**Volunteer Requirement Waiver Request**

The Victims of Crime Act (VOCA) statute requires all eligible victim assistance programs to use volunteers in providing victim assistance services "unless and to the extent the chief executive determines that **compelling reasons** exist to waive this requirement." [28 CFR 94.113]. The OVC Guidelines define a "compelling reason" as “…a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort."

In addition to the federal requirements, the Criminal Justice Coordinating Council (CJCC), by special condition, requires each program to satisfy 25% of the required match amount through the in-kind donation of volunteer hours.

*Answer the following questions to justify the program’s need for a volunteer waiver:*

1. Will the program satisfy 25% of the required match through the in-kind donation of volunteer hours?

[ ] YES ***You are not required to submit this form.***

[ ] NO ***Proceed to #2.***

2. Does the organization utilize volunteers in any capacity?

[ ] YES ***Complete the “Request to Waive the CJCC Volunteer Requirement” section.***

[ ] NO ***Complete the “Request to Waive the Federal Volunteer Requirement” section.***

**REQUEST TO WAIVE THE CJCC VOLUNTEER REQUIREMENT**

Since your organization utilizes volunteers, but is unable to satisfy 25% of the required match through the in-kind donation of volunteer hours, you must request a waiver of the CJCC volunteer requirement. To request this waiver, provide an explanation detailing the reasons it was not met. Attach additional pages and/or documentation if necessary.

**REQUEST TO WAIVE THE FEDERAL VOLUNTEER REQUIREMENT**

Since your organization does not utilize volunteers in any capacity, you must request a waiver of the federal volunteer requirement. If granted, this waiver will also waive the CJCC’s volunteer requirement. To request this waiver, choose from the following:

[ ] A statutory or contractual provision concerning liability or confidentiality of victim information prohibits the use of volunteers. Provide an explanation below and attach additional pages, if necessary, and a copy of the applicable statute or contract.

[ ] The organization is unable to recruit and maintain volunteers after an aggressive effort. Provide an explanation below documenting all efforts to recruit volunteers and attach additional pages and/or supporting documentation if necessary.

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**Printed Name of Project Director Title Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

**Signature of Project Director Date**

**FOR CJCC USE ONLY:**

 **Approve Disapprove Reviewer Signature Date**

Reviewed By: [ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Authorized By: [ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_