

# LEA APPLICATION GUIDE

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## Title I, Part D: Subpart 2

Kentucky Department of Education

300 Sower Blvd.  
Frankfort, KY 40601  
(502) 564-3791



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# PURPOSE

## Application Purpose

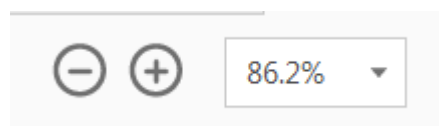
The purpose of Title I, Part D funding is to (1) improve educational services for children and youth in local, tribal, and state institutions for neglected or delinquent children and youth so that such children and youth have the opportunity to meet the same challenging State academic standards that 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 Application GMAP Guide is to help Part D coordinators navigate the GMAP system in order to successfully complete the Application 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. (See the image below)*



# Getting Started

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

The screenshot displays the GMAP Home Page. The header includes the Kentucky Department of Education logo and the slogan "Our Children, Our Commonwealth". The main content area is titled "Grant Management Application & Planning System Home" and features an "Announcements" section for "Fiscal Year 2018 District Funding Assurances (6/26/2017)". A left-hand navigation menu is visible, with "GMAP Sign-In" highlighted in red. Below the main content, a "Sign-In" form is shown with fields for "Email Address" (containing "amber.skaggs@education.ky.gov") and "Password" (masked with asterisks). A "Forgot your password?" link and a "Submit" button are also present, both circled in red.

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 initially entered into the GMAP system. The email would have been sent from [GMAP.NoReply@eGrantsManagement.com](mailto:GMAP.NoReply@eGrantsManagement.com). If you did 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."

Our Children, Our Commonwealth

Grant Management Application & Planning System Home

Pulaski County (501) Public District - FY 2018

Organization Number	Organization Name
501	Pulaski County

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 received, Applications will be due to KDE by June 15.

- 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.)

Funding Applications

Pulaski County (501) Public District - FY 2018

2018 All Active Applications

District Funding Assurances	Status	Status Date
District Funding Assurances	Not Started	6/08/2017
District Funding Assurances	Not Started	6/08/2017

Entitlement Funding Application	Revision	Status	Status Date
Consolidated	0	Draft Started	4/3/2017
IDEA	0	Draft Started	4/18/2017
Perkins	0	KDE Perkins Consultant Approved	6/6/2017

Competitive Funding Application

There are no matching Competitive applications for this fiscal year.

- Once on the "Funding Applications" page, the year located at the top of the page represents the end of the Fiscal Year. **Select 2020 from the drop-down menu.** You can search for earlier years and earlier versions from the drop-down menu.
- Click "Consolidated" located under the "Entitlement Funding Application" section to go to the Consolidated Application. See the snapshot above for an example.

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. **You will have to change the status to “started” before you are able to edit the application.**



- 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.

Sections

Pulaski County (501) Public District - FY 2018 - Consolidated - Rev 0

Application Status: Draft Started

Change Status To: Draft Completed

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Select Items
[-] History Log		Print
History Log		Print
Create Comment		
[+] Allocations		Print
Allocations		Print
[-] Contacts	Messages	Print
Contacts	Messages	Print
[-] Title I Part A	Messages	Print
School Eligibility		Print
Title I-A Allocation Summary		Print
District Set Aside		Print
PBA List		Print
School Personnel and Program Description		Print
Personnel Details - Districtwide		Print

[Return To Sections Page](#)

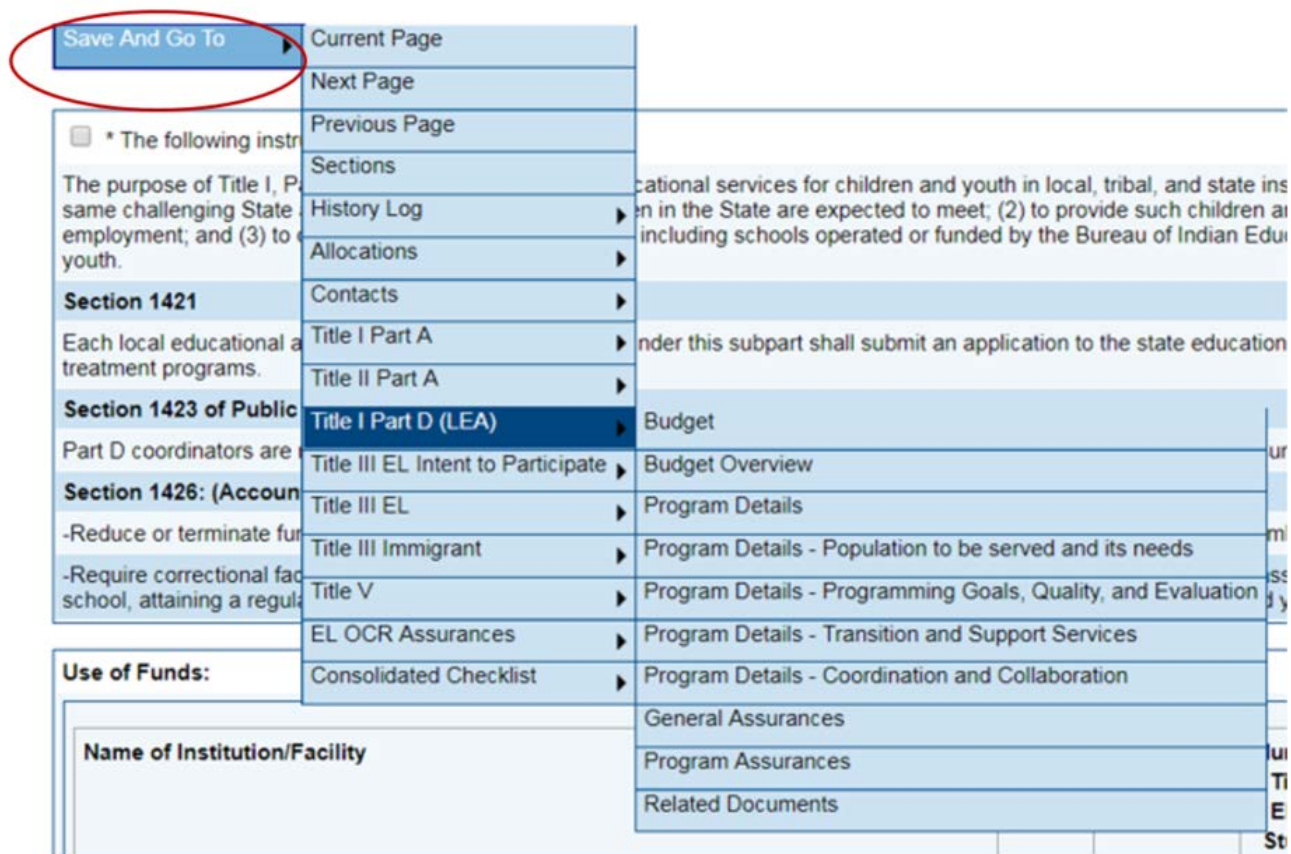
Title I Part D (LEA)

Program Details

The reported allocation amount of \$0.00 must match the allocation amount of \$30,000.00.

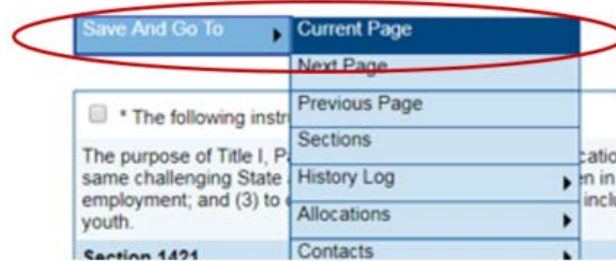
Error

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. See the example below.



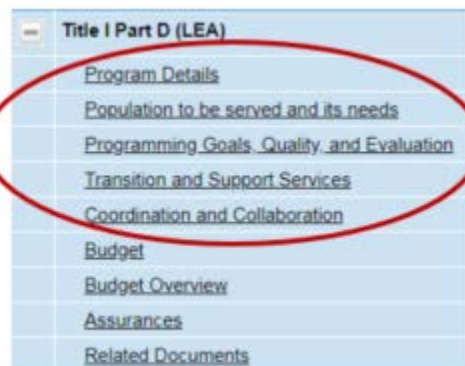
Be sure to **SAVE YOUR WORK**. There is a 60-minute session time-out between saves. The time-out clock is located under the Main Menu and shows time remaining. It automatically saves and resets to 60 minutes when you move to another page. Click on “Save and Go To” - “Current Page” to save and reset the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

Session Timeout  
00:51:52

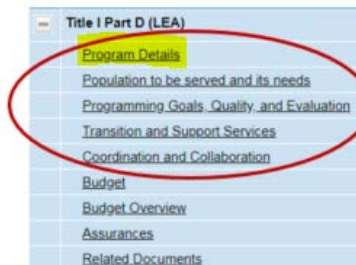


## Program Details

The program details for this application includes a total of five pages. The image below is a snapshot of the Title I Part D (LEA) portion on the Sections page. This shows the name of each page in the order it occurs within the application. The first five pages listed pertain to program specifics.



1. Select the "Program Details" page located under Title I Part D (LEA) 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.
  - a. Select the institution(s) from the drop-down list and enter the grades served, number of classrooms, and count of students.



- b. Complete the rest of the chart based on how funding will be used.
4. Complete the two narrative questions at the bottom of the page regarding funds.
5. 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 the Program Details page looks like in the GMAP system.

The screenshot shows the GMAP system interface. On the left is a navigation menu with items like Planning, Funding, Grant Summary, District Document Library, Address Book, Help for Current Page (circled in red), and GMAP Sign Out. The main content area contains legal sections: Section 1421, Section 1422 of Public Law 107-190 NCLB, and Section 1426 (Accountability) the SEA may. Below these sections is a table titled "Use of Funds:" with columns for Name of Institution/Facility, Grades Served, Total Number of Classrooms, Number of Title I-D Eligible Students, Estimated Number of Title I-D Students Participating in the Project This Year, Number of Personnel to be hired using Title I Part D funds (Teachers, Educational Assistants, Other), and Allocation. A "Use of Funds Key" is provided below the table, listing five categories of educational programs. At the bottom, there are two narrative questions: "1. Describe the program to be funded..." and "2. Describe the characteristics of the children and youth to be served..." (circled in red). A "Go To" button is visible at the top left of the page.

6. Next, complete the narratives on the succeeding four pages to answer the questions completely. Be sure to address all parts of the question. (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

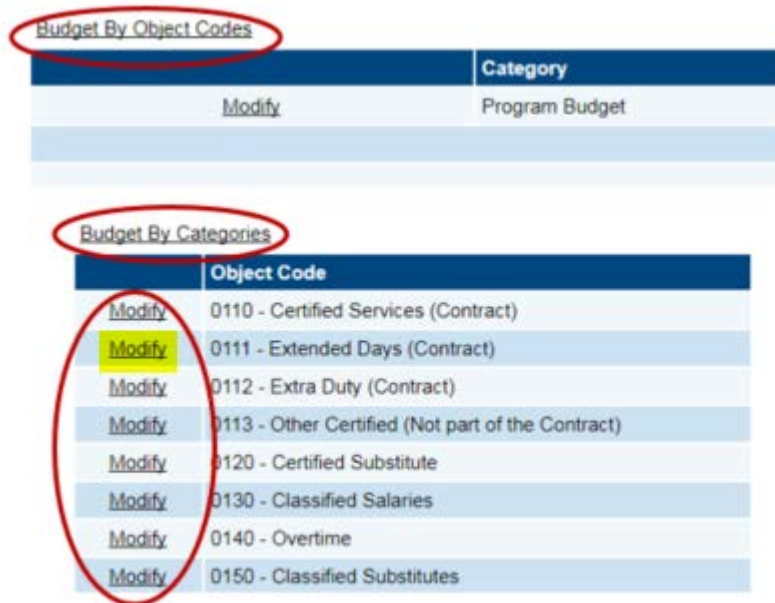
The screenshot shows the GMAP system narrative page. At the top left, there is a "Go To" button (circled in red). The main content area contains two narrative questions: "1. Describe the program to be funded..." and "2. Describe the characteristics of the children and youth to be served..." (circled in red). The page is mostly blank, indicating that the user is in the process of entering their response.

# Budget Page

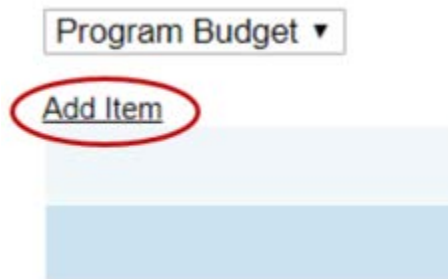
After completing the five program details pages you will then complete the budget for your program. To arrive on this page, you can select it from the Sections page or navigate within the application by using the "Go To" button.

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.
  - If you do not have permission, contact your state coordinator. (Example below)



2. Always use "Add Item" for a new entry. (See the sample below.)



3. Select the "Object Code" from the drop down list. (See picture below.)

Program Budget

Add Item	Category	Object Code	Optional Location Code	Quantity	Cost	Line Item Total
Remove	Program Budget			1	\$0.00	\$0.00
		0110 - Certified Services (Contract)				
		0111 - Extended Days (Contract)				
		0112 - Extra Duty (Contract)				
		0113 - Other Certified (Not part of the Contract)				
		0120 - Certified Substitute				
		0130 - Classified Salaries				\$0.00

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

The Budget Overview page allows you to see your budget at a glance.

## Assurances Page

After the program budget is complete, you will need to read and complete the 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 box when finished reading. This notes your acknowledgement of district responsibilities pertaining to the grant. (The picture below shows what the page looks like in the GMAP system.)

Save And Go To

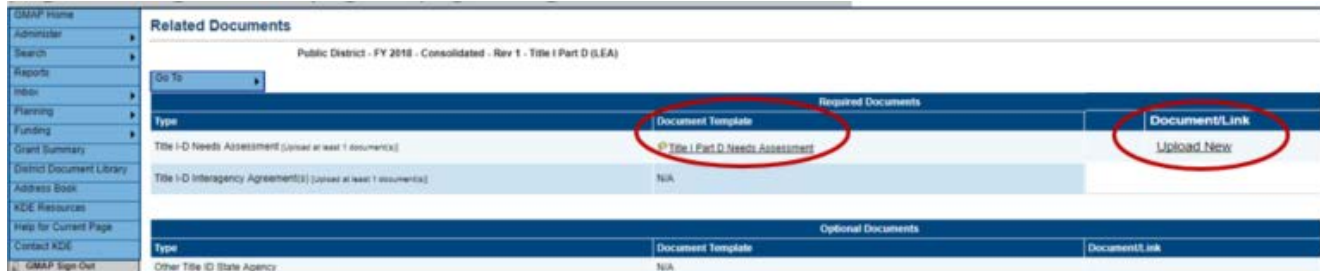
Assurance is hereby provided that:

1. The programs and services provided under this grant will be used to address the needs set forth in the application and fiscal related information will be provided within the fiscal year timelines established for new, reapplying, and/or continuing programs.
2. The programs and services provided with federal funds under this grant will be operated so as not to discriminate on the basis of age, gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sex, or learning disabilities.
3. Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, program plans, and the approved application.
4. The activities and programs that will be performed under this grant will be used to supplement services and not supplant funds from non-federal sources.
5. The district will require the entity and its principals involved in any subgrant covered transaction paid through federal funds, that requires such certification, to ensure it they are not debarred, suspended, proposed for debarment, declared ineligible for a federal department or agency (EDGAR-Part 85).
6. The local educational agency (LEA) will evaluate its program periodically to assess its progress toward achieving its goals and objectives and use its evaluation results to refine, improve, and strengthen its program and to refine its goals.
7. The LEA will submit to the department such information, and at such intervals, that the department requires to complete state and/or federal reports.
8. The school district will cooperate in carrying out any evaluation of this program conducted by or for the state education agency, the secretary, or other federal officials.
9. The school district will comply with civil rights and nondiscrimination requirement provisions and equal opportunities to participate for all eligible students, teachers, and other program beneficiaries.
10. The school district will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program.
11. The school district will (a) make reports to the Kentucky Department of Education (KDE) and the U.S. Secretary of Education as may be necessary to enable the state and federal departments to perform their duties under this program, and afford access to the records, as the KDE or the U.S. Secretary of Education may find necessary to carry out their duties.
12. Each agency receiving funds under this grant shall use these funds only to supplement, and not to supplant, state and local funds that, in the absence of such funds, would otherwise be spent for activities under this section.
13. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Kentucky Department of Education.
14. No board or staff member of an LEA will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, a fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family.
15. The school district will adopt and use proper methods of administering such program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for care of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
16. The school district will administer such funds and property to the extent required by the authorizing statutes.

Save And Go To

## Related Documents Page

Two required documents 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, such as: “KDE School Needs Assessment 2020”
- Click “Create.”

*Documents with a template:*

- Click on the template name to download the template.
- Complete the template.
- Save the completed template to your computer.
- 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 Superintendent will be able to access the application.

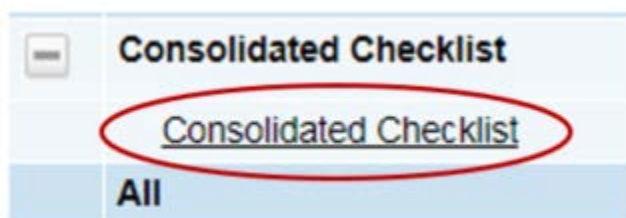
Once the Superintendent has reviewed the application, they will need to change the status to “Approved” or “Returned not approved.” If the application is returned by the Superintendent, the coordinator will need to make the appropriate revisions and resubmit through the chain of command previously mentioned. Once the Superintendent 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 Consolidated Application, an email will be sent to the main contact at the district to notify them of a returned or approved application. If an application is returned:

1. Go to the “Consolidated Checklist” at the bottom of the Sections page to view any needed corrections.



2. Sections marked “Attention Needed” have comments from KDE Program Staff. (Below is a sample of the consolidated checklist.)

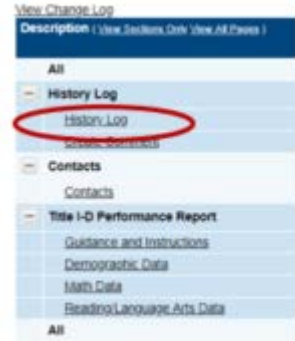


Use the KDE program staff notes to make revisions to the application before resubmitting.

# 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.

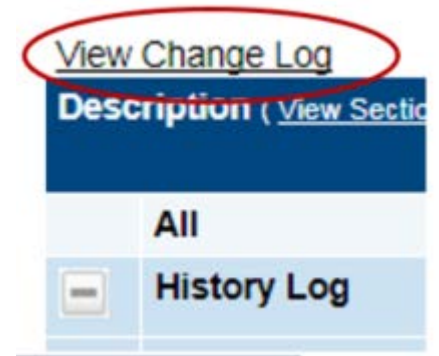


Date	User	Status (S) / Comment (C)	S/C
7/5/2016 9:54:38 AM	Todd Elder	Status changed to 'Title I-D Performance Report Started.'	S
6/27/2016 3:48:36 PM	GMS Administrator	Status changed to 'Not Started'	S

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.

**Change Log**  
Warren County (071) Public District - FY 2017 - Perkins - Rev 0

**Return to Sections Page**

The Change Log allows a user to view all changes that have occurred within the original application or section. By selecting one of the statuses below, you will be presented with a list of all changes that occur.

History Log

Item Type	Action	Item Name	User	Date
Perkins Secondary - Related Documents	Insert	Warren County Advisory Committee related document (per all the names of Advisory committees 2017) was added.	Willa Crawford	2/10/2016 4:31:07 PM
Perkins Secondary - Advisory Committee	Insert	Advisory Committee will be established through a related document & form attached.	Willa Crawford	2/10/2016 4:39:26 PM
Perkins Secondary - Budget	Update	Update Perkins Secondary - Budget - Technology Software - Warren County - Equipment/Software. Description changed from "Equip. all the software" to "Mobile Phone Software, Document Analysis, and Social Computer". Amount changed from \$5000.00 to \$27000.00. Total updated to \$27000.00.	Willa Crawford	2/10/2016 5:01:07 PM
Perkins Secondary - Budget	Insert	Budget related Perkins Secondary - Budget - Technology related Hardware - Warren County - Equipment/Software. Title updated to \$13000.00.	Willa Crawford	2/10/2016 5:36:07 PM
Perkins Secondary - Budget	Update	Update Perkins Secondary - Budget - Registration Fees - Warren County - Support Services. Description changed from "Registration to conference, Training PCL, PBL, and PPA Conference" to "Registration to conference". Amount changed from \$14900.00 to \$7400.00. Total updated to \$7400.00.	Willa Crawford	2/10/2016 5:28:02 PM
Perkins Secondary - Budget	Insert	Budget related Perkins Secondary - Budget - Travel - Warren County - Support Services. Title updated to \$7000.00.	Willa Crawford	2/10/2016 5:28:02 PM

**Change Log**  
Warren County (071) Public District - FY 2017 - Perkins - Rev 0

**Return to Sections Page**

The Change Log allows a user to view all changes that have occurred within the original application or section. By selecting one of the statuses below, you will be presented with a list of all changes that occur.

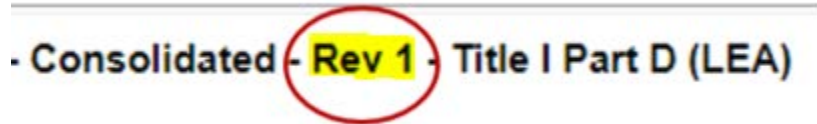
Draft Completed - 2/10/2016 5:33:01 PM  
**KDE Consultant Returned Not Approved - 2/10/2016 4:30:21 PM**  
 District Equipment/Software Approved - 2/10/2016 5:16:13 PM  
 Draft Completed - 2/10/2016 5:16:03 PM  
 Draft Started - 2/10/2016 1:48:03 PM  
 Not Started - 2/20/2015 4:44:48 PM

## New Versions:

A version is created when changes are needed for an approved application. A new allocation for an “approved” application will create a new version. The district can initiate a new version at any time. To initiate a new version, the administrator will need to change the status to “Revision Started”



Then, the application “Rev” number will change depending on the number of versions. The example below shows “Rev 1” meaning it’s the first revision since the original.



The Sections page has a “Revision” column indicating changes from the previous version. Click on the “Details” link to see the specific changes that were made. (See the samples to the right.)

	Revision	Validation
	<a href="#">Details</a>	<a href="#">Messages</a>
	<a href="#">Details</a>	
	<a href="#">Details</a>	
	<a href="#">Details</a>	<a href="#">Messages</a>
	<a href="#">Details</a>	
	<a href="#">Details</a>	

**Title I Section Page**

**actions**

Title I Part A Original amount changed from \$1,401,328.00 to \$3,400,904.00

Title I Part A Original amount changed from \$521,341.00 to \$508,213.00

Title I LEP Original amount changed from \$25,993.00 to \$25,785.00

**I Part A**

**set**

Cost was updated from \$188,154.72 to \$188,738.72 for Budget Detail record Object Code 0110 Certified Services - (Contract) - Category Administrative salary and benefits, 1.0 administrative assistant salary and benefits.)

**Narrative Description** was updated from Funds used to address the needs of teachers who do not meet highly qualified status. Additional funds has been used to assist with a sign for Admin. Praxis testing, and resourcing for the appropriate coursework to obtain HQ status. In Funds used to assist with the sign for Admin. Praxis testing, and resourcing for the appropriate coursework to obtain HQ status. In Funds used to assist with the sign for Admin. Praxis testing, and resourcing for the appropriate coursework to obtain HQ status. In Funds used to assist with the sign for Admin. Praxis testing, and resourcing for the appropriate coursework to obtain HQ status.

**Set aside**

amount for the set aside: **Administrative Costs**, changed from 3,066,154.28 to 4,053,738.72.

**I Part A**

**set**

Cost was updated from \$395,138.21 to \$430,338.36 for Budget Detail record Object Code 0110 Certified Services - (Contract) - Category Professional (TE) Instructional Behavioral Coaches. This district level team will deploy into the schools to build teacher capacity with Response to Intervention (RTI).

Cost was updated from \$45,773.00 to \$47,448.85 for Budget Detail record Object Code 0110 Certified Services - (Contract) - Category Recruitment and Retention of staff who work with schools and secondary educational institutions and other institutions agencies such as Troops to Teachers.

**Set aside**

value in the 'Description' column of the 'Entry Row 1' row in the 'Title I-A Activities' table has been changed.

value in the 'Description' column of the 'Entry Row 2' row in the 'Title I-A Activities' table has been changed.

value in the 'Amount' column of the 'Entry Row 3' row in the 'Title I-A Activities' table changed from \$395,138.21 to \$430,338.36.

value in the 'Amount' column of the 'Entry Row 5' row in the 'Title I-A Activities' table changed from \$45,000.00 to \$47,448.85.

value in the 'Description' column of the 'Entry Row 6' row in the 'Title I-A Activities' table has been changed.

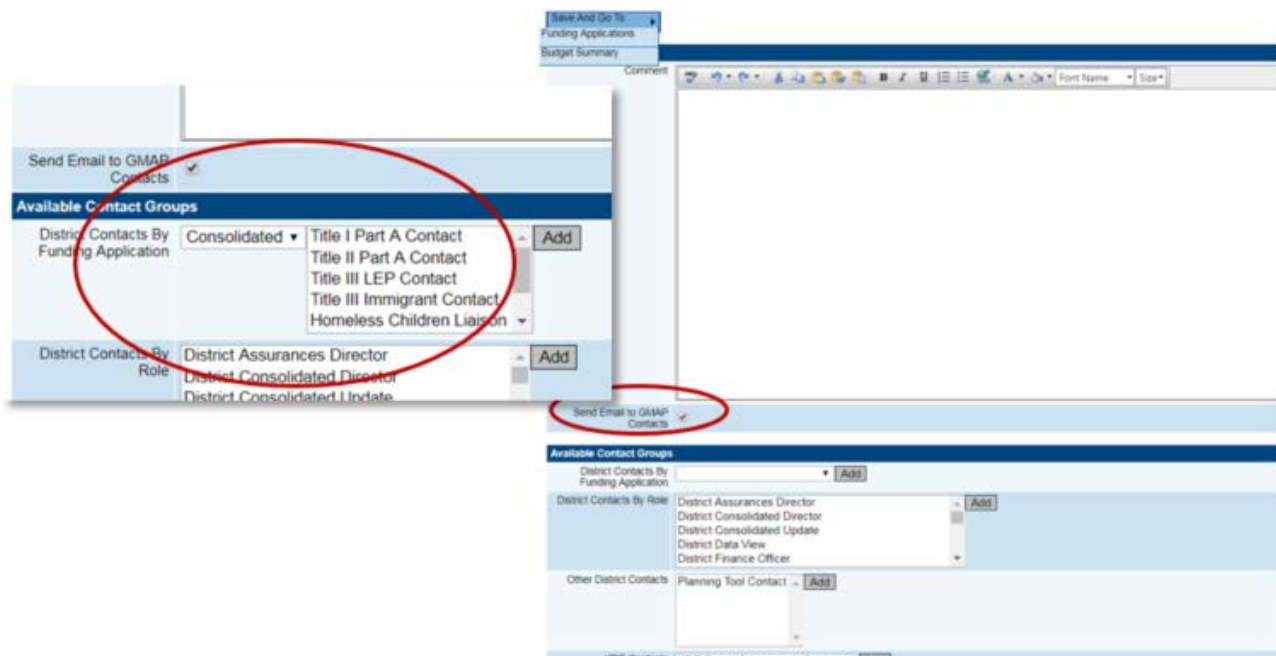
**Table Services for Private Schools**

## Create a Comment:

Comments are a way to communicate to others concerning the application. By creating comments, there is a recorded history of any communication regarding the application that can be seen in the History Log. (See comment location on the Sections page to the right.)



Comments may be sent via email as well. To do this, click the box at the bottom of the comment section. A screen will appear below the comment to allow the sender to select one or more contacts.



## 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:

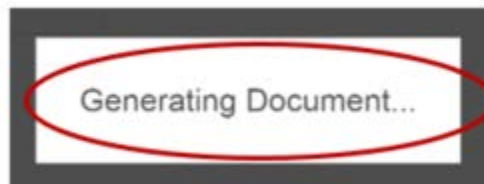
1. From the "Sections" page, select the pages to print.
2. Click "Print" located on the right-hand side of the page. (See the picture below for the location.)



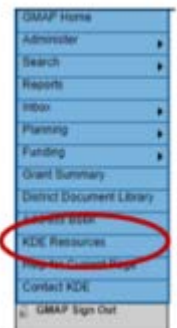
3. Enter the name for the print product in the "Document Name" line. The default option is the name of the page selected.

The screenshot shows the 'Print Request' form. The 'Document Name' field contains 'Consolidated - Title I Part D (LEA) - Program Details'. The 'Email Address' field contains 'amber.skaggs@education.ky.gov'. There are 'Print' and 'Cancel' buttons at the bottom. A red oval highlights the 'Document Name' field, and another red oval highlights the 'Print' button.

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.



- 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 displays the KDE Resources interface. On the left is a navigation menu with items like 'GMAP Home', 'Administer', 'Archives', 'Reports', 'Box', 'Printing', 'Printing', 'Print Summary', 'Print 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 a table of resources. The table has columns for 'Print Request Name', 'Request Date', and 'Expiration Date'. A row is highlighted with a red circle around the 'Print Request Name' column, containing the text 'Consolidated...Title I Part D (LEA) - Program Details.pdf'. To the right of this row, in the 'Expiration Date' column, is a 'Delete' button, also circled in red. Below the table is a search section titled 'KDE Resources Search' with a 'Choose Keyword' dropdown and an 'Or Enter Text' input field. At the bottom, there is a section for 'KDE Resources [Expand All] Collapse All' with expandable nodes for 'User Access Administrators' and 'GMAP Application Training (All Users)'. A footer at the bottom left indicates 'Production Session Timeout 01-09-16'.