

Division: Federal Programs

Program/Procedure: Allocation Procedures for Formula Grant – Title VI REAP
(December 2015)

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

Step 2: Save documents to FGM Share: Title VI: {Year}

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

1. Is the LEA defined as rural by the State?
Arkansas does not have a definition of rural, thus these will all be “NA”
2. Average Daily Attendance
This information is available at adedata.arkansas.gov. (Statewide Information System Reports, District, ADA-ADM-ADT & Avg ADA-ADM-ADT , choose school year and Excel. Use Avg_ADA_Q3.
3. Is county population density less then 10 persons/sq mile?
This column is only required by states who choose to use county population density as an alternative means of establishing part of an LEA’s eligibility. Arkansas chooses not to so insert NA.
4. Alternate Poverty Data Provided by State.
Leave Blank
5. According to alternate data, does LEA meet low-income poverty requirement?
Leave Blank
6. FY __ Title II, Part A allocation amount
Enter the Title II amount for given year
7. Fill in information for any new LEAs on the tab labeled New LEAs. Select Yes or No for the LEA to be added to the eligibility main tab.
8. Fill in information for any closed LEAs on the tab labeled Closed LEAs. Select Yes or No for the LEA to be added to the eligibility main tab.

Step 4: Fill out the Blank – Corrections Spreadsheet if needed. This spreadsheet should include any closing, consolidating or new LEAs.

Step 5: Upload completed documents to Max.gov

Step 6: ED will post an excel tab entitled DAR. This will show all districts whose eligibility status has changed or have been removed from the list. Make any corrections and upload to Max.gov.

Step 7: Watch <http://www2.ed.gov/programs/reapsrsa/eligible15/index.html> for the final eligibility spreadsheet to be posted.

Step 8: Use the information provided to send emails to Federal Coordinator and Superintendents that may receive RLIS or SRSA funding. (Example Attached)

Step 9: Once GAN is received from USDE (around September) 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) for each district qualifying for RLIS funding
4. Multiply the percentage by the amount of grant award available to distribute.

FINAL STEPS:

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 in a Commissioners Memo on ADE Website

Step 3: Email allocations to Associate Director of Research and Analysis

Step 4: When final allocations are made mail grant award notifications to LEA superintendents

***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.*

Example Emails:

RLIS:

According to the information provided to the Arkansas Department of Education (ADE) by the U. S. Department of Education (USDE), your School District could be eligible in the 2015-16 school year for Title VI-State (Rural and Low-Income Program) funds under the Elementary and Secondary Education Act of 1965. Districts will be notified of Title VI-State allotment amounts in a Commissioner's Memo when this information becomes available in mid to late September.

The RLIS program provides additional funds to help rural districts serving low-income students. RLIS funds may be used to support a variety of activities, including teacher recruitment and retention; teacher professional development; support for educational technology; parental involvement activities; activities authorized under the Safe and Drug-Free Schools Program; and activities authorized under Title I, Part A, and Title III of the ESEA.

Once the allocations are determined for the Title VI-REAP Source of Fund Code 6784, please upload your budget in the 2015-16 ACSIP Statewide Field Test software. The district must describe in the ACSIP Statewide Field Test plan use of these and funds and specific activities.

SRSA:

According to the information provided to the Arkansas Department of Education (ADE) by the U.S. Department of Education (USDE), your School District could be eligible in the 2015-16 school year for Title VI-Federal Small Rural Schools Achievement Program (SRSA) funds under the Elementary and Secondary Education Act of 1965.

Funds received under the Small, Rural School Achievement Grant Program may be used to carry out activities authorized under one or more of the following Federal programs:

- *Part A of Title I (Improving the Academic Achievement of Disadvantaged Children)*
- *Part A of Title II (Teacher and Principal Training and Recruiting)*
- *Part D of Title II (Enhancing Education Through Technology)*
- *Title III (Language Instruction for Limited English Proficient and Immigrant Students)*
- *Part A of Title IV (Safe and Drug-Free Schools)*
- *Part B of Title IV (21st Century Community Learning Centers)*

One-hundred percent (100%) of the funds generated by the programs listed above may be used for any of the purposes covered by these programs. Please include and upload Title VI-Federal funds in the 2015-16 ACSIP Statewide Field Test budgets. The district must describe in ACSIP the use of these funds and specific activities.

*The SRSA application process for the Title VI-REAP/SRSA SOF 6782 is made directly to the USDE by electronic application if you have no previously filled out the application please do so before **the closing date, June 30, 2015.***

To check on funding amounts and application procedures, go to the USDE website <http://www.ed.gov/programs/reapsrsa/applicant.html>. Continue to check the web site frequently in order to receive the information necessary to comply with all requirements to receive these funds.