

## Resource 3: State Educational Agency (SEA) Draft Budget

Review the SEA draft budget below, identify any errors, and note any questions or clarifications needed. Then review the corrections and clarifications on the following pages to check your work.

Line Item No.	Description	More Detail	Amount
1	<i>Title III</i> allocation		\$13 million
2	State-level reserve	Can be up to 5% of total allocation	\$450,000
3	Total amount calculated for state direct administrative costs		\$225,000
	1.0 FTE Technical Assistance Specialists (2)	Salary is \$36,500 each	\$73,000
	1.0 FTE Director		\$85,000
	Indirect costs		\$10,000
4	Total amount calculated for state activities		\$380,000
	Professional development	Three contracts: \$75,000, \$125,000, and \$50,000	\$250,000
	Monitoring		\$63,000
	1.0 FT Secretary		\$22,000
	Specialist		\$45,000
5	Subgrants to local educational agencies (LEAs)		
	Immigrant subgrant	12% of \$13 million	\$1,560,000
	English learner (EL) formula subgrants	80% of \$13 million	\$10,400,000
6	Summary of allocations to five LEAs that receive both EL and Immigrant subgrants (Note: Allocations to other LEAs are not included in this summary.)		\$102,000
	LEA 1 EL \$10,000; Immigrant \$5,000		\$15,000
	LEA 2 EL \$20,000; Immigrant \$10,000		\$30,000
	LEA 3 EL \$30,000; Immigrant \$5,000		\$35,000
	LEA 4 EL \$5,000; Immigrant \$5,000		\$10,000
	LEA 5 EL \$10,000; Immigrant \$2,000		\$12,000

## Corrections and Clarifications

Line Item No.	Description	More Detail	Amount	Corrections and Clarifications
1	<i>Title III</i> allocation		\$13 million	
2	State-level reserve	Can be up to 5% of total allocation	\$450,000	The state can reserve up to 5% of \$13 million (\$650,000). Please verify that the state plans to reserve only \$450,000 for state-level activities and state administrative costs.
3	Total amount calculated for state direct administrative costs		\$225,000	Inaccurate calculation: The breakdown of items under administration costs totals \$168,000 instead of \$225,000 (50% of \$450,000), as shown for total administration costs.
	1.0 FTE Technical Assistance Specialists (2)	Salary is \$36,500 each	\$73,000	
	1.0 FTE Director		\$85,000	Is the salary of the director paid 100% by <i>Title III</i> , or is it split-funded? Request job description and/or other time allocation documentation.
	Indirect costs		\$10,000	You do not need to include indirect costs under state administrative costs. Please note that this also affects the overall calculation in Line 3.
4	Total amount calculated for state activities		\$380,000	Inaccurate calculation: Total amount for state-level activities (\$380,000) plus total amount for state administration (\$168,000) totals \$548,000, which is more than the documented total reserves (\$450,000), but less than the allowable allocation (\$650,000).

Line Item No.	Description	More Detail	Amount	Corrections and Clarifications
	Professional development	Three contracts: \$75,000, \$125,000, and \$50,000	\$250,000	Request and validate that contracts for professional development meet federal requirements. Any administrative costs in contracts must be categorized under administrative expenses. Additionally, there is a \$25,000 limit on indirect costs in a contract.
	Monitoring		\$63,000	
	1.0 FT Secretary		\$22,000	The secretary's salary should be categorized as an administrative cost. Is the salary of the secretary paid 100% by <i>Title III</i> , or is it split-funded? Request job description and/or other time allocation documentation. Move to Line 3, direct admin. costs.
	Specialist		\$45,000	Is the monitoring specialist a full-time or part-time position? Is it a contract position? Is the salary funded 100% by <i>Title III</i> , or is it split-funded? Request job description and/or other time allocation documentation.
5	Subgrants to LEAs			The total amount allocated for formula and Immigrant subgrants must be at least 95% of \$13 million, but \$11,960,000 is only 92% of \$13 million. Because the state is reserving less than 15% for Immigrant subgrants, it can allot more for regular subgrants.
	Immigrant subgrant	12% of \$13 million	\$1,560,000	
	EL formula subgrants	80% of \$13 million	\$10,400,000	

Line Item No.	Description	More Detail	Amount	<i>Corrections and Clarifications</i>
6	Summary of allocations to five LEAs that receive both EL and Immigrant subgrants (Note: Allocations to other LEAs are not included in this summary.)		\$102,000	
	LEA 1 EL \$10,000; Immigrant \$5,000		\$15,000	
	LEA 2 EL \$20,000; Immigrant \$10,000		\$30,000	
	LEA 3 EL \$30,000; Immigrant \$5,000		\$35,000	
	LEA 4 EL \$5,000; Immigrant \$5,000		\$10,000	The SEA may not allocate a formula subgrant of less than \$10,000. LEAs that do not have enough ELs to receive at least \$10,000 may form a consortium with other LEAs so that the LEAs, when treated as one consortium, enroll enough EL students to qualify for a \$10,000 grant award, according to the state's allocation formula.
	LEA 5 EL \$10,000; Immigrant \$2,000		\$12,000	