



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

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April 21, 2020

Dear DCJS Sub-recipient:

In an effort to support a continuity of services for victims of crime through the COVID-19 pandemic, DCJS has implemented a Match Waiver Request Policy for emergency and extenuating circumstance (see attached). As you are aware, VOCA regulations require grantees to contribute to the total cost of their VOCA-funded project by providing not less than 20% match, either cash or in-kind, from non-federal sources. VOCA regulations also allow, however, for the State Administering Agency to implement a match waiver requests policy.

Due to the current circumstances regarding COVID-19 and the Commonwealth's State of Emergency, many programs may not be in a position to meet the required match. Throughout this time, we are committed to providing solutions that will alleviate undue burdens our programs are facing. We recognize that there are many obstacles that impede organizations' abilities to partially or fully match their VOCA grant funds. The Match Waiver Policy will allow programs to describe efforts made to reach the match requirement, barriers related to COVID-19 which impact the organization's ability to meet match, the impact on the organization if the waiver is not approved, and the overall impact on the grant award.

At this time, programs are able to request a match waiver for the current fiscal year, ending on June 30, 2020. Match waiver requests should be submitted on agency letterhead via email to the DCJS VOCA Administrator, Anya Shaffer, Anya.Shaffer@dcjs.virginia.gov (cc your DCJS grant monitor) **by May 15, 2020**. Match waivers, whether partial or full, must be well justified by the applicant.

For more information on this process, please refer to the attached policy and/or contact anya.shaffer@dcjs.virginia.gov. Thank you for your patience and cooperation during this difficult time. We applaud your efforts to stay committed to providing support to victims of crime, especially during these difficult times.

Sincerely,

Handwritten signature of Shannon Dion in blue ink.
Shannon Dion