



DCJS

Virginia Department of Criminal Justice Services

MATCH WAIVER REQUEST POLICY FOR VOCA SUBAWARDS

Policy Type: Grant

Responsible Office: Division of Programs and Services

Revision History: April 8, 2020

Effective Date: April 20, 2020

The policy of the Department of Criminal Justice Services is to encourage Victims of Crime Act (VOCA) subrecipients to meet matching requirements. DCJS Victims Services and Grants Management staff provide appropriate monitoring of compliance with matching requirements throughout the subaward period.

Match waivers, both in full and in part, may be requested in times of emergency or extenuating circumstances. Should a match waiver be requested in full or in part, the subrecipient must answer the following questions before a match waiver will be considered:

1. How is the grant currently being matched?
2. What extenuating circumstances exist that impede the organization's ability to partially or fully match the VOCA grant funds requested?
3. Has the organization considered all possible options for meeting the match with in-kind and cash sources that are not being used as match on another federal grant?
4. What methods has the organization used to consider all possible options for meeting the match requirements?
5. What steps does the organization plan to take in order to be able to meet the match requirement in the future?
6. 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?
7. How would the denial of a match waiver impact the VOCA project?
8. Would the program have to decline all or part of the grant award if a match waiver is not granted?

DCJS Emergency Match Waiver Request Policy

Match waiver requests should be submitted via email to the DCJS VOCA Administrator, Anya Shaffer, Anya.Shaffer@dcjs.virginia.gov. The subrecipient's DCJS grant monitor should be included in the email. Victims Services and Grants Management staff will review all received match waiver requests and make preliminary recommendations for approval to the Division Director for Programs and Services. After review by the Division Director, recommendations will be made to the Director of DCJS for final approval. Match waivers, whether partial or full, must be well justified by the applicant. When deciding whether to approve a match waiver request, the following will be considered:

1. Practical and/or logistical obstacles to providing match (*e.g.*, emergency situations at the local, state, or national level that impact funding contributions or volunteer time, public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds)
2. Local resource constraints as a result of an emergency or extenuating circumstances (*e.g.*, rural community with limited local funding availability or volunteer capacity)

Once the grant is awarded and a match waiver is approved, the subrecipient will receive a match waiver determination notice. The subrecipient's grant monitor will retain a copy of the match waiver determination notice. Waivers are only applicable once a match waiver determination notice has been generated and are not retroactive. The match waiver determination notice will contain the following:

1. A brief description of the project/services provided by subrecipient;
2. The justification (consistent with the considerations under the applicable waiver guidance);
3. The scope of the waiver, and waiver amount (unless specified otherwise by the DCJS, the waiver amount should create an equivalent match waiver percentage to be applied should the project budget change); and
4. The DCJS approval of the waiver request for the reasons set out in the determination.

Waivers will only be applicable for the duration of the subrecipient's project and will not automatically be renewed if a new subaward is made in a subsequent subaward grant cycle.

DCJS will submit the match waiver determinations to the United States Department of Justice, Office for Victims of Crime (OVC) via a Program Office Approval Grant Adjustment Notice (GAN) in the Grants Management System (GMS), no later than 90 days after the fiscal year end.

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Determinations will be submitted, in bulk, to the appropriate federal award that is being used to fund the subgrant containing the match waiver.

DCJS will submit the match waiver spreadsheet, using the OVC template, showing all active waivers approved in a federal fiscal year, to OVC no later than 90 days after the fiscal year end.

DCJS agrees to apply the approved match waiver percentage in (or derived from) the original waiver request to a subrecipient's modified budget to determine the new match waiver dollar amount.

All match waivers must be approved by the Director of DCJS.

This Match Waiver Policy has been adopted on April 8, 2020.



Shannon Dion, Director
Virginia Department of Criminal Justice Services

April 8, 2020
Date