**Local Match Waiver Request Instructions for VOCA Subrecipients**

VOCA funding requires that subrecipients must contribute a matching contribution of not less than 20% of the total project cost. The policy of the Department of Criminal Justice Services (DCJS) is to encourage VOCA subrecipients to meet matching requirements. 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.

The process for submitting a full or partial match waiver request is found below. Please see the DCJS Match Waiver policy for information about the review and approval process. A match waiver request must be submitted via email to Anya.Shaffer@dcjs.virginia.gov, with the grant monitor cc’d, on subgrantee letterhead and address each of the following:

1. What is the total amount of match requested to be waived?
2. How is the grant currently being matched?
3. What extenuating circumstances exist that impede the organization’s ability to partially or fully match the grant funds requested?
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 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 funded project?
8. Would the program have to decline all or part of the grant award if a match waiver is not granted?
9. A table summarizing the original match obligation, any match paid, the amount to be waived, and the remaining match obligation which is the difference between the original obligation and the requested waived amount.