



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES

SUBGRANT ADMINISTRATION GUIDE

INTRODUCTION

The Governor has designated the Department of Finance and Administration (DFA) as the state agency responsible for the administration and disbursement of federal funds received by the State of Arkansas under the Victims of Crime Act (VOCA), the STOP Violence Against Women Act (VAWA), and the Family Violence Prevention and Services Act (FVPSA). DFA, through the Office of Intergovernmental Services, (DFA/IGS) is responsible for the establishment and enforcement of procedures consistent with federal rules and regulations governing the administration and disbursement of the aforementioned federal grant programs.

In compliance with Arkansas Code Annotated § 25-1-111, this *Guide* is provided for use by all subgrant organizations funded by one or more of the above-referenced federal grant programs. Originally issued in May, 2002 the *Guide* has been revised to include updated federal and state program rules and regulations. The *Guide* serves as primary reference manual to assist subgrant organizations in fulfilling their responsibility under the federal programs and ensure compliance with federal and state requirements.

The *Guide* should serve as a day-to-day management tool. It encompasses the requirements of three different federal grant programs, therefore; not all sections will apply to every subgrant organization. If unsure as to the applicability of a section, subgrant organizations are encouraged to seek assistance from IGS staff.

Staff is pleased to respond to any questions not covered by this *Guide* and welcome suggestions to improve the utility of the *Guide* and its content. Please feel free to contact IGS staff with any financial and/or programmatic management questions or suggested revisions to the *Guide*.

STAFF NAME	TITLE	TELEPHONE NUMBER	E-MAIL
Bousquet, Debbie	Program Manager	(501) 682-5266	Debbie.Bousquet@dfa.arkansas.gov
Bradley, Pamela	Grants Analyst	(501) 682-5110	Pamela.Bradley@dfa.arkansas.gov
Monanu, Monique	Grants Analyst	(501) 683-2539	Monique.Monanu@dfa.arkansas.gov
Smith, Randy	Grants Analyst	(501) 682-5150	Randy.Smith@dfa.arkansas.gov
Walker, Desirae	Grants Analyst	(501) 683-1238	Desirae.Walker@dfa.arkansas.gov
Richardson, Donna	Administrative Specialist III	(501) 683-1685	Donna.Richardson@dfa.arkansas.gov

Thank you for your partnership in providing services to victims of crime in Arkansas.

Doris Smith
Administrator, Office of Intergovernmental Services