Resource 1: State Educational Agency (SEA) Allocations Checklist

Note: The SEA should be able to answer "yes" to each question on this checklist.

1. State-Level Activities	Yes
a. Has the state reserved no more than the maximum amount allowed for state-level activities (up to 5% of the total *Title III* allocation)?	
b. Of this 5% reservation, has the state reserved no more than 50% (the maximum amount) allowed for direct administrative activities?	
c. Is the state using the state-level funds to carry out one or more of the following activities? – Establishing and implementing standardized statewide entrance and exit procedures – Providing effective teacher and principal preparation, effective professional development activities, and other effective activities related to the education of English learners (ELs) – Planning, evaluating, administering, and coordinating interagency activities related to EL subgrants and Immigrant Children and Youth subgrants – Providing technical assistance to eligible entities that are receiving EL subgrants and Immigrant Children and Youth subgrants – Providing recognition, which may include providing financial awards, to recipients of subgrants	
2. State Administration	
a. Has the state reserved no more than 50% of the amount reserved for state-level activities, or $175,000 (whichever is greater)?	
b. Based on job function, did I include all staff members who perform direct administrative functions?	
c. Are Personnel Activity Reports (PARs) available for all administrative personnel who are funded by more than one source (split-funded), or has the SEA established a substitute system for time-and-effort reporting? PARs must: – Account for the total time. – Be prepared and signed at least monthly. – Be signed by the employee. – Reflect the actual work performed. – Be examined regularly and used to adjust salary, if necessary.	
d. Have semiannual certifications been prepared for all staff solely funded under *Title III*?	