



POLICY AND PROCEDURES

The Content Owner will review this procedure annually following the effective date. Updates may be made as needed. The full policy and procedure will be reviewed and reissued every four years, or under each Director appointed as soon after appointment as practical, whichever is first.

Policy Area:	Grants Management and Administration		
Operating Procedure #:	5-2:001		
Procedure Title:	Victims of Crime Act Subrecipient Match Wavier		
Effective Date:	08/15/2024		
Amended:	07/30/2024	Supersedes:	Unnumbered 10/05/2021

Content Owner: Anya Shaffer
Name

[Signature]
Signature

8/21/24
Date

Division Director: Tracey L. Jenkins
Name

[Signature]
Signature

7/30/2024
Date

Director: Jackson H. Miller
Name

[Signature]
Signature

8-26-24
Date

I. Policy: DCJS may waive the Victims of Crime Act (VOCA) required matching contributions for individual or classes of subrecipients as allowed by federal guidance.

II. Background: VOCA funding requires that subrecipients must contribute a matching contribution of not less than 20% of the total project cost. DCJS encourages VOCA subrecipients to meet matching requirements and provides appropriate monitoring of compliance with matching requirements throughout the subaward period. The U.S. Department of Justice, Office for Victims of Crime has empowered state administering agencies with the authority to waive the matching requirements for subrecipients.

III. Definitions: For a list of definitions that apply universally to all sections of DCJS Policies and Procedures, reference DCJS Policies and Procedures § 1-1:001, Policies and Procedures Management and Requirements.

Class of subrecipients – a defined group of subrecipients; for example, all subrecipients of a specific grant program.

Local match – a match provided by the subrecipient organizational entity or locality rather than state funds contributed by DCJS.

Matching contribution (Match) – a nonfederal contribution to a grant award or subaward; may be in-kind or cash.

Match waiver determination – an OVC requirement in instances of waived match that documents the amount of match to be waived and the new subrecipient match contribution.

On-line Grant Management System (OGMS) – the DCJS software system used to manage grants at all stages including solicitation, application, review, and award.

The Office for Victims of Crime (OVC) – the federal administering agency of VOCA funds.

State Administering Agency (SAA) – the state agency designated as the prime recipient and administrator of federal funds; here, DCJS is the VOCA SAA.

Subrecipient – the organizational entity or locality receiving VOCA funds from DCJS.

Victims of Crime Act (VOCA) – a federal act that provides funding which supports victims' services in Virginia through DCJS.

IV. Exclusions: This section only applies to subrecipient (local) match contributions required under grants made from DCJS using federal Victims of Crime Act funds.

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- V. Procedures:**
- A Circumstances Warranting Match Waivers**
 - 1) Partial or full match waivers may be granted in times of need, emergency, or extenuating circumstances.
 - 2) The need for a waiver must be included in the request for a waiver as described in this section.
 - B Match Waivers for Individual Subrecipients**
 - 1) Individual subrecipients' match waiver requests must be submitted on the entity's letterhead – signed by the Project Administrator or designee – via email to the DCJS VOCA Administrator and include the following information:
 - a) Practical and logistical obstacles to providing the required match such as emergency situations at the federal, state, or local level that impact funding contributions or volunteer time, or the requestor being a public agency that does not engage in private fundraising and, therefore, is subject to limitations on soliciting contributing funds; and
 - b) Local resource constraints due to an emergency or extenuating circumstances.
 - 2) The subrecipient's DCJS grant monitor must be included in the match waiver request email.
 - 3) Requests may be submitted any time during the grant period or at a specific time designated in the applicable grant guidelines or DCJS communications.
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- 4) Requests may be submitted at any point during the subaward period or at a specific time designated in the applicable subaward guidelines or DCJS communications.

C Match Waivers for a Class of Subrecipients

- 1) In accordance with OVC Bulletin: Updated Match Approval Process, September 2021, (III)(D), DCJS, as the SAA, may issue waivers for a class of subrecipients if instances of need, or emergency or extenuating circumstances that impact a class or group of subrecipients arise.
- 2) If the decision to issue match waivers to a class of subrecipients is made prior to subaward decisions, the match waiver will be documented in:
 - a) The grant guidelines or application materials; and
 - b) The subaward agreement.
- 3) The subrecipient will also receive a match waiver determination notice, as described in this section.
- 4) If a match waiver for a class of subrecipients is necessary mid-subaward, a memo documenting and justifying the decision will be sent to subrecipients prior to the issuance of match waiver determinations.
- 5) DCJS may give subrecipients the option to refuse an offered match waiver.

D Match Waiver Review and Approval

- 1) In accordance with subdivision (B)(1) of this section, individual subrecipient match waiver requests must be submitted via email to the DCJS VOCA Administrator and include the subrecipient's DCJS grant monitor.
 - 2) The VOCA Administrator will maintain a match waiver tracking log using the template provided by OVC.
 - 3) Once received, the VOCA Administrator will:
 - a) Record the request on the match waiver tracking log;
 - b) Review the request to ensure that it:
 - (i) Is submitted on the subrecipient's letterhead;
 - (ii) Is signed by the Project Administrator or designee;
 - (iii) Contains information described in subdivision (B)(1)(a)-(b) of this section; and
 - (iv) Complies with any additional DCJS communication or grant guidelines with additional instructions issued.
 - c) Verify the match totals in the request are consistent with the Statement of Grant Award and that any match reported by the subrecipient in OGMS is accurately captured in the request; and
 - d) Make a recommendation, on DCJS letterhead – signed by the VOCA Administrator – for approval or denial to the Victim Services Section Manager according to the following:
 - (i) What is the total amount of match requested to be waived?
 - (ii) How is the subaward currently being matched?
 - (iii) What extenuating circumstances exist that impede the organization's ability to partially or fully match the VOCA funds requested?
 - (iv) What methods has the organization used to consider all possible options for meeting the match requirements?
 - (v) What steps does the organization plan to take to be able to meet the match requirement in the future?
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- (vi) If a match waiver is approved, does the organization anticipate this is a one-time request or are there extenuating circumstances that will require a waiver request next year?
 - (vii) How would the denial of a waiver impact the VOCA-funded project?
 - (viii) Would the program have to decline all or part of the subaward if a match waiver is not granted?
 - (ix) A table summarizing the original match obligation, any match paid, the requested waived amount, and the remaining match obligation.
- 4) If the request criteria warrant, make a recommendation to the Victim Services Section Manager for approval via email.
 - 5) If additional information is needed before a recommendation can be made, the subrecipient will be contacted.
 - 6) Regardless of the outcome, the recommendation will include a copy of the request and a summary of the reason for the recommendation.
 - 7) Following receipt of the recommendation, the Victim Services Section Manager will:
 - a) Review the recommendation and issue approval or denial of the waiver request to the VOCA Administrator via email; and
 - b) If denying the request, notify the subrecipient of the denial and provide feedback regarding resubmission as applicable.
 - 8) If approved, the VOCA Administrator will send the subrecipient a match waiver determination notice via email with the grant monitor included.
 - a) The match waiver determination notice will be uploaded to OGMS by the grant monitor.
 - b) Waivers are not retroactive and are only effective once the match waiver determination notice has been generated.
 - c) A match waiver determination notice will contain:
 - (i) A description of the project or services provided by the subrecipient;
 - (ii) The justification, in accordance with applicable waiver guidance;
 - (iii) The match amounts in the subrecipient's subaward letter, scope of the waiver, and the amount of the match to be waived; and
 - (iv) Approval of the waiver request for the reasons set out in the match waiver determination notice.
 - 9) Waivers will only be valid for the remaining duration of the subrecipient project period and will not automatically renew in a subsequent subaward cycle.
 - 10) DCJS will report match waiver information as required by the OVC.
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VI. References: A OVC Bulletin: Updated Match Approval Process, September 2021, (III)(D).

VII. Attachments: None
