at the bottom of the Request.Adjustment tab will serve as your Match Waiver Request to us. Please use the following verbiage in this area:

“Match Waiver Request: This adjustment is to remove budgeted match due to financial constraints experienced during the COVID-19 pandemic. Despite the removal of our match, our program will continue to utilize the services of volunteers whenever possible.”

EGRANTS BUDGET ADJUSTMENT STEPS

1. Navigate to the Budget/Request.Adjustment tab



2. Scroll down and check the option for “Modify Current Budget”

adjustment.

Modify Current Budget

Complete this section to move monies from one budget line item to another or to increase or decrease to the OOG grant award amount.

☐ Click here to modify the budget

Increase Current Budget

Complete this section to request an increase to your project's OOG award

3. Input the justification language in the text box, then click Create

Adjustment Justification

Complete this section to describe those change(s) you intend to make at this time, along with any other relevant information. For each item marked above, ensure a description for that change is noted in this box.

Created Date:
Adjustment Status:

Enter the Adjustment Justification

Match Waiver Request: This adjustment is to remove budgeted match due to financial constraints experienced during the COVID-19 pandemic. Despite the removal of our match, our program will continue to utilize the services of volunteers whenever possible.

Create



PSO VICTIM SERVICES GRANTS BUDGET ADJUSTMENT INSTRUCTIONS FOR MATCH REDUCTION OR REMOVAL

4. Navigate to the Budget/Details tab



5. Expand each line item in the budget that contains match, and click on the pencil icon on the left side.

Select and Enter Budget Line Item Details

| New Budget Item | Budget Category | OOG Funds | Cash Match | In Kind Match | GPI |
|--------------------------------|-----------------|--------------|--------------|---------------|--------|
| | Personnel | \$182,607.00 | \$182,088.00 | \$0.00 | |
| OOB-Defined Line Item | | OOG Funds | Cash Match | In Kind Match | GPI |
| Prosecutor | | \$72,625.00 | \$99,106.00 | \$0.00 | \$0.00 |
| Edit Grantee-Defined Line Item | | OOG Funds | Cash Match | In Kind Match | |
| | | \$72,625.00 | \$99,106.00 | \$0.00 | |

6. Make necessary adjustments to Budget Line Item Descriptions and budgeted OOG, Cash Match, and In-Kind Match funds.

- a. To delete a line item that contains ONLY matching funds, click the “Confirm Delete” box and then “Delete Budget Item” button.

Enter the Grantee-Defined Budget Line Item Description: ?

Enter the OOG Funds Amount: ?
23359.25

Enter the Cash Match Amount: ?
0.00

Enter the In Kind Match Amount: ?
0.00

Enter the Generated Program Income (GPI) Amount (prior approval required): ?
0.00

Percentage of Salary: ?
25

☐ Confirm Delete

- b. To update a line item that contains both OOG funds AND match funds, enter either a zero (to remove match completely) or a reduced dollar value into the appropriate Cash Match or In-kind Match field. Then click the “Update Budget Item” button.

Enter the Grantee-Defined Budget Line Item Description: ?

Enter the OOG Funds Amount: ?
16804.73

Enter the Cash Match Amount: ?
6454.15

Enter the In Kind Match Amount: ?
0.00

Enter the Generated Program Income (GPI) Amount (prior approval required): ?
0.00

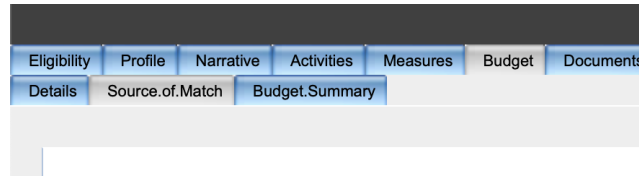
Percentage of Salary: ?
32

☐ Confirm Delete



PSO VICTIM SERVICES GRANTS BUDGET ADJUSTMENT INSTRUCTIONS FOR MATCH REDUCTION OR REMOVAL

7. Navigate to the Budget/Source.of.Match tab



8. Click the pencil icon to the left of each match source

Edit the Source(s) of Matching Funds

10 Items Per Page Select the number of records to display per page.

| Edit/Delete | Grantee-Defined Description of Match | Amount | Match Type |
|-------------|--------------------------------------|-------------|---------------|
| | ... | \$38,159.13 | In Kind Match |
| | ... | \$32,032.00 | Cash Match |
| | ... | \$40,000.00 | In Kind Match |

Page 1

9. Make necessary adjustments to match source amount. To delete a line, click the “Confirm Delete” box and then “Delete Budget Item” button, otherwise input the updated dollar amount in the text field indicated below and hit “Update Item”

Enter the Source(s) of Match

Enter a Description for the Matching Funds:

Enter the Amount for the Source(s) of Match:

38159.13

Select the Type of Matching Funds:

☐ Cash Match

☒ In Kind Match

☐ Confirm Delete

10. Once all necessary changes are made, ask your Authorized Official or Financial Officer to log into eGrants to Certify the budget adjustment. Once certified, your Grant Manager will review and take the necessary steps to complete the approval process.