

**Division:** Federal Finance  
**Program/Procedure:** Allocation Procedures for Formula Grants – Title II  
**Updated:** July 2019

**Step 1: Data Collection**

Allocations are received from USDE

The formula counts used for Title I allocations are retrieved. These counts already include new/significantly expanding charter schools and any regular LEA changes.

**Step 2: Make Calculations**

- a) Reserve 5% for State Administration
- b) Reserve an additional 3% for principal/school leader set-aside
- c) Determine the amount available for LEA Grants (Total – 5% reserve – 3% reserve)
- d) 20% of the LEA grant total is distributed to districts based on census population
- e) 80% of the LEA grant total is distributed to districts based on census poverty amounts

**Step 3: Adjustments for MOE**

- a) Reduce allocation for MOE when necessary
- b) Add amount taken away from LEA because of MOE ratably between other LEAs

**Step 4: Calculate State Level Private School Set Aside**

- a) Determine total state set aside subject to equitable services for private schools reservation (Total Grant minus Grant to Districts minus SEA Admin)
- b) Determine the number of private school students reported to the state (ADE Data Center: Statewide Information Systems Report: School: Private School)
- c) Determine the number of public school students in the state (Use October 1 data from prior year filtered for students ages 5-17 in grades K-12. Removed students from DYS. Use prior year data for all charter school data.
- d) Calculate an amount per child (Amount found in Step 4a divided by the total students found in steps 4b and 4c)
- e) Multiply the amount per child by the number of private school students.

**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.*