

**Division:** Federal Programs

**Program/Procedure:** Allocation Procedures for Formula Grant – Title III  
(December 2015)

**Step 1:** Receive previous three years of LEP counts from Title III Program Advisor.

**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. Find percentage of students at each LEA. ELP 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

### **Title III Immigrant Sub-Grants**

Significant increase is defined as any school that exceeded 100% immigrant growth as reported in the district home language survey.

To qualify for an immigrant sub-grant a school must have at least 20 or more recent immigrant children and show a significant increase in immigrant populations.

Letters will be sent to each of the school districts notifying them that they are eligible to apply for the immigrant sub-grant. Applications and technical assistance will be provided to all districts.

Funds will be awarded on a per-pupil calculation of total Title III immigrant funds available.

#### **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.*