



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION  
**OFFICE OF INTERGOVERNMENTAL SERVICES**

**SUBGRANT ADMINISTRATION GUIDE**  
PART I: GENERAL INFORMATION

**B. FEDERAL GRANT PROGRAMS**

Federal grants funds for services to victims of crime in Arkansas are distributed by the Arkansas Department of Finance and Administration, Office of Intergovernmental Services (DFA/IGS) in a manner that ensures services will be maintained beyond the grant period. The mission, priorities, and abilities of the subgrant organizations receiving these grant funds must mirror or complement the established goals of the federal grant program in order to ensure success. Some of the established goals, eligibility requirements, program services, and other requirements of the federal grant programs administered by DFA/IGS include:

**1. VICTIMS OF CRIME ACT - CRIME VICTIMS ASSISTANCE (VOCA)**

a. BACKGROUND

In 1984, VOCA established the Crime Victims Fund in the U. S. Treasury and authorized the Fund to receive deposits of fines and penalties levied against criminals convicted of federal crimes. This Fund provides the source of funding for carrying out all of the activities authorized by VOCA. Each year, states and territories receive VOCA funds to support community-based organizations that serve crime victims. States and territories are required to give priority to programs serving victims of domestic violence, sexual assault, and child abuse. Additional funds may be set aside for underserved victims, such as senior citizens, non-English speaking residents, persons with disabilities, survivors of homicide victims, and victims of drunk drivers. All states, the District of Columbia, the U.S. Virgin Islands, and Puerto Rico receive a base victim assistance amount. Additional funds are distributed based on population.

b. PURPOSE

The primary purpose of VOCA is to support the provision of services to victims of crime<sup>1</sup>. These services are defined as those efforts that:

- i. Respond to the emotional and physical needs of crime victims;
- ii. Assist primary and secondary victims of crime to stabilize their lives after victimization;
- iii. Assist victims to understand and participate in the criminal justice system; and
- iv. Provide victims of crime with a measure of safety and security.

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<sup>1</sup> For the purpose of the VOC crime victim assistance grant program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.



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c. **FUNDING CONSIDERATIONS**

The funding strategy used by DFA/IGS in the distribution of VOCA funds includes the following:

- i. The range of victim services throughout the state and within communities;
- ii. The unmet needs of crime victims;
- iii. The demographic profile of crime victims;
- iv. The coordinated, cooperative response of community organizations in organizing services for crime victims;
- v. The availability of services to crime victims throughout the criminal justice process; and
- vi. The extent to which other sources of funding are available for services.

d. **ELIBILITY**

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, or a combination of such agencies or organizations, in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.

In addition to victim services organizations, whose sole purpose is to serve crime victims, there are many other public and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to:

- i. *Criminal Justice Agencies*: Such agencies as law enforcement organizations, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for victims' services.
- ii. *Faith-Based Organizations*: Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
- iii. *Hospitals and Emergency Medical Facilities*: Such organizations must offer crisis counseling, support groups, and/or other types of victim services.



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- iv. *Others*: State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.
- e. **MATCH REQUIREMENT**

A cash and/or in-kind match is required from all subgrant organizations funded under the VOCA program. With the exception of new programs, who have not demonstrated a record of service provision, the match requirement is 25% of the federal funds received.

  - i. The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds.
  - ii. Matching contributions must be derived from non-federal sources.
  - iii. All funds designated as match are restricted to the same uses as the VOCA funds and must be expended within the grant period.
  - iv. Match must be provided on a project-by-project basis.
  - v. For the purpose of this program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project.
  - vi. New Programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25-50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability. States are responsible for establishing the base level of nonfederal support required within the 25-50 percent range.
- f. **ADDITIONAL INFORMATION**
  - i. Office for Victims of Crime: <http://www.ojp.usdoj.gov/ovc/>
  - ii. VOCA Final Program Guidelines: <http://www.ojp.usdoj.gov/ovc/voca/vaguide.htm>
  - iii. OJP Financial Guide: <http://www.ojp.usdoj.gov/financialguide/>



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**2. FAMILY VIOLENCE PREVENTION AND SERVICES ACT (FVPSA)**

a. BACKGROUND

The Family Violence Prevention and Services Act was originally authorized by sections 301-313 of Title III of the Child Abuse Amendments of 1984 and most recently by the Keeping Children and Families Safe Act of 2003. The program was reassigned in 2004 from the

Office of Community Services to the Family and Youth Services Bureau in the Administration for Children and Families, U.S. Department of Health and Human Services. FVPSA was most recently amended by Pub. L. 109-162, the "Violence Against Women Reauthorization Act of 2005" and by Pub. L. 109-271, which was enacted August 17, 2006.

b. PURPOSE

The primary purpose of FVPSA grants is to assist States in establishing, maintaining, and expanding programs and projects to prevent family violence and to provide immediate shelter and related assistance for victims of family violence and their dependents.

- i. FVPSA also provides formula grant funding for State Domestic Violence Coalitions, the National Resource Center on Domestic Violence, special interest resource centers, and the National Domestic Violence Hotline.

c. FUNDING CONSIDERATIONS

When distributing FVPSA funds, DFA/IGS considers the following:

- i. The establishment and implementation of policies and protocols for maintaining the safety and confidentiality of the adult victims and their children of domestic violence, sexual assault, and/or stalking.
- ii. Demonstration of coordination and collaboration with police, prosecutors, the courts, victim services providers, child welfare, family preservation services, as well as medical and mental health service providers to ensure responsive and effective service delivery.

d. ELIGIBILITY

Organizations must be operated by a public or nonprofit organization and provide shelter and/or related services to victims of domestic violence, sexual assault, and/or stalking.

e. MATCH REQUIREMENT

DFA/IGS requires matching contributions of 25% with respect to existing programs and 35% with respect to entities intending to operate a new program under the FVPSA federal grant program.



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**B. FEDERAL GRANT PROGRAMS – FVPSA (cont'd)**

f ADDITIONAL INFORMATION

- i. Administration for Children and Families, Family Violence Division:  
<http://www.acf.hhs.gov/programs/fysb/content/programs/fv.htm>
- ii. Federal Register: January 16, 2007 (Volume 72, Number 9)  
<http://a257.g.akamaitech.net/7/257/2422/01jan20071800/edocket.access.gpo.gov/2007/E7-373.htm>

**3. STOP VIOLENCE AGAINST WOMEN ACT (STOP)**

a. BACKGROUND

The STOP Program was initially authorized under the Violence Against Women Act of 1994 (VAWA) and reauthorized and amended by the Violence Against Women Act of 2000 (VAWA 2000) and by the Violence Against Women Act of 2005 (VAWA 2005). The STOP Program is administered by the Office on Violence Against Women (OVW), U.S. Department of Justice. (2013 reauthorization?)

b. PURPOSE

The STOP Program encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women.

- i. The STOP Program emphasizes the implementation of comprehensive strategies addressing violence against women and encourages strategies which include the forging of lasting partnerships between the criminal justice system and victim advocacy organizations.

c. ELIGIBILITY

Entities eligible for funding under the STOP Program include public or nonprofit victim service providers, law enforcement, prosecutors, and courts.

d. FUNDING CONSIDERATIONS

The STOP Program requires the state to allocate 25 percent of the funds to law enforcement, 25 percent to prosecution, 5 percent to courts, and 30 percent to victim services. The remaining 15 percent is discretionary within the parameters of the Violence Against Women Act (VAWA). Additionally, subgrants supported through STOP must meet one or more of the following statutory program purpose areas:

- i. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.



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- ii. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence.
- iii. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.
- iv. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
- v. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence.
- vi. Developing, enlarging, or strengthening programs addressing stalking.
- vii. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
- viii. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- ix. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.



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- x. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
- xi. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
- xii. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
- xiii. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
  - a) Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized.
  - b) Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency.
  - c) Referring persons seeking enforcement of protection orders to supplementary services, such as emergency shelter programs, hotlines, or legal assistance services.
  - d) Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
- xiv. To provide funding to law enforcement agencies, non-profit/non-governmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
  - a) The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel (to be known as “Crystal Judson Victim Advocates”) to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel.



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- b) The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies.
- c) The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.
- xv. Developing and promoting legislation and policies to enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
- xvi. Developing Sexual Assault Response Teams and related Coordinated Community Responses (CCRs) to sexual assault.
- xvii. Improving investigation and prosecution of sexual assault cases and appropriate treatment of victims.
- xviii. Responding to sexual assault against men, women, and youth in correctional settings.
- xix. Responding to backlogs of sexual assault evidence including protocols and policies for notifying and involving victims.
- xx. Improving Responses to male and female victims whose ability to access traditional services and responses is affected by their sexual orientation or gender identity.
- xxi. Supporting prevention or educational programming (limited to five percent [5%] of the award amount)
- e. **MATCH REQUIREMENT**  
DFA/IGS requires a 37% match, cash or in-kind, from subgrant organizations funded under the STOP program.
  - i. The Violence Against Women Act (VAWA) was reauthorized in 2013, creating a new provision eliminating match in certain circumstances and providing for waivers of match in other circumstances. The following organizations are federally exempt from the match requirement:
    - a) Any tribe, territory, or victim service provider: or
    - b) Any other entity, including a State, that (1) Petitions for a waiver of any match conditions imposed by the Attorney General or the Secretaries of Health and Human Services or Housing and Urban Development; and (2) Who petitions for a waiver is determined by the Attorney General or the Secretaries of Health and Human Services or Urban Development to have adequately demonstrated the financial need of the petitioning entity.





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- ii. Although no longer a federal requirement in certain circumstances, DFA/IGS requests that all subgrant organizations funded through the STOP Program provide a voluntary in-kind or cash match. It is the belief of the State that the provision of match is a method by which an organization demonstrates its commitment to the implementation of comprehensive strategies addressing violence against women, based upon the forging of lasting partnerships between the criminal justice system and victim advocacy organizations.

f. ADDITIONAL INFORMATION

- i. Office on Violence Against Women: <http://www.usdoj.gov/ovw/>
- ii. OJP Financial Guide: <http://www.ojp.usdoj.gov/finguide06/index.htm>