

**State of Arkansas**  
**2024 VOCA Application**

**Proposal Narrative**

The State of Arkansas' Department of Finance and Administration – Office of Intergovernmental Services (DFA-IGS) administers several federal grant programs. Grants administered by DFA-IGS aid victims of crime, domestic violence, sexual assault, stalking, and dating violence, as well as provide financial support to law enforcement offices across the state to combat crime. Grant programs administered by DFA-IGS include the Victim of Crime Act fund (VOCA), the Violence Against Women Act (VAWA/STOP), the Family Violence Prevention Services Act (FVPSA), the Sexual Assault Services Program (SASP), and the Edward Byrne Memorial Justice Assistance Grant (JAG) program. In addition to administering the various grant programs, DFA-IGS also operates the State Clearinghouse, which serves as the State of Arkansas' Single Point of Contact (SPOC).

Through the VOCA grant program, DFA-IGS provides financial support to victim-centered programs across the state. These programs meet victims at almost every stage in their post-victimization and work with them to overcome their victimization. VOCA funds are used to support victim assistants in law enforcement offices, victim advocates in domestic violence shelters and sexual assault centers, sexual assault nurse examiners, counselors, attorneys to assist with Orders of Protection, and many other victim-centered services.

The State of Arkansas' Victim Services Plan outlines the funding strategy for the state's victim services funding for a three-year period. The Victim Services Plan was originally submitted and approved by the Office of Violence Against Women (OVW) as the state's STOP Implementation Plan in 2022. After the plan's approval by OVW, the DFA-IGS Grant Advisory Committee

adopted it as the state's Victim Services plan. The Victim Services plan outlines three goals that the State of Arkansas will work toward achieving by utilizing its allotment of Victims of Crime Act funds received from DOJ-OVC.

**Goal 1 – Increase awareness of Domestic Violence, Sexual Assault, Stalking, Dating Violence, and those organizations that provide services to assist survivors within Arkansas.**

- Objective 1 – During the course of the implementation period, work with service providers across the state to develop, expand, grow, and strengthen community-based coordinated response teams such as Councils on Sexual Assault Response (COSAR) and Sexual Assault Response Teams (SART) and Multidisciplinary Teams enhancing collaboration between fields serving underserved or marginalized groups to address Domestic Violence, Sexual Assault, Stalking, Dating Violence, and other victimizations within communities across Arkansas.

**Goals 2 – Continue to expand services for culturally specific and underserved populations across the State of Arkansas.**

- Objective 1 – By the end of 2023, DFA-IGS will have met with at least three organizations representing culturally specific or underserved populations in Arkansas to determine the needs of those populations as it refers to victim services.
- Objective 2 – By October 2023, at least one new organization that provides services to culturally specific or underserved communities will be awarded a STOP or VOCA grant to provide victim services during the next grant cycle.
- Objective 3 – DFA-IGS will select an evaluation method for funded programs providing services to improve access for people with disabilities, D/deaf people, and others for whom

English is their second language using performance indicators completed at the beginning and end of a funding cycle.

**Goal 3 – To improve access to Mental Health Services and/or support for victims of Domestic Violence, Sexual Assault, Stalking, Dating Violence, and other victimizations within the State of Arkansas.**

- Objective 1 – DFA-IGS will work with the Planning Committee to identify model Mental Health Services programming and/or supports that will provide needed services to survivors across the state.
- Objective 2 – By March 2025, DFA-IGS will release a Request for Proposals (RFP) seeking Mental Health Services providers for victims of crime in Arkansas.
- Objective 3 – DFA-IGS will work with the Arkansas Department of Human Services, Division of Aging, Adult and Behavioral Health to establish a Memorandum of Understanding with the hopes of increasing the capacity of existing services providers to improve access for survivors of violence across the state.



**Background**

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: **Arkansas Department of Finance & Administration - Office of Inter**  
 Street1: **1515 West 7th Street**  
 Street2:   
 City: **Little Rock**  
 State: **AR**  
 Zip Code: **72201**

2. Authorized Representative's Name and Title:

Prefix:  First Name: **Doris** Middle Name:   
 Last Name: **Smith** Suffix:   
 Title: **Administrator - Office of Intergovernmental Services**

3. Phone: **(501) 682-5242** 4. Fax: **(501) 682-5155**

5. Email: **doris.smith@dfa.arkansas.gov**

6. Year Established: <b>1971</b>	7. Employer Identification Number (EIN): <b>71-0546952</b>	8. Unique Entity Identifier (UEI) Number: <b>DM7JV6MBJNJ7</b>
-------------------------------------	---	--

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No

If "No" skip to Question 10.  
If "Yes", complete Questions 9. b) and 9. c).



**AUDIT INFORMATION**

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes  No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes  No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

"Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

Financial Statement Audit

Defense Contract Agency Audit (DCAA)

Other Audit & Agency (list type of audit):

Arkansas Bureau of Legislative Audit

None (if none, skip to question 13)

11. Most Recent Audit Report Issued:  Within the last 12 months  Within the last 2 years  Over 2 years ago  N/A

Name of Audit Agency/Firm: Arkansas Bureau of Legislative Audit

**AUDITOR'S OPINION**

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion  Qualified Opinion  Disclaimer, Going Concern or Adverse Opinions  N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 21

Enter the dollar amount of questioned costs (if none, enter "\$0"): 11,944,630

Were material weaknesses noted in the report or opinion?  Yes  No

13. Which of the following best describes the applicant entity's accounting system:

Manual  Automated  Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes  No  Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

Yes  No  Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

Yes  No  Not Sure



<p>17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure</p>
<p>18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure</p>
<p>19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure</p>
<b>PROPERTY STANDARDS AND PROCUREMENT STANDARDS</b>	
<p>20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure</p>
<p>21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure</p>
<p>22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure</p>
<p>22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure</p>
<p>23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (<a href="http://www.sam.gov">www.sam.gov</a>) for suspended or debarred sub-grantees and contractors, prior to award?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure</p>
<b>TRAVEL POLICY</b>	
<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy?   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)?   <input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p>	
<b>SUBRECIPIENT MANAGEMENT AND MONITORING</b>	
<p>25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

- Yes  No  Not Sure  
 N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

- Yes  No  Not Sure  
 N/A - Applicant does not make subawards under any OJP awards

**DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES**

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

- Yes  No  Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

**CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY**

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Doris Smith

Date: 6/1/2024

Title:  Executive Director  Chief Financial Officer  Chairman

Other: Administrator

Phone: (501) 682-5242

**State of Arkansas**  
**2024 VOCA Application**

**Statement Regarding Use of Administrative and Training Funds**

The Department of Finance and Administration – Office of Intergovernmental Services (DFA-IGS) will use administration and training funds to support administrative staff and operating costs associated with the State of Arkansas’ Victim of Crime Act (VOCA) Victim Assistance Program. Up to 5% of awarded funds will be used for training and administration of the grant funds. VOCA Administrative funds will also be utilized to support technology enhancements that enable the state to comply with OVC’s updated data collection requirements.

Preliminary Plan Outline

- Support salaries and benefits for ten (10) staff.
- Maintenance & Operations costs associated with staff.
- Training for Grants Manager and staff.
- Enhancements to Data Collection System.
- Monitoring of sub-grant organizations.
- Technology upgrades.
- Training academies for victim assistance.
- Membership dues.
- Strategic planning and Coordination.
- Collaboration efforts.

- Publications; and
- Statewide training in accordance with the State's Victims Services Plan



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**Office of Intergovernmental Services**

1515 West Seventh Street, Suite 400

Post Office Box 8031

Little Rock, Arkansas, 72203-8031

Phone: (501) 682-1074

Fax: (501) 682-5206

<https://www.dfa.arkansas.gov/intergovernmental-services>

**2024 State of Arkansas VOCA Application**

**OFFICE OF CIVIL RIGHTS COMPLIANCE LIAISON**

The Civil Rights Compliance Liaison for the Arkansas Department of Finance and Administration is:

Janis Bartlett, General Counsel  
Arkansas Department of Finance & Administration  
Office of the Secretary  
1509 West 7<sup>th</sup> Street  
Little Rock, AR 72201  
(501) 682-5174

**State of Arkansas**  
**2024 VOCA Application**

**Monitoring of Subawards**

Under state and federal regulations, DFA-IGS is required to conduct regular evaluations of sub-grant organizations. The purpose of these evaluations is to ensure compliance with the applicable statute(s), program guidelines, fiscal accountability, and other sub-grant agreement terms and conditions and to ensure the delivery of effective and quality services to victims of crime.

Sub-grant monitoring is used to review victim service delivery performance data; timekeeping and equipment records, as well as documentation of costs supported by federal funds. Sub-grant monitoring provides an opportunity to review the qualitative and quantitative performance of a sub-grant award. Sub-grant monitoring is an ongoing process that involves one or more of the following:

- a. Desk Monitoring – Desk monitoring includes a review of invoice submittals and supporting documentation; a review of quarterly performance reports; e-mail transmittals; telephone calls, and any other documents or communications that may flow between the Project Monitor and the sub-grant organization.
- b. On-site Monitoring – On-site monitoring provides a first-hand look at the sub-grant organization's operations. It is an opportunity to meet the management and staff; establish a positive working relationship and review the sub-grant organization's files and documentation. Several types and purposes exist for on-site monitoring, including:

- i. *Formal* on-site monitoring – is a scheduled visit, utilizing a standardized monitoring tool to assess the program's compliance with federal and state rules, fiscal management procedures, and organizational structure.
  - ii. *Informal* on-site visits – may be conducted at any time. The purpose of these visits is to meet staff, observe macro-operations, and learn about program activities.
  - iii. *Evaluation* on-site visits – used for first-time sub-grant organizations to meet staff, evaluate and give guidance regarding the structure of the organization, program administration, service delivery, community support, and compliance with federal and state rules, as well as fiscal management procedures.
  - iv. *Intervention* on-site visits – as needed, to provide technical assistance and direction to sub-grant organizations experiencing performance or fiscal problems. Except in cases warranting immediate intervention, other grant management methods such as desk monitoring, written correspondence, and telephone consultation will be tried before an intervention visit is scheduled.
- c. Complaints – Complaints regarding a sub-grant organization are investigated within the parameters of the sub-grant agreement and/or applicable statute(s) or rule(s).

Financial monitoring occurs on a monthly and quarterly basis as Requests for Reimbursement Invoices are processed. Payments to sub-grantees are on a reimbursement basis; therefore, all requests for payments must include supporting documentation.

Additionally, on-site monitoring, which addresses various aspects of a sub-grant organization's compliance with sub-grant requirements and special conditions, is conducted through a review of the following documents:

- a. Personnel records – includes paid and volunteer staff providing services.
- b. Client files – the records of service recipients. No personally identifying information will be disclosed.
- c. Financial records – including source documentation for sub-grant expenditures and match.
- d. Policies and procedures – organization, as well as program policies and procedures.
- e. Board of Directors' meeting minutes.
- f. In addition to a review of documentation and necessary facility inspections, DFA-IGS may also interview staff regarding the provision of services. Staff can include the agency director, federally funded staff, and administrative staff responsible for contract reporting and bookkeeping. This provides an opportunity to talk about the services being provided to crime victims and other aspects of the program services. In some instances, there may be a need to interview victims.

### **Agreed Upon Procedures**

The Department of Finance and Administration has developed a set of Agreed Upon Procedures (AUP) to be used as another monitoring tool. The AUP is used to test and report on grant recipients' compliance with the stated terms and conditions of their sub-grant award and state and federal regulations and guidelines. The findings from these procedures must be compiled in the *Independent Accountant's Report on Applying Agreed Upon Procedures*. These procedures are

required for all recipients of awards from DFA-IGS under the Victim Justice and Assistance grants, except those entities that are required to have performed a Single Audit under OMB Uniform Guidance (2014). The complete manual of guidelines and procedures of the AUP can be accessed online at:

<http://www.dfa.arkansas.gov/offices/intergovernmentalservices/grants/pages/resources.aspx>

## **CURRENT MONITORING ACTIVITIES**

DFA-IGS ensures that its sub-grantees receive at least one form of monitoring throughout the grant year. The most common monitoring practice utilized is Desk Monitoring, which is conducted monthly for each sub-grantee. This monitoring review takes place monthly when a sub-grantee submits its reimbursement request. The request is reviewed by the program's Grants Analyst/Coordinators to ensure funding is being properly utilized according to VOCA & OMB regulations, as well as what was outlined in the sub-grantees project budget that was submitted with their application. DFA-IGS is currently meeting its monitoring goal for Desktop Monitoring.

During FY '23, DFA-IGS completed its monitoring of required VOCA subrecipients. As stated above 100% of each subrecipients received financial monitoring monthly and 50% of subrecipients received a formal on-site monitoring review. DFA-IGS will meet its monitoring goal in FY '24, ensuring that funds and programmatic activities comply with VOCA Guidelines, Rules, and all other requirements.

**State of Arkansas**

**2024 VOCA Application**

**Statement Regarding Plan to Subgrant Funds**

**A. A copy of the documented methodology for selecting subrecipients that will apply to FY 2024 VOCA Assistance Funding.**

A copy of the 2023 DFA-IGS VOCA Request for Proposals is attached to this application. The methodology for selecting sub-recipients can be found on pages 30 – 33. This process will also apply to awards made utilizing FY 2024 VOCA Assistance Funding.

**B. A copy of any completed strategic plan applicable to FY 2024 VOCA Assistance Funding.**

A copy of the State of Arkansas' Victim Services plan is attached to the application.

**C. A document that describes (to the extent not already addressed in the items above) the following:**

- a. Efforts to assess victim services needs in the state or territory; and whether these efforts actively seek to include diverse and frequently marginalized perspectives in identifying these needs, and, if so, how.**

As part of the development of the Victim Services Plan, DFA-IGS developed two separate surveys that were distributed to victim service providers and survivors across the state. The victim services survey inquired about what type of services were most needed by survivors across the state. The survivors' survey asked about the service they received at the time of their victimization and what services, if not provided, would have been beneficial in their recovery. A total of 102 victim services providers and 58 survivors responded to the surveys. The responses to this survey were integral in the development of the Goals and Objectives that were a part of the Victim Services Plan which are included in the Project Narrative of this application.

The intent of the survey was to get it out to as many victim service providers and survivors as possible. This includes those organizations and survivors who are members of culturally specific and underserved communities. Links to the survey were made available to all current victim services subrecipients, the state's domestic violence and sexual assault coalitions and members of the Victim Services Planning Committee. Along with being available through these entities, links to the survey were also shared through social media, including the Department of Finance & Administration's social media accounts. The intent of sharing the survey through social media was to reach both victim services providers and survivors who might not have been able to access the survey through other organizations or mediums.

- b. How subawards will be made, including the extent to which new awards will be made and the extent to which awards to existing subgrantees will be modified. If a planning process is underway or anticipated regarding the delivery of victim services, please describe that process.**

Arkansas awards VOCA funds through an open and competitive bid process. Request for Proposals (RFPs) are generally issued every two years. Additional RFPs may be issued during the two-year period depending on the availability of funds. In the pre-bid process, special effort is given to contact eligible agencies statewide. These efforts include but are not limited to publishing RFP notices in the statewide newspaper; publishing RFP notices in Hispanic newspapers; providing RFP to the Grant Advisory Board and the staff of the Arkansas Child Abuse/Rape/Domestic Violence Commission; posting on the agency website, and emails to other interested organizations.

The process for the selection of sub-grants is as follows:

- Developing the Request for Proposal (RFP) and the application packet which includes recruiting potential applicants by placing advertisements in newspapers statewide including El Latino newspaper and posting to our DFA statewide website.
- E-mailing the RFP to potential applicants and current sub-grant organizations.
- Preparing the RFP for posting on the Arkansas Department of Finance and Administration’s website.
- Responding to technical questions and other inquiries from potential applicants.
- Conducting technical assistance workshops for potential applicants.
- After the applications are submitted, each application will go through a three-stage application review process – Eligibility Review, Grant Advisory Board Review, and Review Committees (Advisory Board, DFA-IGS Staff, and an Independent Review Committee).
- Funding recommendations made.
- Funding decision made: Applicants notified via email of determinations.
- Appeal process.
- Processing the awards.

In evaluating each application, the review panel is asked to consider several factors which include, but are not limited to, the following:

- Demonstration of need including geographic location to be served, other programs available; local demographics, local statistics, underserved populations to be served, etc.;
- Adequate correlation between the cost of the project and the objective(s) to be achieved.
- Probability of the project to meet identified goals(s).
- Demonstration that funds will not be used to supplant other funds.

- Degree of cooperation between local officials, community groups, and citizens to fulfill goals for the overall success of the project.
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines; and
- Overall quality of the application.

With the final approval of the DFA-IGS Administrator, applicants are notified of funding decisions. Awards are made for one year with the possibility of continuing that award for a second-year contingent on available funding and the agency’s performance. Applicants who do not receive funding are given the reasons for their denial of funds.

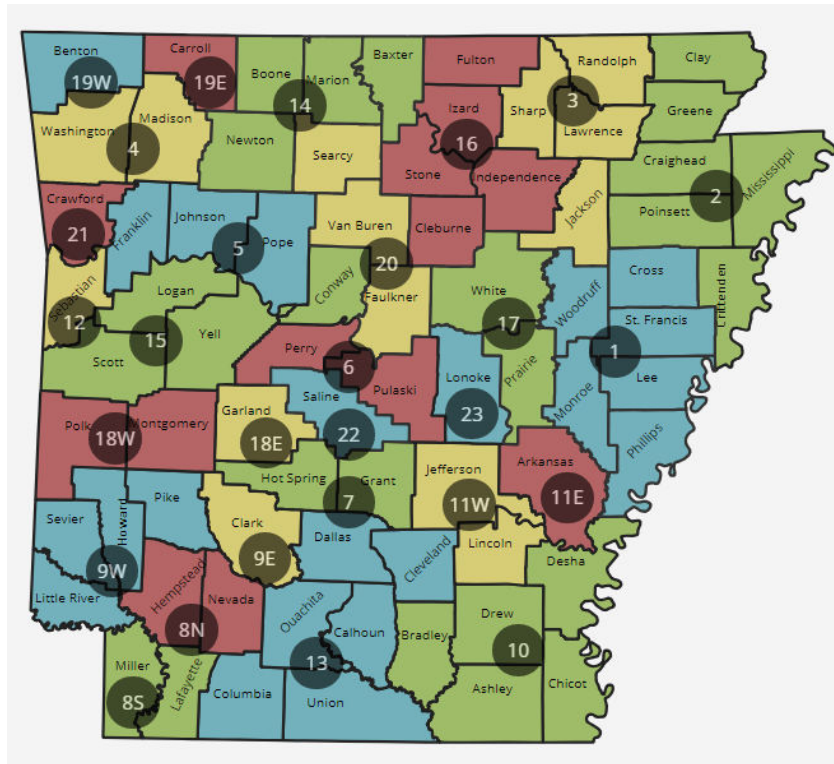
Each RFP is a new application and is subject to review, regardless of how long an organization has been a recipient of VOCA funds. Each application is an opportunity for organizations to request funding for their project. Each organization is eligible to receive a second year of funding if it is available and the organization is in good standing both fiscally and programmatically. Awards made during the second year are at the same funding level as the previous year if the same level of funding is available. Organizations can adjust their budgets to meet their needs for the next year.

- c. How the state or territory will use its funding to affirmatively advance equity, civil rights, racial justice, and equal opportunity, including incorporating any of the practices described below and any others that your jurisdiction uses or plans to use.**

DFA-IGS will work to use VOCA funding to advance equity, civil rights, racial justice, and equal opportunity for all victims across the state of Arkansas.

To help ensure that VOCA funds are equitably distributed across the state on a geographic basis, DFA-IGS has utilized the state’s judicial district breakdown. The judicial district breakdown

groups together counties based on similar population and geographic characteristics. Each district has at least one catchment area where survivors of crime could easily access victim services. The map below shows all 28 judicial districts in Arkansas and the counties that compose the district.



By utilizing the state’s judicial districts, DFA-IGS can make funding decisions based on the number of VOCA-funded projects within a certain district versus its population and geographic size. Funding decisions can also be made as to if certain counties in the district should be targeted for funding based on the needs of that county and the availability of services. Working within the judicial district catchments also sets up a support system for service providers within the district. Knowing that there is someone who will help work with them that is a short drive away can be encouraging for newly formed programs or program staff. These relationships will build better victim service programs and ultimately benefit all survivors that are served within the district.

**d. How the state or territory will try to ensure that subrecipients meet the VOCA organizational capacity requirements.**

Organizations are informed of the organizational capacity requirements in the RFP. To show that the organization meets the capacity requirements, organizations are required to provide DFA-IGS with the following documents:

- Proof of 501 (c) 3 status from the Internal Revenue Service (if not a municipality).
- List of Board of Directors.
- Organizational By-Laws.
- Articles of Incorporation
- Organizational Policies & Procedures, both programmatic and financial.
- Any other documents requested by DFA-IGS to verify the organization's capacity.

These documents are reviewed to ensure that the applicant organization meets the VOCA organizational capacity requirements. Any non-municipality applicants who cannot provide any of the previously mentioned documents are not eligible to receive VOCA funding.

Along with demonstrating organizational capacity, organizations applying for VOCA funding are also asked to detail the agency's non-Crime Victims Fund funding sources and amounts. Requesting this information in the RFP process demonstrates the non-Crime Victims Fund support for the agency and shows the support received by the agency from its community.

**e. OVC encourages states and territories to consider funding organizations that traditionally have not received VOCA funds, and, within the parameter of the program rule, to set flexible criteria for demonstrating organization capacity. To the**

**extent that your jurisdiction will (or has) reviewed its process for determining organizational capacity to broaden access to VOCA Assistance funding, please describe what changes you intend to make (or have made).**

DFA-IGS is continually looking for victim services agencies across the state, especially those organizations that serve culturally specific and underserved communities. Over the past five years, DFA-IGS has been introduced to several community-based service providers that are serving various culturally specific and underserved communities. DFA-IGS encourages these organizations to apply for VOCA funding if they have the basic organizational structure to manage federal funding and several organizations have received VOCA awards during this time period.

Understanding that the management of a federal grant may be intimidating for smaller, inexperienced organizations, DFA-IGS partnered with an established subgrantee to provide capacity building for the newer, smaller subgrantees. Through this project, those community-based service providers had access to an experienced organization that would mentor them as they developed policies and procedures that would allow them to grow and be more confident in their ability to manage federal dollars. The mentor organization worked with the mentee organization to assess the organization's current policies and procedures, both financial and programmatic; assess the organization's capacity to provide services; provide training for the organization's board of directors to ensure they understood their role and responsibility; and helped conduct community meetings to ensure that the organization was listening to the needs of their community as well as introduce the community to the organization.

DFA-IGS has been able to expand the number of organizations that receive VOCA funding through this organizational capacity-building project. The mentor/mentee relationship that is established through this project helps give newer organizations the opportunity to discuss openly

what they have learned and where they may have failed during their first years as a VOCA subgrantee without the fear of any potential negative consequences. DFA-IGS intends to continue this project, especially as more organizations that serve culturally specific and underserved victims are identified across the state.

U.S. Department of Justice  
810 Seventh Street NW, Washington DC 20531

Certificate of Completion

This certificate is presented to

**Brian Lawson**

for successfully completing the

**DOJ Grants Financial Management Training: Online**

January 18, 2022



Office of the Chief Financial Officer, Office of Justice Programs

A handwritten signature in black ink, appearing to read 'Rachel Johnson'. The signature is written in a cursive style.

U.S. Department of Justice  
810 Seventh Street NW, Washington DC 20531

## Certificate of Completion

This certificate is presented to

**jenna gilliam**

for successfully completing the

**DOJ Grants Financial Management Training:Online**

May 19, 2023



*Rachel John*

Office of the Chief Financial Officer, Office of Justice Programs



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**Office of Intergovernmental Services**

1515 West Seventh Street, Suite 400

Post Office Box 8031

Little Rock, Arkansas, 72203-8031

Phone: (501) 682-1074

Fax: (501) 682-5206

<https://www.dfa.arkansas.gov/intergovernmental-services>

**2024 VOCA APPLICATION  
DISCLOSURE OF HIGH-RISK STATUS**

The Arkansas Department of Finance and Administration (ADFA) has **NOT** been designated as a high-risk grantee by another federal grant-making agency.

\_\_\_\_\_  
Doris Smith, DFA-IGS Administrator  
Arkansas Department of Finance and Administration  
1515 West 7<sup>th</sup> Street  
Little Rock, AR 72201  
Telephone: (501) 682-5242