



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES

SUBGRANT ADMINISTRATION GUIDE
PART I: GENERAL INFORMATION

I. STANDARDS FOR PROGRAM MANAGEMENT

1. **POLICIES and PROCEDURES**

Subgrant organizations are required to establish and maintain program policies and procedures that accurately account for all program activities. Policies and procedures must comply with all applicable federal, state, and local regulations and be written in such a manner as to ensure the safety and dignity of the victims, as well as those of the subgrant organization's staff members. At a minimum, subgrant organizations must address the following:

a. **PERSONNEL MANAGEMENT**

Subgrant organizations shall establish and maintain policies and procedures for the hiring, firing, suspension, promotion, and/or demotion of staff. These policies must include procedures to ensure equal employment opportunity.

The policies should include comprehensive information about workplace rules, i.e., hours, attendance, pay, benefits, supervision, and discipline. Personnel policies should also include discussion of sensitive legal issues like sexual harassment and employee safety regulations.

A personnel file shall be maintained for each employee. At a minimum the file shall include:

- i. A clear statement of the duties and responsibilities of the position including minimum qualifications, i.e., signed job description.
- ii. Documentation of the individual's legal right to work. i.e., completed form I-9.
- iii. Documentation of pre-service and post-service training requirements.
- iv. Documentation that the employee has been made aware of the subgrant organization's policies with regards to:
 - a) Non-discrimination;
 - b) Smoking;
 - c) Criminal Activity;
 - d) Drug-Free Workplace;
 - e) Grievance Procedures for staff and clients;
 - f) Leave Policy.
- v. Documentation of the employee's qualifications, i.e., employment application, resume, transcript, etc.
- vi. Documentation of the employee's performance, i.e., performance evaluation.



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I. STANDARDS FOR PROGRAM MANAGEMENT (cont'd)

b. **PROGRAM MANAGEMENT**

Subgrant organizations shall establish and maintain policies and procedures governing the activities of the program. At a minimum, subgrant organizations must maintain documentation which addresses the following:

- i. Program rules and regulation
- ii. Client confidentiality
- iii. Grievance procedures
- iv. Staffing requirements
- v. Program eligibility
- vi. Records, including:
 - a) Identifying information: age; gender; disability; race, and national origin.
 - b) Service provision: date(s) and type(s) of service provided.
 - c) Outcome: termination summary, referrals, etc.
- vii. Program rules and regulations:
 - a) Grievance procedures
 - b) Confidentiality
 - c) Staffing requirements
 - d) Fee for service
 - e) Program eligibility