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| --- | --- |
| Agency Name and Award Number: |  |
| Active Award Amount for 2022-2023: | $ |
| De-obligation amount: | $ |
| Total percentage of award de-obligated: | % |
| Match waiver taken? | [ ]  Yes [ ]  No [ ]  Partial |
| If the answer “no” above, was match met?Explanation of match situation: | [ ]  Yes [ ]  No [ ]  Partial |
| **The grant or program manager must sign for any grant de-obligation****and attach this document to the files section of the grant.**

|  |  |
| --- | --- |
|  |  |
| Grant/Program Manager | Date |  |

**If de-obligation amount is over 10% of the total award, explain the amounts not spent by category and why.****(If COVID is a factor, please explain how COVID was a factor and not simply list “COVID”.)** |
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\*Please note that regular and/or excessive de-obligation of your VOCA grant funding will place your agency in a high-risk category and could potentially affect future funding decisions.