

Division: Federal Finance
Program/Procedure: Allocation Procedures for Discretionary Grants – Homeless
Updated: March 2019

Step 1: Homeless program manager provides a list of grantees and the award amount for each to the ADE Federal Finance unit.

Program manager will also provide a list of discontinued subgrants from the prior year (if any) whose carryover funds are subject to redistribution.

Step 2: Determine amount of funds available from the prior year grant to the state – including any previously unallocated funds and any forfeited carryover funds from grantees.

Step 3: Determine amount of funds available for subgrants from the current year grant to the state.

Per federal regulation, at least 75% of the total state grant will be used for subgrants.

Step 4: Distribute prior year funds

Ratably assign prior year funds to each grantee based on its percentage of total grants being awarded.

Step 5: Fulfill each subgrant

Determine amount still required to fulfill current award for each subgrantee. Award this amount from the current year grant to the state.

Step 6: Determine amount of unallocated funds from the current year grant to the state.

FINAL STEPS FOR ALL GRANTS:

Step 1: Round final numbers to two decimal places; if allocation is over the total take the overage out of state set-aside

Step 2: Publish allocation to ADE Federal Finance Website

Step 3: Publish a Commissioners Memo

Step 4: Email allocations to Federal Program unit for upload to FGMS system

Step 5: When final allocations are made publish grant award notifications to Federal Finance Website

***This document is not to be used as the sole source for calculating allocations for the Arkansas Department of Education. To calculate allocations refer to legislation, ED guidance, and any other updates provided by ED.*