

Division: Federal Finance
Program/Procedure: Allocation Procedures for Discretionary Grants – 21st Century
Updated: Fiscal Year 2021-2022

Step 1: 21st Century program manager provides a list of grantees and the award amount for each to the ADE Federal Finance unit for the upcoming fiscal year.

Program manager will also provide a list of discontinued subgrants from the prior year (if any) whose carryover funds are subject to redistribution. All subgrants will be considered closed out as of September 30 following the fiscal year end in which the subgrant program ends. Expenditures recorded through September 30 will be reimbursed from any remaining carryover funds. Any funds remaining unspent as of Oct 1 of the close out year will be re-allocated to new awards.

In the event that an existing grantee is discontinued but receives a one-year mini-grant or begins an entire new cycle for the new fiscal year, all expenses recorded through September 30 will be reimbursed from the old, closed out grant carryover funds. Expenditures recorded after September 30 will be reimbursed from the one year mini-grant funds.

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 93% 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.

*If any prior year funds being considered for redistribution are expiring, those funds will only be assigned to grantees that have expenses already incurred. This assignment will only be up to the amount of existing expenditures to avoid any grantee from being unfairly subject to an immediate expiration date on grant funds.

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.*