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**Subrecipient Volunteer Waiver Request Form**

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be eligible to receive grant funds from MOVA, the Massachusetts Office for Victim Assistance, agencies must use volunteers/unpaid staff within the funded agency to support the provision of services to victims of crime. Volunteer/unpaid staff duties may include direct service or administrative tasks as they relate to the MOVA funded program, services, or activities.  While MOVA may use state and/or federal funds to support a grant award, the use of volunteers is a requirement for all subrecipients of all grants administered by MOVA, unless specified otherwise. Subrecipients are required to use volunteers "unless and to the extent the chief executive [MOVA] determines that compelling reasons exist to waive this requirement." [42 U.S.C. 10603 (b) (1) (C)].

“Compelling reasons” are defined by The Office for Victims of Crime (OVC) Guidelines as the following:

1. A statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars volunteers for certain positions; OR
2. The inability to recruit and maintain volunteers after a sustained and aggressive effort.

**Answer the following to justify the agency’s need for a waiver from the volunteer requirement for MOVA-administered awards.**

Does the agency utilize volunteers in any capacity?

YES NO

**If YES**, attach an explanation of not more than one page detailing the current use of volunteers at your agency and outline why these volunteer activities would not meet MOVA’s volunteer requirement.

**If NO**, check the reason(s) which apply:

A statutory or contractual provision concerning liability or confidentiality of victim information prohibits the use of volunteers. Attach an explanation. and a copy of the applicable statute or contract.

The agency is unable to recruit and maintain volunteers after a sustained and aggressive effort. Attach an explanation of not more than one page documenting efforts to recruit volunteers and other supporting documentation as appropriate.

Other, attach explanation of not more than one page.

MOVA may waive this requirement, provided that the agency submits written documentation of its efforts to recruit and maintain volunteers, or otherwise demonstrates why circumstances prohibit the use of volunteers.

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Name of Agency Authorized Official Title

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Date

**For MOVA Use Only:**

( ) Waiver Approved

( ) Waiver Denied

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| Notes: |

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Name of MOVA Authorized Official Title

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Date