



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES

SUBGRANT ADMINISTRATION GUIDE
PART I: GENERAL INFORMATION

A. OFFICE OF INTERGOVERNMENTAL SERVICES

1. **BACKGROUND**

In 1997, The Department of Finance and Administration (DFA) was designated by the governor as the state agency responsible for the application and administration of the VOCA, FVPSA, STOP, and JAG federal grant programs. The office within the Department assigned to perform this function is the Office of Intergovernmental Services (IGS).

2. **RESPONSIBILITIES**

The Victim Justice and Assistance (VJA) section of IGS is responsible for ensuring that federal funds provided by the VOCA, FVPSA, and VAWA (STOP) federal grant programs are appropriately distributed throughout the state to ensure effective and coordinated services to victims of crime. IGS is dedicated to providing open and impartial administrative, programmatic, and financial oversight of the subgrant organizations receiving financial assistance through the aforementioned federal grant programs.

3. **STAFFING**

VJA program staff consists of: one (1) Program Manager responsible for the overall supervision of programmatic and financial matters regarding the federal grants and all subgrants; four (4) Grants Analysts responsible for monitoring all assigned subgrant activities and expenditures, including processing reimbursement requests, on-site monitoring visits, and the provision of technical assistance to subgrant organizations; and one (1) Administrative Specialist responsible for providing administrative support to program staff, including receipt and distribution of mail, receipt of federal grant and subgrant reports, data entry, filing, and maintenance of electronic and hard copy subgrant files. Additionally, IGS staff assists in the accounting and audit requirements associated with managing federal grant programs.

4. **LOCATION**

The Office of Intergovernmental Services is located at:
1515 West 7th Street, Suite 400
Little Rock, Arkansas, 72201

- i. **Parcel packages should be directed to the above location, listing the main telephone number (501-683-0353) for delivery inquiries.**
- ii. Correspondence sent through the U.S. Postal Service should be addressed to:
Office of Intergovernmental Services
Victim Justice and Assistance Programs
P. O. Box 8031
Little Rock, Arkansas 72203 – 8031



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5. **HOURS OF OPERATION**

Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

6. **HOLIDAYS**

The office is officially closed for state observed holidays, which include:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day