

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

Step 1: Data Collection

Receive public and private school EL counts from Title III Program Advisor.
Receive estimated EL counts for new/expanding charter schools.

Step 2: Take out portion of award for set asides.

1. Administrative Costs - \$100,000
2. State Activities and Professional Development - \$75,000
3. Recent Immigrants – 3% of remaining grant or other amount determined by program advisor.

Step 3: Make preliminary awards to determine who is eligible

1. Using prior year EL counts (current year for new/significantly expanding charters), find percentage of students at each LEA. EL students at LEA divided by total ELP students at all LEAs.
2. Distribute Award to all districts. Multiply amount of grant after set-asides by the percentage of students.
3. Take out all LEAs who receive less than \$10,000.

Step 4: Distribute Awards

1. Find new percentage of students at the remaining schools. ELP students at school divided by ELP students at districts receiving more than \$10,000.
2. Multiply grant by new percentages

Recent Immigrant Sub-Grants

Recent immigrant subgrants are determined by the Title III program advisors.

The list of subgrantees and award amounts are provided to ADE Federal Finance by the program advisor.

Program Advisor Procedure

To qualify for an immigrant sub-grant a school must have at least 15 or more recent immigrant students and show a significant increase in the number of immigrant students. Significant increase is defined as any district that experienced at least a 35% growth in the number of recent immigrant students reported on Cycle 2 of the current school year compared to the average of the number of recent immigrants from the prior two fiscal years. The minimum grant award to be made is \$10,000. Letters will be sent to each of the qualifying school districts notifying them that they are eligible to apply for the immigrant sub-grant. Applications and technical assistance will be provided to all qualifying districts. Funds will be awarded on a per-pupil calculation of total Title III immigrant funds available.

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.*