

Division: Federal Finance
Program/Procedure: Allocation Procedures for Formula Grants – Title V REAP
Updated: December 2019

Step 1: Log into Max.gov and find the Arkansas Workgroup (REAP). Blank forms are uploaded around November.

Step 2: Save documents to FGM Share: REAP: {Year}

Step 3: Fill out all columns not shaded on the Initial Eligibility Spreadsheet

1. Are there any “Missing” Pct children below poverty? If so, fill out the column labeled “Adjusted Poverty Data”. This information is available in the Title I allocation file. Use poverty % from current year for new and expanding charters. Use poverty % from prior year for others.
2. Does the LEA have an Alternative Rural Definition?
Arkansas does not have a definition of rural, thus these will all be “NA”
3. Average Daily Attendance
This information is available at adedata.arkansas.gov. (Statewide Information System Reports, District, ADA-ADM-ADT & Avg ADA-ADM-ADT_Regular and Magnet, choose school year and Excel. Use Avg_ADA_Q2.
4. FY ___ Title II, Part A allocation amount
Enter the Title II amount for the previous school year
5. FY ___ Title IV, Part A allocation amount
Enter the Title II amount for the previous school year
6. Add primary contact First and Last Name and email address (usually the superintendent listed in the data center)
7. Add secondary contact First and Last Name and email address (usually the federal program coordinator – list from the federal program unit)
8. Add information for any new LEAs at the bottom of the spreadsheet. Also, make a comment in the Comments and Correction Requests column that this is a “NEW LEA”
9. Should any LEAs close, add that comment in the Comments and Correction Requests column that this is a “CLOSED LEA”
10. Any other comments or corrections should be added to the Comments and Correction Requests column.

Step 4: Upload completed documents to Max.gov

Step 5: Watch <https://www2.ed.gov/programs/reapsrsa/eligibility.html> for the final eligibility spreadsheet to be posted.

Step 6: The federal program manager will contact districts eligible to receive funding to make them aware and also help them with both RLIS and SRSA applications.

Step 7: Once GAN is received from USDE RLIS allocations can be made

1. Take 5% of the total grant award for Consolidated Administration
2. Subtract the amount found in step 1 from the total grant award this is the amount available to be distribute to qualifying districts
3. Find a percentage of Average Daily Attendance (ADA) on the final allocation spreadsheet for each district qualifying for RLIS funding

- a. Use current year ADA_Q1 data for open enrollment charter schools that are newly opened or significantly expanding and are identified as eligible for RLIS funds on the master spreadsheet from USDE.
4. Multiply the percentage by the amount of grant award available to distribute.

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.*