

HOUSTON REGIONAL HIV/AIDS RESOURCE GROUP, INC.
SUBGRANTEE GUIDELINES
Policy and Procedure

REQUESTS FOR WAIVER (SG-12)
(ALL TITLES)

EFFECTIVE DATE: September 1, 2003

PURPOSE:

To establish a uniform method of requesting waivers to provide services outside the scope of a contract or to exceed a limitation to services imposed by a contract.

DEFINITIONS:

Subgrantee is an agency that has entered into a grant agreement with the Resource Group to provide services.

POLICY:

Each Subgrantee must request **in advance** a waiver to provide services outside the scope of their contract or to exceed a limitation to services imposed by their contract. NOTE: This applies to all services that are provided on a fee-for-service basis regardless of funding.

PROCEDURE:

1. Subcontractors must submit a *Request for Waiver* form (attached) to provide services outside the scope of their contract or to exceed a limitation to services imposed by their contract. Waiver Requests must be submitted by mail or fax.
2. All Waiver Requests must be submitted **in advance** of providing the services to be considered for approval.
3. Once received by The Resource Group, the *Request for Waiver* form will be date stamped and forwarded to the Grants Monitoring Coordinator for review.
4. Once a waiver has been reviewed it will be marked "Approved" or "Denied" and signed by the Grants Monitoring Coordinator. The Administrative Assistant will fax the form back to the subcontractor.
5. The original waiver request will be filed in the Subgrantee's grant file.
6. When billing the referenced services, the Subgrantee must attach a copy of the approved *Request for Waiver* form to the appropriate Expense Report (ER) as supporting documentation. Failure to submit a copy of the waiver form could result in the units being disallowed.