

MEETING A FEDERAL MATCH IN A REMOTE WORKING ENVIRONMENT



Overview of Match

Traditional mechanisms to meet federal match requirements may not be sufficient in a remote work environment. Thinking outside of the box, while adhering to federal regulations on match requirements, may broaden an organization's match sources, increase the organization's community network, and benefit the organization in the long-term. Match requirements vary among grant programs. Please review the grant program solicitation under which your organization was funded and contact your grant manager with questions on your specific grant.

Volunteers

Volunteers working remotely can provide an organization with valuable service, and remote volunteer hours count toward a federal match. Make sure to maintain records that clearly demonstrate the source, amount, and timing of each remote volunteer's service. Ideas of tasks a remote volunteer could perform include—

- Conducting research or resource review;
- Conducting virtual client sessions;
- Contributing content for social media/website;
- Creating wish lists to meet client or business needs;

WHO WE ARE

The Human Trafficking Capacity Building Center is a coaching and development hub assisting organizations and tribes with: (1) building their capacity to aid victims of all forms of human trafficking, (2) navigating the broad range of resources available to support their missions, and (3) strengthening human trafficking service networks.

- Delivering a webinar or virtual training;
- Developing policies and procedures;
- Developing or updating a volunteer handbook;
- Drafting program collateral;
- Performing data cleaning and analysis; and
- Setting up a file organization system.

Pro Bono Services

Many professionals offer pro bono or subsidized services that can help meet client needs and support your program and organization, including—

- Academia (research partners, evaluators, data analysts);
- Administrative (job-hiring firms, advertising);
- Communication (advertising, social media, graphic design and layout, outreach, speech writing);
- Financial services (accountants);
- Law firms and attorneys;
- Medical and mental health (counselors, psychologists, psychiatrists, substance abuse treatment providers); and
- Technology development and support.

Donation of Goods

Donated goods that are necessary and reasonable to accomplish program objectives count toward a federal match. The goods needed in a remote work environment will most likely be very different than the goods needed in a typical office environment. Proactively informing an organization's donors on how to continue their generosity during remote service delivery helps ensure the donations are both useful and necessary. Goods that may be useful during a remote work environment include—

- Cleaning and hygiene products;
- Electronic gift cards;

- Physical items purchased online from an organization’s wish list and shipped directly to a designated location;
- Office supplies; and
- Remote technology tools (i.e., laptops, mobile phones).

Personal Assets

When transitioning to remote work, personal assets may be used to deliver services and conduct other regular business. Assets may include—

- Mobile phones;
- Desktop computers;
- Laptop computers;
- Cellular data;
- Office supplies;
- At-home workspace (i.e. home office); and
- Video conferencing services.

Fundraising

Proceeds from a fundraiser can be used to apply toward match. However, any activities around the planning or hosting of a fundraiser (e.g., volunteer hours, donation of goods, administrative costs) would not be an allowable in-kind match since fundraising itself is not an allowable activity under federal grants.

Additional Information

- Government-wide match requirements: [2 C.F.R. § 200.306](#)
- [DOJ Grants Financial Guide: Postaward Requirements](#)