

**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.

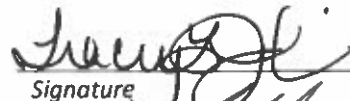
<b>Policy Area:</b>	<b>Grants Management and Administration</b>		
<b>Operating Procedure #:</b>	<b>5-2:001</b>		
<b>Procedure Title:</b>	<b>Victims of Crime Act Subrecipient Match Wavier</b>		
<b>Effective Date:</b>	<b>08/15/2025</b>		
<b>Amended:</b>		<b>Supersedes:</b>	<b>5-2:001 8/15/2024</b>

**Content Owner:** Kristina Vadas  
Name

  
Signature

8/13/2025  
Date

**Division Director:** Tracey L. Jenkins  
Name

  
Signature

8-14-2025  
Date

**Director:** Jackson H. Miller  
Name

  
Signature

8/18/25  
Date

**I. Policy:** The Virginia Department of Criminal Justice Services may waive the Victims of Crime Act (VOCA) required matching contributions for individual or classes of subrecipients as allowed by federal guidance and will maintain procedures governing how waivers are managed.

**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 (OVC) 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 Policy 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.

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**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 on-line web-based platform utilized by DCJS 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 term used for all grant recipients awarded grant funds from DCJS, regardless of whether the funds are state or federal pass-through.

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

**VOCA Administrator** – the individual within the Victims Services Section of the DCJS Division of Programs and Services responsible for administering the VOCA program formula award to Virginia and, including, but not limited to, writing and submitting the federal grant application, serving as the point of contact on VOCA matters, and ensuring VOCA conditions are met.

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**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**

Partial or full waivers to VOCA grant award match requirements may be approved by DCJS in times of need, emergency, or extenuating circumstances.

**B. Match Waivers for Individual Subrecipients**

- 1) The Victims Services Section of the DCJS Division of Programs and Services will issue instructions for subrecipients to request individual match waivers.
- 2) Instructions will be posted to the DCJS website, with reference made in all solicitations anticipating awarding VOCA funds with a required match.
- 3) Individual subrecipient match waiver requests must be submitted on the entity's letterhead, signed by the Project Administrator or designee, and submitted in accordance with the DCJS-issued instructions for consideration.
- 4) Individual subrecipient match waiver requests must include all required information specified in DCJS-issued instructions for consideration, including, but not limited to:
  - a) The amount of the request waiver;
  - b) The extenuating circumstances impeding the organization's ability to partially or fully match the VOCA grant funds requested; and
  - c) How denial of the request would impact the VOCA-funded program.
- 5) Requests may be submitted any time during the grant period or at a specific time designated in the applicable grant guidelines or DCJS communications.
- 6) Requests will be reviewed and responded to as specified in these procedures.

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**C. Match Waivers for a Class of Subrecipients**

- 1) DCJS, as the SAA, may issue waivers for a class of subrecipients if instances of need, emergency, or extenuating circumstances that impact a class or group of subrecipients arise.
- 2) Waivers for a class of subrecipients will be recommended by the Victims Services Section Manager to the Director of the Division of Programs and Services for consideration and advancement to the Director of the Division of Finance and Administration and the agency Director.
- 3) If the match waiver is approved by the agency Director, the VOCA Administrator will collaborate with the Grants Management Section Director to determine:
  - a) How to reflect the waiver in subaward agreements;
  - b) What notices should be provided to those within the class of subrecipients;
  - c) How and when to issue notices to the class of subrecipients; and
  - d) How to adjust and reissue Statements of Grant Award (SOGA), if necessary.
- 4) DCJS may give subrecipients the option to refuse an offered match waiver.

**D. Individual Match Waiver Request Review and Approval**

- 1) The VOCA Administrator will maintain a match waiver tracking log using the template provided by OVC.
  - 2) Once an individual match waiver request is received, the VOCA Administrator will:
    - a) Record the request on the match waiver tracking log;
    - b) Review the request to ensure that it meets the requirements as specified in the DCJS-issued instructions;
    - 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 for approval or denial as follows:
      - (i) If the request is submitted with all required information, and the subrecipient's narrative answers demonstrate a programmatic need and that an effort has been made to meet the match requirement, make a recommendation to the Victims Services Section Manager for approval in writing via email;
      - (ii) If the request does not meet the criteria as specified in the DCJS-issued instructions, make a recommendation to the Victims Services Section Manager for denial in writing via email; or
      - (iii) If additional information is needed before a recommendation can be made, the subrecipient will be contacted by the VOCA Administrator in writing via email.
      - (iv) Recommendations will include a copy of the request and brief summary of the reasoning for the recommendation.
  - 3) Following receipt of the recommendation:
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- a) The Victims Services Section Manager will review the recommendation and issue approval or denial of the waiver request to the VOCA Administrator via email; and
  - b) If the request is denied, the VOCA Administrator will notify the subrecipient of the denial and provide feedback regarding resubmission as applicable.
- 4) If the match waiver is approved:
- a) The VOCA Administrator will send the subrecipient a match waiver determination notice via email, copying the Grant Monitor.
  - b) The Grant Monitor will upload the determination notice into OGMS.
- 5) Match waiver determination notices will contain:
- a) A description of the project or services provided by the subrecipient;
  - b) The justification, in accordance with applicable waiver guidance;
  - c) The match amounts in the subrecipient's subaward letter, scope of the waiver, and the amount of the match to be waived; and
  - d) Approval of the waiver request for the reasons set out in the match waiver determination notice.
- 6) Match waivers are not retroactive and are only effective once the match waiver determination notice has been generated.
- 7) Match waivers will only be valid for the remaining duration of the subrecipient project period and will not automatically renew in a subsequent subaward cycle.
- 8) The VOCA Administrator will report match waiver information as required by the OVC.

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**VI. References:** OVC Bulletin: Updated Match Approval Process, September 2021, (III)(D).

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**VII. Attachments:** None