



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES

SUBGRANT ADMINISTRATION GUIDE
PART I: GENERAL INFORMATION

F. CONDITIONS OF SUBGRANT AND ACCEPTANCE

1. **SUBGRANT DOCUMENTS**

- a. Following completion of all application reviews, recommendations, and subgrant consultation meetings, DFA/IGS issues a formal Subgrant agreement to each subgrant organization selected to receive federal support. The Subgrant document includes:
 - i. Name and address of subgrant organization;
 - ii. Subgrant number;
 - iii. Period of subgrant;
 - iv. Federal identification number of subgrant organization;
 - v. Federal grant program (funding source);
 - vi. Amount of federal funds to be awarded;
 - vii. Amount of match to be contributed, and;
 - viii. Special conditions that the subgrant organizations must meet if the Subgrant is accepted, including:
 - Memoranda of understanding;
 - Confidentiality requirements;
 - Civil rights compliance requirements; and
 - Any other conditions deemed necessary by DFA/IGS.

2. **SUBGRANT NOTIFICATION AND ACCEPTANCE PROCEDURES**

- a. Subgrant documents, including certifications, assurances, budget, and special conditions are e-mailed to the authorized official of the subgrant organization, as identified in the application approximately 30 days prior to the beginning of the subgrant.
- b. The subgrant documents constitute the operative document obligating and reserving funds for use by the subgrant organization in the execution of the program or project covered by the subgrant.
- c. Subgrant organizations must affirm their utilization of the subgrant by signing and returning the subgrant documents prior to October 1st. Failure to accept the award by October 1st may result in termination without further cause.



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F. CONDITIONS OF SUBGRANT AND ACCEPTANCE (cont'd)

- d. Should a subgrant organization choose to accept the award, it shall complete the following steps prior to October 1st:
 - i. Print and read the award document carefully;
 - ii. Notify DFA/IGS immediately of any discrepancies, otherwise;
 - iii. Have the subgrant documents, including certifications, assurances, goals and objectives, budget, and special conditions signed in **BLUE** ink and dated by the Authorized Official of the subgrant organization;
 - iv. The signed subgrant documents, including certifications, assurances, special conditions and all other attachments should be mailed to:

Office of Intergovernmental Services
Victim Justice and Assistance Programs
P. O. Box 8031
Little Rock, Arkansas 72203 - 8031

- e. Should a subgrant organization choose not to accept the subgrant, it shall provide written notification to the DFA/IGS prior to October 1st.

NOTE: DFA/IGS will not disburse funds to a subgrant organization until signed acceptance has been received.