

**Division:** Federal Finance  
**Program/Procedure:** Allocation Procedures for Formula Grants – Migrant  
**Updated:** July 2020

**Step 1: Data Collection**

Receive migrant student data for the prior year from Migrant Program Advisor. This data comes from the Funding Formula Count Breakout prepared for the state's CSPR submission.

Data is complete by August 31<sup>st</sup> of each year for the prior school year. Once fully assembled, the Migrant Program Advisor will provide the dataset to the ADE Federal Finance unit by March 1 of the following year.

School district per-pupil-expenditure data from the prior year will be gathered from the ADE's Annual Statistical Report (ASR).

Current year subgrants will be based on this prior year data. Allocations will be published by the ADE Federal Finance unit in October of each year.

Receive Designation forms from districts to determine if the district elects to keep OSY portion of the allocation or forfeit it to the migrant cooperative.

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

Administrative Costs – 1% or alternative amount prescribed by federal regulation. The allowed administration amount usually accompanies the state grant award from USDE.

**Step 3: Determine amount of funds available from the prior year grant – including any previously unallocated funds and any forfeited carryover funds from grantees.**

**Step 4: Total funds available for subgrants by combining any amount remaining from prior year grant award and funds from the current year award less administration set-aside.**

**Step 5: Divide total funds to be distributed for subgrants as:**

75% of total for school district subgrants  
25% of total for education cooperative subgrants

Current participating education cooperatives are Crowley's Ridge, DeQueen-Mena, Guy Fenter, Northwest Arkansas, Southeast Arkansas, and Wilbur Mills.

The list of participating education cooperatives will be updated as needed in future years based on direction from the ADE Migrant Program unit.

**Step 6: Calculate the number of points for each LEA by applying the following weights to migrant student data:**

Number of Migrant Students = 80%  
Priority for Service Students = 10.5%  
Below state average Per-Pupil-Expenditure Indicator = 1.5%  
Student Needs (Services Provided)

Instruction = 2.0%  
Reading = 1.5%  
Math = 1.5%  
High School Credit = 1.5%  
Support = 1.5%

If a districts Per-Pupil-Expenditure is below average, multiply the number of migrant students by 1.5% to get the number of points.

**Step 7:** Calculate school district subgrants.

1. Percentage of points at each LEA = points at LEA divided by total points at all LEAs.
2. Multiply percentage of points at each LEA by total funds designated for school district subgrants (75% of total available funding – see step 5).
3. LEAs who receive less than \$15,000 are not eligible for an individual grant. All such below-minimum funds are assigned to the education cooperative funding total.
4. Offset each LEA's amount by its remaining balance from prior year funds as of September 30<sup>th</sup>. Any offset funds will be held in reserve as unallocated in the current year and will be used in the next year's calculations.

**Step 8:** Calculate education cooperative subgrants.

1. Determine overall total funding available for subgrants to education cooperatives by combining the original funds designated for cooperatives (25% of total available funding – see step 5) plus any below-minimum funds from LEAs (see step 3).
2. Calculate "base funding" for each cooperative. Base funding accounts for estimated salary and fringe costs and any extra program specific costs that will be incurred by the cooperative. Salary and fringe costs required by each cooperative as follows:
  - a. Recruiter average salary = 30,000 + 25% fringe
  - b. RED average salary = 50,000 + 25% fringe
  - c. Migrant specialist average salary = 65,000 + 25% fringe

For 2020-21, the following positions are authorized for each cooperative:

Crowley's Ridge – 3 recruiters, 1 migrant specialist  
DeQueen-Mena – 1 recruiter, 1 RED, 1 migrant specialist  
Guy Fenter – 3 recruiters, 1 RED, 1 migrant specialist  
Northwest – 3 recruiters, 1 migrant specialist  
Southeast – 1 recruiter, 1 migrant specialist  
Wilbur Mills – 1 recruiter, 1 RED, 1 migrant specialist

All authorized position assignments and their base funding amounts will be updated as needed in future years based on direction from the ADE Migrant Program unit.

3. Accumulate LEA points from step 6 to the associated education cooperatives. Education cooperative member LEA lists can be found on the ADE Data Center.
4. Percentage of points at each education cooperative = points at cooperative divided by total points at all cooperatives.
5. Multiply percentage of points at each education cooperative by total funds remaining after base funding calculations for cooperative subgrants.

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 School Funding 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 funding notifications to School Funding 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.*