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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.