



OVC Match Waiver Reporting

How to Complete the Match Waiver Spreadsheet

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Presenter



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Agenda

- Review the VOCA program requirements on match and match waivers
- Answer commonly asked questions on OVC's match waiver requirements
- Outline the steps to complete the OVC Match Waiver Spreadsheet
- Provide relevant federal resources and guides

VOCA Program Requirements

28 C.F.R Part 94 - Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Final Rule

Project match requirements

(a) Project match amount. Sub-recipients shall contribute (*i.e.*, match) not less than twenty percent (cash or in-kind) of the total cost of each project, except as provided in paragraph (b) of this section.

28 C.F.R. § 94.118

VOCA Program Requirements

Project match requirements

(b) Exceptions to project match requirement

(1) Sub-recipients that are federally-recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands;

(2) Sub-recipients that are territories or possessions of the United States (except for the Commonwealth of Puerto Rico), or projects that operate therein; and



VOCA Program Requirements

Project match requirements

(b) Exceptions to project match requirement (cont'd.)

(3) Sub-recipients other than those described in paragraphs (1) and (2) of this section, that have applied (through their SAAs) for, and been granted, a full or partial waiver... Waiver requests must be supported by the SAA and justified in writing.



VOCA Program Requirements

Additional VOCA Victim Assistance program requirements:

- a. Issue waivers for any matching requirement, in its entirety, for all eligible crime victim assistance programs during a pandemic national emergency and for one year after.
- b. Report the approval of any waiver of matching requirements to the awarding agency.
- c. Establish and make public match waiver policies that describe how to request a match waiver, the eligibility criteria, and the decision/notification process.

34 U.S.C. § 20103(a)(7)-(8), Sec. 3. Waiver of Matching Requirement, VOCA Fix Act

VOCA Program Requirements

Additional VOCA Victim Assistance program requirements:

- a. Revise their match waiver policies to comply with OVC's Updated Match Waiver Approval Process prior to waiving match.
- b. Report waiver approvals to OVC within 120 days (by January 28) following the end of each federal fiscal year.

OVC Bulletin: OVC September 2021 Updated Match Waiver Approval Process, September 20, 2021

Commonly Asked Questions

Q: Can SAAs waive the match requirement for all subawards issued during a period in which a national emergency has not been declared?

A: Yes. State Administering Agencies (SAAs) are required to waive the VOCA subaward match requirement during a period in which a 'national emergency is declared under the National Emergencies Act with respect to a pandemic' but also have discretion to issue “multi-subaward waivers” to a group of subrecipients or “blanket match waivers” on behalf of all subrecipients.



Commonly Asked Questions

Q: Are there any restrictions on providing match waivers to multiple subawards or “blanket” waivers to all subawards issued in a grant funding cycle?

A: No. SAAs may issue waivers that apply to more than one subaward at a time, including “multi-subaward waivers” or “blanket match waivers”, provided that the SAA includes reasonable and adequate justification pursuant to their own policies and meets VOCA program requirements and OVC processes outlined in OVC’s Match Waiver Approval Process.

Commonly Asked Questions

Q: Do SAAs need to obtain OVC prior approval before granting full or partial match waivers to individual subrecipients or a group of subrecipients?

A: No. A State Administering Agency (SAA) may waive match (either in total or in part) without OVC prior approval, provided that the SAA complies with VOCA/OVC policy. The amendments contained in the VOCA Fix Act supersede the administrative rule §94.118(b)(3) that otherwise would require SAAs to submit waiver requests to OVC.

[OVC September 2021 Updated Match Waiver Approval Process](#)

Reporting Match Waivers to OVC

- The SAA shall report on all subrecipient match waivers approved in a Federal Fiscal Year (FFY) for each relevant federal award in which match was waived.
- Match waivers should be reported using the OVC Match Waiver Spreadsheet template and submitted through a Grant Award Modification (GAM) or other method, as requested by OVC.
- The spreadsheet must be submitted no later than 120 days after the fiscal year end (January 28).

OVC Match Waiver Spreadsheet

Updated FFY 2024

	A	B	C	D	E	F	G	H	I
1	Federal Formula Award Number:								
2					Pre-Waiver		Waiver	Post-Waiver	
	Subaward Number	Agency Name	Subaward Start Date	Subaward End Date	VOCA Funding	Required Match	Match Waived by SAA	New Subaward Match Requirement	Effective Match Percentage with Waiver
3									
4	EXAMPLE	Subrecipient A	10/1/2022	9/30/2023	\$ 64,000.00	\$ 16,000.00	\$ 5,000.00	\$ 11,000.00	17.19%
5						\$ -		\$ -	#DIV/0!
6						\$ -		\$ -	#DIV/0!
7						\$ -		\$ -	#DIV/0!
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OVC Match Waiver Spreadsheet Instructions

Steps to complete the match waiver spreadsheet:

1. Select the tab corresponding to the federal VOCA award for each subaward with waived full or partial match during the reporting period.
2. List each subaward with waived match, including the state-assigned subaward number, agency name, subaward start date, and subaward end date.
3. In the pre-waiver section, note the VOCA funding amount awarded. The spreadsheet will automatically determine the required match amount.
4. In the waiver section, list the dollar amount of match waived by the SAA. The spreadsheet will automatically calculate the new subaward match requirement and effective match percentage with waiver.
5. For states who round their match amounts, please round them prior to entering their numbers into the spreadsheet.



Match Waiver Spreadsheet

Step 1

Select the tab corresponding to the federal VOCA award for each subaward with a waived full or partial match during the reporting period.

This spreadsheet should reflect match waivers granted in the prior federal fiscal year, not the state fiscal year or other timeframe. Subrecipients who are exempt from the match requirement should not be listed.

	A	B	C	D	E	F	G	H	I
1	Federal Formula Award Number: 15POVC-24-GG-12345-ASSI								
2					Pre-Waiver		Waiver	Post-Waiver	
	Subaward Number	Agency Name	Subaward Start Date	Subaward End Date	VOCA Funding	Required Match	Match Waived by SAA	New Subaward Match Requirement	Effective Match Percentage with Waiver
3						\$ -		\$ -	#DIV/0!
4						\$ -		\$ -	#DIV/0!
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6						\$ -		\$ -	#DIV/0!
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									FY 2025
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Match Waiver Spreadsheet

Step 2

List each subaward with waived match, including the state-assigned subaward number (Column A), agency name (Column B), subaward start date (Column C), and subaward end date (Column D).

	A	B	C	D	E	F	G	H	I
1	Federal Formula Award Number: 15POVC-24-GG-12345-ASSI								
2					Pre-Waiver		Waiver	Post-Waiver	
3	Subaward Number	Agency Name	Subaward Start Date	Subaward End Date	VOCA Funding	Required Match	Match Waived by SAA	New Subaward Match Requirement	Effective Match Percentage with Waiver
4	VOCA24-ABC123	ABC Victims Services	10/1/2024	9/30/2025		\$ -		\$ -	#DIV/0!

Match Waiver Spreadsheet

Step 3

In the pre-waiver section, note the VOCA funding amount awarded (Column E). The spreadsheet will automatically determine the required match amount (Column F).

	A	B	C	D	E	F	G	H	I
1	Federal Formula Award Number: 15POVC-24-GG-12345-ASSI								
2					Pre-Waiver		Waiver	Post-Waiver	
3	Subaward Number	Agency Name	Subaward Start Date	Subaward End Date	VOCA Funding	Required Match	Match Waived by SAA	New Subaward Match Requirement	Effective Match Percentage with Waiver
4	VOCA24-ABC123	ABC Victims Services	10/1/2024	9/30/2025	\$ 75,000.00	\$ 18,750.00		\$ 18,750.00	25.00%



Match Waiver Spreadsheet

Step 4


In the waiver section (Column G), list the amount of match waived by the SAA, in dollars. The formula in the spreadsheet will automatically calculate the new subaward match requirement (Column H) and effective match percentage with waiver (Column I).

	A	B	C	D	E	F	G	H	I
1	Federal Formula Award Number: 15POVC-24-GG-12345-ASSI								
2					Pre-Waiver		Waiver	Post-Waiver	
3	Subaward Number	Agency Name	Subaward Start Date	Subaward End Date	VOCA Funding	Required Match	Match Waived by SAA	New Subaward Match Requirement	Effective Match Percentage with Waiver
4	VOCA24-ABC123	ABC Victims Services	10/1/2024	9/30/2025	\$ 75,000.00	\$ 18,750.00	\$ 9,375.00	\$ 9,375.00	12.50%



Tips for Completing the Match Waiver Spreadsheet

- Delete the example included on each federal VOCA formula award tab in the first line of the reporting table before beginning to input data.



Federal Formula Award Number:								
Subaward Number	Agency Name	Subaward Start Date	Subaward End Date	Pre-Waiver		Waiver	Post-Waiver	
				VOCA Funding	Required Match	Match Waived by SAA	New Subaward Match Requirement	Effective Match Percentage with Waiver
EXAMPLE	Subrecipient A	10/1/2022	9/30/2023	\$ 64,000.00	\$ 16,000.00	\$ 5,000.00	\$ 11,000.00	17.19%
					\$ -		\$ -	#DIV/0!
					\$ -		\$ -	#DIV/0!



Tips for Completing the Match Waiver Spreadsheet

- When copying and pasting data from another source, there is potential for automatic formulas to be erased. Please ensure all fields are completed before submitting.
- If SAAs plan to round their match amounts, please round them prior to entering the numbers into the spreadsheet.
- Label the spreadsheet with the federal fiscal year reporting period prior to uploading as an attachment to the Grant Award Modification in JustGrants. Example - “**FFY 2025 Match Waiver Spreadsheet**” for the reporting period of Oct. 1, 2024 – Sept. 30, 2025.

Reporting Match Waived for Subawards Funded from Multiple VOCA Awards

- If the subaward that received a match waiver was funded by two or more federal VOCA awards during the same reporting period, the SAA should report the portion of the subaward and match waiver attributable to each federal VOCA award within the appropriate tab on the spreadsheet.
- Example: Subrecipient ABC has a pre-waiver total project cost of \$125,000, comprised of \$100,000 of VOCA funds and \$25,000 of match. \$25,000 is from the FY 2023 VOCA award and \$75,000 from the FY 2024 VOCA award. The SAA is granting a waiver for 50% of the match requirement for both awards.

VOCA Award Tab	Subrecipient	VOCA Funding	Match Required	Match Waived
FY 2023	ABC Victim Services	\$25,000	\$6,250	\$3,125
FY 2024	ABC Victim Services	\$75,000	\$18,750	\$9,375

Submitting the Match Waiver Spreadsheet to OVC



Submit the spreadsheet via a Grant Award Modification (GAM) in JustGrants. Select Programmatic for Type of Award Change and Programmatic Costs under Award Change Subtype. Include the Match Waiver Excel Spreadsheet for the reporting period as an attachment to the GAM.

Award Package Award Conditions Award Details Award Attachments Performance Management Funding Balance and Availability Federal Financial Report (FFR) Grant Award Modification (GAM)

GAM Selection

Type of Award Change
Programmatic ▾

Award Change Subtype
Programmatic Costs ▾

Create New GAM

Resources

➤ VOCA Administrators Website

[Victims of Crime Act \(VOCA\) Administrators | Welcome | Office for Victims of Crime](#)

➤ Match Waiver Webpage

<https://ovc.ojp.gov/program/victims-crime-act-voca-administrators/victim-assistance/match-waiver>

➤ Match Waiver Spreadsheet Template

<https://ovc.ojp.gov/program/victims-crime-act-voca-administrators/match-waiver-template.xlsx>

➤ OVC Trainings and Reference Guides for GAMs

[Training: Grant Award Modifications | JustGrants Resources](#)

➤ January 2026 Match Waiver Reporting Webinar

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Match Waiver

[28 C.F.R. § 94.118](#) requires subrecipients to “contribute (i.e., match) not less than 20 percent (cash or in-kind) of the total cost of each project.” Matching requirements are automatically waived for subrecipients “that are federally recognized American Indian or Alaska Native Tribes, or projects that operate on Tribal lands” and for subrecipients “that are territories or possessions of the United States (except for the Commonwealth of Puerto Rico), or projects that operate therein.”

The [VOCA Fix to Sustain the Crime Victims Fund Act of 2021](#) (VOCA Fix) (Public Law No: 117- 27) amended the Victims of Crime Act (VOCA) of 1984 (codified at 34 U.S.C. § 20101 et seq.).

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References

- [28 C.F.R Part 94 - Victims of Crime Act \(VOCA\) Victim Assistance Formula Grant Program Final Rule](#)
 - VOCA project match requirements (28 C.F.R. § 94.118)
- [VOCA](#) (34 U.S.C. § 20103(a)(7)-(8))
- [VOCA Fix to Sustain the Crime Victims Fund Act of 2021](#) (Public Law No: 117-27)
- [OVC Bulletin: OVC September 2021 Updated Match Waiver Approval Process, September 20, 2021](#)



**Thank you for
your time!**

Please contact
your OVC Grant
Manager with any
questions that
were not
answered in the
webinar.

