



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES

SUBGRANT ADMINISTRATION GUIDE
PART I: GENERAL INFORMATION

E. APPLICATION PROCESS

The State is not mandated by state or federal law to provide funding to all eligible applicants, but, in their discretion, may grant or deny applications for funding. As a result, such funding does not create an entitlement or property right subject to the protection of the Due Process Clause.

1. **PRE-APPLICATION PROCEDURE**

To ensure compliance with Arkansas Code Annotated § 25-1-111 and § 25-1-107, DFA/IGS developed these procedures to govern the solicitation and review of application for federal funds. These procedures include solicitation of proposals, application form, application review procedures, and a calendar of proposal activities. In addition, an opportunity for participation and review is provided by the advisory committee.

2. **PUBLIC ANNOUNCEMENT**

Following advisory committee review of the application process, a public announcement is made soliciting proposals for the provision of services to victims of crime. The announcement includes the availability of funds, eligibility requirements, services sought, application process, and the provision of technical assistance workshops.

3. **ELIGIBILITY**

Subgrant organizations eligible to receive support through DFA/IGS include but are not limited to those whose sole purpose is to serve victims of crime, as well as public and non-profit organizations that have components which offer services to victims of crime. Examples of eligible organizations include:

- a. Law Enforcement Organizations;
- b. Prosecutors' Offices;
- c. Courts;
- d. Faith-Based Organizations;
- e. Non-Profit Organizations; and
- f. Institutions of Higher Learning



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4. **APPLICATION REVIEW**

Applications are subject to a number of reviews. These reviews assist DFA/IGS staff in making funding recommendations with the goal of enhancing the State of Arkansas' service delivery system to victims of crime.

- a. Eligibility Review: IGS staff reviews all applications to ensure that minimum eligibility requirements are met. In the event that an organization or its proposal do not meet the minimum eligibility requirements, the applicant is notified and there is no further consideration of its request.
- b. Advisory Committee Review: The IGS Advisory Committee is provided an opportunity to review, recommend, and comment on all applications.
- c. Application Review: IGS program staff reviews each eligible application, utilizing established uniform review standards.
- d. Administrative Review: IGS senior management staff determines which applicants are to be approved for support and provides guidelines to DFA/IGS staff with regards to the funding source and funding level.

5. **SUBGRANT DETERMINATION**

Following the Administrative Review/Determination, notice is sent to all applicants indicating whether or not their applications have been approved for support. Those approved for support are required to attend a Subgrant Consultation Meeting.

6. **APPEALS PROCESS**

Applicants not considered for support may appeal the decision by submitting written notice of their objections requesting reconsideration within ten (10) days following notification. Written appeals must completely and clearly detail the applicant's objection. All appeals are considered by the DFA/IGS Administrator, whose decision is final.

7. **SUBGRANT CONSULTATION MEETINGS**

Following notice of support for a project, a meeting is scheduled between the legal entity's authorized official and/or his/her designee and DFA/IGS staff to discuss the proposed project in its entirety, as well as the applicant's internal administrative and financial controls.



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8. **ASSURANCES, CERTIFICATIONS, AND AGREEMENTS**

Applicants must assure and certify that they comply with all applicable civil rights nondiscrimination requirements, as well as certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace". Additionally, applicants certify that the federal funds requested are a supplement to existing funds and in no way supplant (replace) funds that have been budgeted for the same purpose.

9. **ADDITIONAL REQUIREMENTS**

All applications for VOCA, FVPSA, and STOP funds are subject to review by state executive order 12372. To comply with this requirement, applicants must complete a form SF-424 at the time of application submission. In completing form SF-424, an applicant will be unable to specify the program for which it is applying; as this determination will be made by DFA/IGS should the application be selected for support.

10. There is no inherent or implied guarantee of funding for applications that meet the program criteria.