



Kentucky Department of  
**EDUCATION**

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GRANT MANAGEMENT APPLICATION &  
PLANNING SYSTEM (GMAP) GUIDE

TITLE I, PART D SUBPART 1 PROGRAM PLAN AND BUDGET  
STATE AGENCY

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## INTRODUCTION AND PURPOSE

### PROGRAM PLAN PURPOSE

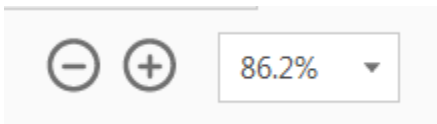
The purpose of Title I, Part D funding is to (1) improve educational services for children and youth in local, tribal, and state institutions for neglected or delinquent children and youth so that such children and youth have the opportunity to meet the same challenging State academic standards that all children in the State are expected to meet; (2) to provide such children and youth with the services needed to make a successful transition from institutionalization to further schooling or employment; and (3) to prevent at-risk youth from dropping out of school, and to provide dropouts, and children and youth returning from correctional facilities or institutions for neglected or delinquent children and youth, with a support system to ensure their continued education and the involvement of their families and communities. [*Title I, Part D, statute [Section 1401](#)*]

Each local educational agency (LEA) and state agency (SA) desiring assistance under subparts 1 & 2 shall submit an application to the state educational agency (KDE) to meet the needs of children in programs for neglected or delinquent youth including residential and treatment programs. [[Section 1423](#); [Section 1414\(c\)](#)]

### GUIDE PURPOSE

The purpose of the Program Plan GMAP Guide is to help Part D coordinators navigate the GMAP system in order to successfully complete the Program Plan and Program Budget that is to be submitted to the Kentucky Department of Education (KDE) each fall.

*Note: The pictures included in this guide are meant to be general references of the page layouts within the GMAP system. Dates may not reflect the current year. If the text within the images is not legible, users may increase the size of the page by using the Zoom feature in the center of the toolbar at the top of the document.*



## GETTING STARTED

1. Use any browser to access [GMAP](#). Below you will find a snapshot of the GMAP Home Page and Sign-In Page.

Kentucky Department of Education  
Our Children, Our Commonwealth

Grant Management Application & Planning System Home

Announcements

**Fiscal Year 2018 District Funding Assurances (8/26/2017)**

The Fiscal Year 2018 District Funding Assurances are currently available in the Grants Management Application and Planning System (GMAP). Beginning with FY2018, the assurances are a stand-alone document and not part of the Consolidated Application. A new role of District Assurances Director has been added to complete the assurances; all superintendents have been assigned this role. If additional staff need the role of District Assurances Director, the district's User Access Administrator may add the role.

Once the District Funding Assurances have been completed, you must print the document to present to your local board for approval. Upon approval by your local board, the Superintendent (**not the designee**) must upload the assurances statement under their GMAP login by September 30, 2017. The district funding assurances statement template is located in GMAP in the District Document Library.

Instructions for completing and uploading the assurances statement in GMAP is available at <http://education.ky.gov/districts/in/Pages/Comprehensive-District-Improvement-Plan-Funding-and-Finance.aspx>.

For guidance on submitting your assurances, please contact Nicole Crosthwaite via email at [Nicole.crosthwaite@education.ky.gov](mailto:Nicole.crosthwaite@education.ky.gov) or (502) 564-1979 ext. 4326. For questions regarding GMAP login, please contact Thelma Hawkins via email at [kdeormap@education.ky.gov](mailto:kdeormap@education.ky.gov) or (502) 564-1979 ext. 4361.

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GMAP Sign-In

Sign-In

Email Address:

Password:

[Forgot your password?](#)

2. Click "GMAP Sign-In" from the Main Menu located on the left.
3. Enter your email address and password.
  - a. An email was sent to each contact, containing password information, once their name was entered into the GMAP system. The email would have been sent from [GMAP.NoReply@eGrantsManagement.com](mailto:GMAP.NoReply@eGrantsManagement.com). If you do not receive your password contact your state coordinator.
  - b. If you have forgotten your password, then use the "Forgot your Password" link to reset password.
4. Click "Submit."

Grant Management Application & Planning System Home

Department Of Corrections (DOC) State Agency - FY 2018

Associated Organizations

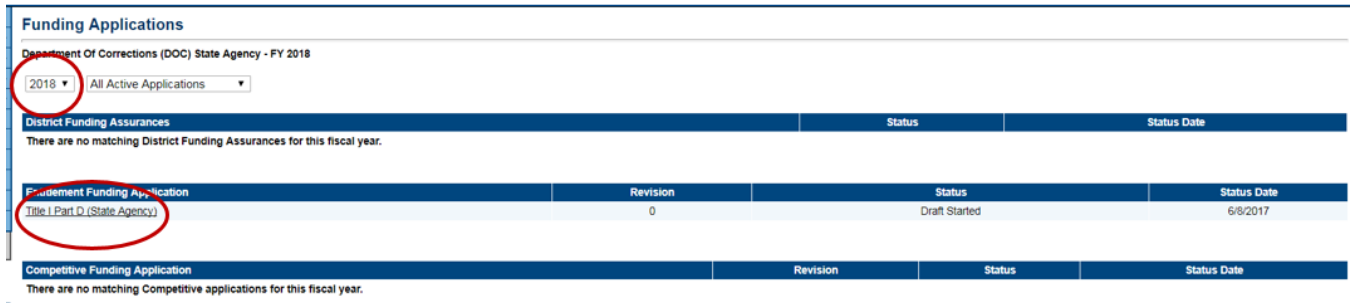
Organization Number	Organization Name
DOC	Department Of Corrections

IDEA Application Deadline Extended

The IDEA applications are now open to district staff. The application will use the allocations from the 2016-17 year temporarily. When the 2018 allocations are released.

- Select the associated organization name or select "Funding Applications" from the "Funding" tab on the Main Menu to go to the grant application. Above is a snapshot of where the tab is located on the Main Menu.

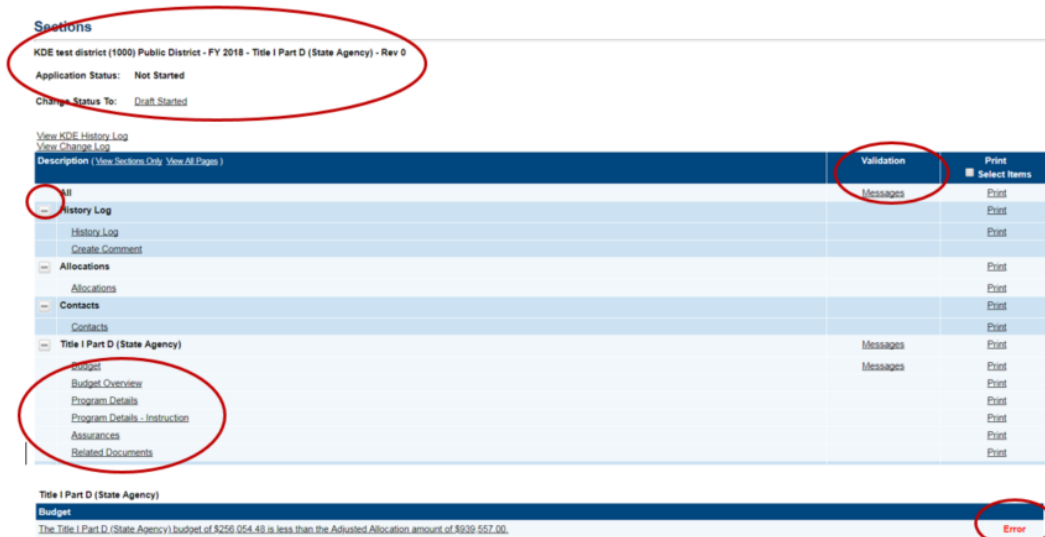
The Main Menu allows for quick navigation between GMAP components. You can hover over menu items to view sub-menus.



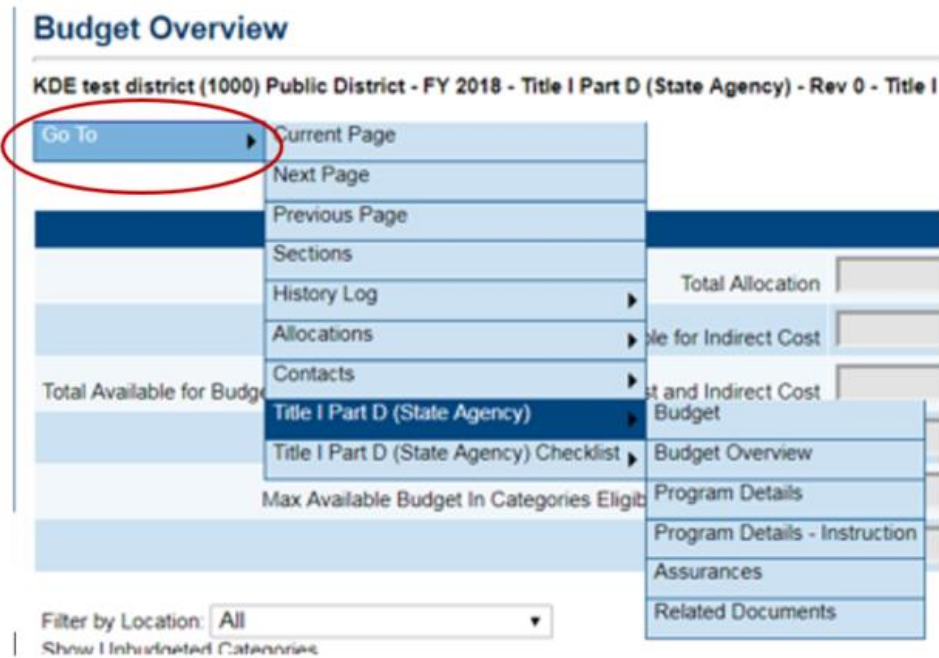
- Once on the "Funding Application" page, the year located at the top of the page represents the end of the Fiscal Year. **Select 20XX from the drop-down menu.** You can search for earlier years and earlier versions from the drop-down menu.
- Click "Title I Part D (State Agency)" located under the "Entitlement Funding Application" section to go to the application. See the snapshot above for an example. **NOTE:** The years will constantly change.

The Sections page is the launching point to the Individual pages of the application. The picture below shows the locations of important information on the Sections page.

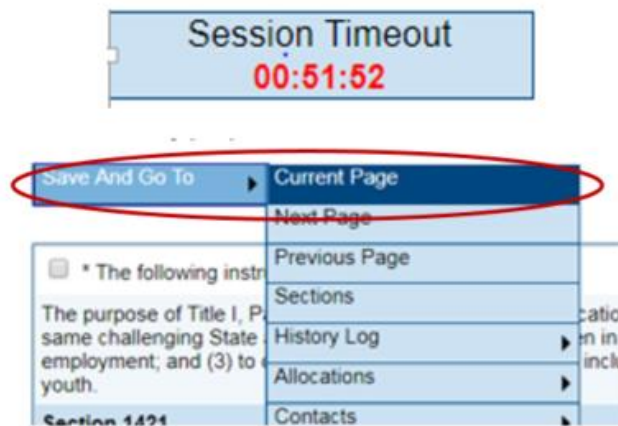
- The "Information Bar" is located at the top of the page. This contains the district name, fiscal year, application, and the application version.
  - The first version of an application is "Rev 0."
- The "Status Area" includes the application's current status as well as the "Change Status To" option.
- The sections listed below can be collapsed or expanded by clicking the plus/minus symbols next to each section. Links to the individual pages can be found by expanding the section.
- The "Validation" column shows any messages related to each page. Click on the message link to read the message.
  - "Warning" messages are only advisory and will not prevent submission of the application. Red "Error" messages must be resolved before the application can be submitted.



The “Save and Go” button functions as a navigation tool, located at the top of the page, which allows you to save your work, navigate within the application and access any page. “Go To” is used on pages with no data entry.



Be sure to SAVE YOUR WORK. There is a 60-minute session time-out between saves. The time-out clock is located under the Main Menu and shows time remaining. It automatically saves and resets to 60 minutes when you move to another page. Click on “Save and Go To” - “Current Page” to save and reset the time-out clock to continue working on the same page. **Work on the current page will be lost if time-out clock goes past 60 minutes without saving.**



## PROGRAM DETAILS

The program details for this application include a total of two pages.

1. Select the “Program Details” page located under Title I Part D (State Agency) on the Sections Page.
2. Once on the “Program Details” page, read the instructions at the top of this page and mark the box when finished reading.
3. Complete the “Use of Funds” chart and the “Transition Activities.”
  - a. Select each facility from the drop-down list and complete the chart based on how funding will be used.

b. A minimum of one transition activity must be selected.

4. If help is needed, select “Help for Current Page” from the Main Menu or contact your N & D coordinator(s).

Below is a sample of what this page looks like in the GMAP system.

**Program Details**  
KDE test district (1000) Public District - FY 2018 - Title I Part D (State Agency) - Rev 0 - Title I Part D (State Agency)

Go To

\* Any State Agency that desires to receive funds to carry out a program under this subpart shall submit an application to the State Educational Agency that addresses the program goals, objectives, and performance measures.

\* The instructions below have been reviewed.

The purpose of Title I, Part D funding is to (1) improve educational services for children and youth in local, tribal, and state institutions for neglected or delinquent children and youth so that such children and youth have the opportunity to meet the same challenging State academic standards that all children in the State are expected to meet, (2) to provide such children and youth with the services needed to make a successful transition from institutionalization to further schooling or employment, and (3) to prevent at-risk youth from dropping out of school, and to provide dropouts and children and youth returning from correctional facilities or institutions for neglected or delinquent children and youth, with a support system to ensure their continued education and the involvement of their families and communities. [Title I, Part D, statute Section 1401]

A State Agency is eligible for assistance under Title I, Part D, Subpart 1, if such State Agency is responsible for providing free public education for children and youth who are:

1. in institutions for neglected or delinquent children and youth;
2. Attending community day programs for neglected or delinquent children and youth, or
3. in adult correctional institutions

Program Guidance:  
<https://www2.ed.gov/programs/titlepartd/index.html>

**Reservation of Funds:**  
Section 1418 of ESEA requires that each state agency shall reserve not less than 15 percent and not more than 30 percent of the agency's current-year Title I, Part D, Subpart 1 entitlement to support transition activities.

\$150.00 The transition budget must be at least

\$300.00 and no more than

**Facilities Served:**

Name of Institution/Facility	Grades Served	Total Number of Classrooms	Number of Title I-D Eligible Students enrolled in School at Time of Application	Estimated Number of Students Participating in the Project This Year	Number of Personnel to be hired (FTE) using Title I Part D funds.				Allocation	Name of Person Responsible for Transition Services
					Teachers	Educational Assistants	Others	"Other" (specify)		
Select...										
Total:									\$	0.00

**Transition activities conducted with Reserved Funds for children and youth age 20 and younger**

\* Indicate the types of transitional activities to be implemented with Title I, Part D, Subpart 1 funds:

- Projects that facilitate the transition of children and youth from state-operated institutions to schools served by LEAs
- Instruction and training for elementary grades through high school diploma, and/or GED preparation, and GED certificate at alternative schools and learning centers.
- Instruction and training for pre-employment and/or vocational at alternative schools and learning centers for students in elementary grades through high school.
- Audit or attend courses on college, university, or community college campuses, or through programs provided in institutional settings for students that have a secondary school diploma or its recognized equivalent.
- Vocational programs partnered with private or public employers to transition students to postsecondary employment.
- Counseling services (personal, vocational and technical, and/or academic)
- Placement services designed to place the youth in a post secondary educational or vocational program
- Dissemination of information concerning, and assistance in obtaining, available student financial aid
- Parental involvement activities
- Parent counseling

Go To

5. Next, complete the narratives on the succeeding page to answer the questions completely. (Below is a sample of a narrative page within the system.)

You can move from page to page using the “Go To” button at the top of the page or select each page individually from the Sections page.





## ASSURANCES PAGE

You will need to read and complete some assurances for the program. You can access the “Assurances” page by selecting it from the Sections page or using the “Go To” button to navigate within the application.

1. Read the assurances and then mark the boxes when finished reading. This notes your acknowledgement of the SA’s responsibilities pertaining to the grant. (The picture below shows what the page looks like in the GMAP system.)

## BUDGET PAGE

Next, you will then complete the program and transition budget. To arrive on this page, you can select it from the Sections page or navigate within the application by using the “Go To” button.

You can budget by Category or Object Codes. To change the view click on “Budget by...”

1. Click on “Modify” to begin working. If you do not see the word “Modify,” the application is not in “Draft Started” status or you do not have permission to make edits. Only codes allowable for the grant type will be displayed.
  - a. If you do not have permission, contact your state coordinator.



Budget By Object Codes

Modify	Category
Modify	314L - Program Budget
Modify	Transition Budget

Budget By Categories

Modify	Object Code
Modify	0110 - Certified Services (Contract)
Modify	0111 - Extended Days (Contract)
Modify	0112 - Extra Duty (Contract)
Modify	0113 - Other Certified (Not part of the Contract)
Modify	0120 - Certified Substitute
Modify	0130 - Classified Salaries
Modify	0140 - Overtime
Modify	0150 - Classified Substitutes

2. Always use "Add item" for a new entry.

Program Budget ▾

Add Item

3. Select "Object Code" from the drop-down list.

4. Enter the total amount in "Cost" and write the description in the "Narrative Description." Be sure to SAVE.

## RELATED DOCUMENTS

Two required documents that need to be uploaded in this section: the needs assessment, and any interagency agreements/MOAs. (Below is what this page looks like in the system.) To access this page select it from the Sections page or navigate from page to page using the "Go To" button.

### Documents without a template:

- Click "Upload New" to upload a document.
- Choose "File" and locate the file from your computer. Any file can be uploaded (Word, Excel, pdf, text).

- Give the document a name that makes it easily identifiable.
- Click “Create.”

Documents with a template:

- Click on the template name to download the template.
- Complete the template.
- Save the completed template.
- Click “Upload New” to upload a document.
- Choose “File” and locate the file from your computer.
- Give the document a name that makes it easily identifiable.
- Click “Create.”

**SUBMITTING YOUR APPLICATION**

Once all pages of the application are complete, you will need to change the application status to “complete” in order for the report to be sent to the finance officer for review. The “change status to” is located in the “information bar” at the top of the Sections page. After you complete this step, the finance officer will be able to access the application in GMAP.

When the finance officer has reviewed the application, they will need to change the status to “Approved” or “Returned not approved.” If the application is returned by the finance officer, the coordinator will need to make the appropriate revisions and resubmit as before. Once the finance officer approves, the Agency Director/Commissioner will be able to access the application.

Once the Agency Director has reviewed the application, they will need to change the status to “Approved” or “Returned not approved.” If the application is returned by the Director, the coordinator will need to make the appropriate revisions and resubmit through the chain of command previously mentioned. Once the Director/Commissioner approves, your KDE program consultant will be able to review the application.

If information within the application should need to be changed, please refer to the [New Versions](#) section of the guide to learn how to create a new version of your application.

**RETURNED APPLICATIONS**

After KDE program consultants review the application, an email will be sent to the appropriate contact at the SA to notify them of a returned or approved application. If an application is returned:

1. Go to “Title I Part D (State Agency) Checklist” at the bottom of the Sections page to view any needed corrections.



2. Sections marked “Attention Needed” have comments from KDE Program staff.

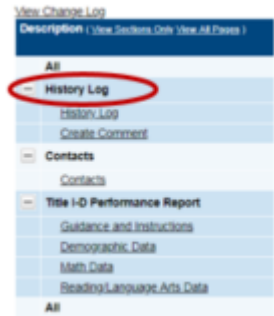
Checklist Description (Collapse All Expand All)	
1. Title I, Part D State Agency Budget	Not Reviewed
1. The Program Budget Summary includes a description of items to be purchased. (beyond providing just the MUNIS object code descriptors) [Title I, Part D, statute Section 1416 (5)] and section(s) 1414, 1415] 2. The total budgeted amount matches the Title I, Part D, Subpart 1 allocation. [Title I, Part D, statute Section 1416 (5)] and section(s) 1414, 1415] 3. The total budgeted amount for transition meets the Title I, Part D, Subpart 1 transition requirements. (15-30% of the allocation is reserved) [Title I, Part D, statute Section 1416 (5)] and section(s) 1414, 1415] 4. The Transition Budget Summary includes a description of items to be purchased. (beyond providing just the MUNIS object code descriptors) [Title I, Part D, statute Section 1416 (5)] and section (s) 1414, 1415]	
2. Title I, Part D State Agency Program Details	Not Reviewed
1. Instructions have been marked read. 2. Facilities served chart is filled in completely. 3. Transition activities are marked. (minimum of one)	
3. Title I, Part D State Agency Program Details - Instruction	Not Reviewed
1. Student demographics (Number of students in the facility, Number/percent of students in special education programs, Number and percent of students by demographic categories: age, gender, race/ethnicity, and other meaning categories, The average length of stay for students in the facility, The percentage of students with limited English proficiency or who speak English as a second language.) Needs Assessment process (Data sources used, The an quality, and availability of instructional materials, including textbooks, supplementary resources, and technology, Other factors to be taken into consideration, Procedure/ process for identifying needs) Needs Assessment Results (Description of facility needs, desired outcomes) [Title I, Part D, statute Section 1414(c)(1)] and [Title I, Part D, statute Section 1414 (c)(4)] 2. Description of educational program (Number/ percent of students earning post-secondary course credits and/or vocational certificates, High school diplomas attained/ GED/ other degrees awarded, Comparative data (performa of students in various ethnic or programmatic subgroups), Instructional activities, programs, or strategies used to teach the State content and achievement standards) [Title I, Part D, statute Section 1414(c)(3)] 3. Educational program (based on needs) (Description of IWP to be implemented, Instructional activities, programs, and strategies used to address student/facility needs, SA Goals addressed, The IWP targets student/facility nee	

## ADDITIONAL GMAP FEATURES

### HISTORY LOG:

- The history log maintains a record of all status changes and comments for the application.

The pictures (below and to the right) show where the log is located on the Sections page and what a log looks like within the system.

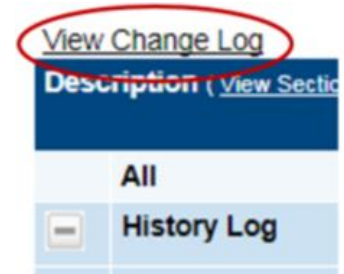


Date	User	Status (S) / Comment (C)	S / C
7/5/2018 9:54:38 AM	Todd Eider	Status changed to 'Title I-D Performance Report Started'.	S
6/27/2018 3:48:36 PM	GMS Administrator	Status changed to 'Not Started'.	S

Save And Go To

### CHANGE LOG:

- Use the "View Change Log" (located at the top of the Sections page – see the snapshot to the right) to see changes from any point in the process. Select the point in the process (example: KDE Consultant Returned Not Approved) from the drop-down menu. Changes are identified by action taken (Delete, Update, Insert), detail of change, user making the change and a time stamp.



The picture below is a sample of what a change log looks like in the system.

Section	Action	User	Time
Section 1414(c)(1)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(3)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(4)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(5)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(6)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(7)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(8)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(9)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(10)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(11)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(12)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(13)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(14)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(15)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(16)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(17)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(18)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(19)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(20)	Update	Todd Eider	20180705 9:54:38 AM
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Section 1414(c)(22)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(23)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(24)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(25)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(26)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(27)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(28)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(29)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(30)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(31)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(32)	Update	Todd Eider	20180705 9:54:38 AM
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Section 1414(c)(67)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(68)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(69)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(70)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(71)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(72)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(73)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(74)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(75)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(76)	Update	Todd Eider	20180705 9:54:38 AM
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Section 1414(c)(78)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(79)	Update	Todd Eider	20180705 9:54:38 AM
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Section 1414(c)(91)	Update	Todd Eider	20180705 9:54:38 AM
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Section 1414(c)(98)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(99)	Update	Todd Eider	20180705 9:54:38 AM
Section 1414(c)(100)	Update	Todd Eider	20180705 9:54:38 AM



## STATUS SEQUENCE:

- Not Started
- Draft Started
- Draft Completed
- District Finance Officer Approved or Returned Not Approved
- District Superintendent Approved or Returned Not Approved
- KDE Consolidated Consultant Approved or Returned Not Approved

## PRINTING:

1. From the “Sections” page, select the pages to print
2. Click on “Print” located on the right-hand side of the page. (See the picture below for the location.)

<input type="checkbox"/> Title I Part D (State Agency)	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Program Details		Print
Program Details - Instruction		Print
Assurances		Print
Related Documents		Print

3. Enter the name for the print product in the “Document Name” line. The default option is the name of the page selected.

**Kentucky Department of Education**  
*Our Children, Our Commonwealth*

**Print Request**  
KDE test district (1000) Test District - FY 2019

Printing requires that pop-ups are permitted for this site in your browser.

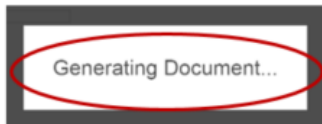
If the print job is created within 30 seconds, it will display as a PDF file. If it takes longer to create, you will receive an email in your inbox when it is finished and the PDF file will be placed in a section at the top of the KDE Resources page.

Please enter a name for the Print Request and your email address. You will be notified via email when it is finished. Check your email application or the Inbox main menu to the left. You can also check the KDE Resources page periodically to see if the job is complete.

**Document Name:** Title I Part D (State Agency)

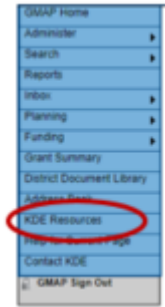
**Email Address:** monica.shack@education.ky.gov

4. Click the “Print” button to generate the PDF documents. GMAP will display a “Generating Document” window while the PDF is being prepared.



5. The document will open in a new browser tab. You can print or save the PDF from that tab.

6. If the document does not open in a new tab after a short time, click on “KDE Resources” from the Main Menu. (See the location on the Main Menu to the right.)
7. Open the PDF by clicking on the document located at the top of the page under the “Print Request Name” section.
8. The document will open in a new browser tab. You can print or save the PDF from that tab.
9. When the document is no longer needed, click “Delete” located to the right of the document link. See the snapshot below for an example.



The screenshot shows the KDE Resources page. On the left is a navigation menu with items like GMAP Home, Administer, Search, Reports, Inbox, Planning, Funding, Grant Summary, District Document Library, Address Book, KDE Resources, Help for Current Page, Contact KDE, and GMAP Sign Out. The main content area is titled 'KDE Resources' and shows 'KDE test district (1000) Public District - FY 2018'. Below this is a table of requests:

Print Request Name	Request Date	Expiration Date	
Title I Part D (State Agency) - Title I Part D (State Agency).pdf	6/29/20	2:02:02 PM	7/4/2017 2:02:02 PM <a href="#">Delete</a>

Below the table is a 'KDE Resources Search' section with a 'Choose Keyword' dropdown and an 'Or Enter Text' input field. At the bottom, there are expandable sections for 'User Access Administrators' and 'GMAP Application Training (All Users)'. A 'Production Session Timeout' warning is visible in the bottom left corner.