

Title IV, Part A Intent to Participate

The instructions below are for completing the required Intent to Participate for Title IV, Part A. Every district must complete and submit the Intent in order to receive their allocation. Failure to complete the Intent or declining funds will result in the district's allocation of Title IV, Part A funds being reallocated to other districts.

Step 1: Log into GMAP. Under Additional Applications, click on Title IV Intent to Participate

The screenshot shows the 'Funding Applications' page in GMAP. The left sidebar contains navigation links like 'GMAP Home', 'Search', '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 'Funding Applications' and shows 'KDE test district (1000) Public District - FY 2020'. There are dropdown menus for the year (2020) and 'All Active Applications'. Below this is a table with columns 'Additional Applications', 'Status', and 'Status Date'. The table lists four applications: 'Child Count Subpart 2 Report', 'District Funding Assurances', 'Title III Intent to Participate', and 'Title IV Intent to Participate', all with a status of 'Not Started' and a status date of 2/21/2019. Below the table are sections for 'Entitlement Funding Application' and 'Competitive Funding Application', both indicating 'There are no matching' applications for this fiscal year.

Step 2: Click Change Status To: Title IV Intent to Participate Started near the top of the page.

The screenshot shows the 'Title IV Intent to Participate Sections' page. The left sidebar is identical to the previous screenshot. The main content area is titled 'Title IV Intent to Participate Sections' and shows 'KDE test district (1000) Public District - FY 2020 - Title IV Intent to Participate - Rev 0'. It displays 'Plan Status: Not Started' and 'Change Status To: Title IV Intent to Participate Started'. Below this is a 'View Change Log' section with a table. The table has columns 'Description', 'Validation', and 'Print'. It lists several sections: 'All', 'History Log', 'Title IV, Part A Intent to Participate', and 'All' again. Each row has a 'Print' link in the 'Print' column.

Step 3: Click Confirm.

The screenshot shows the 'Status Change Confirmation' page. The left sidebar is identical to the previous screenshots. The main content area is titled 'Status Change Confirmation' and shows 'KDE test district (1000) Public District - FY 2020 - Title IV Intent to Participate - Rev 0'. Below the title, it says 'You are about to change the status of this Application Supplement to Title IV Intent to Participate Started. Click Confirm to change the status.' At the bottom of the main content area, there are two buttons: 'Confirm' and 'Cancel'.

Step 4: For the budget options, if the district plans on receiving the funds directly and not joining a consortium, click the first option.

Title IV, Part A Intent to Participate
 KDE test district (1000) Public District - FY 2020 - Title IV Intent to Participate - Rev 0

Save And Go To

*** Title IV Part A Budget Options**

- LEA will apply for Title IV Part A funds. (LEA will enter Title IV Part A Budget.)
- Consortium - LEA will act as Fiscal Agent for the Consortium (LEA will enter a Title IV Part A Budget.)
- Consortium - LEA will join a Consortium to utilize Title IV Part A funds. (Selected Fiscal Agent displayed below. LEA will not complete a Title IV Part A Budget.)
- District is not participating in Title IV and releasing ALL generated Title IV funds. (District will not complete a Title IV budget)

Fiscal Agent (If Applicable)
 Select...

Save And Go To

Step 5: Once the option has been selected, click Save and Go To Next Page or Sections. DO NOT select a Fiscal Agent if the district plans on receiving the funds. This option is only for those that are joining a consortium.

Title IV, Part A Intent to Participate
 KDE test district (1000) Public District - FY 2020 - Title IV Intent to Participate - Rev 0

Save And Go To

*** Title IV Part A Budget Options**

- LEA will apply for Title IV Part A funds. (LEA will enter Title IV Part A Budget.)
- Consortium - LEA will act as Fiscal Agent for the Consortium (LEA will enter a Title IV Part A Budget.)
- Consortium - LEA will join a Consortium to utilize Title IV Part A funds. (Selected Fiscal Agent displayed below. LEA will not complete a Title IV Part A Budget.)
- District is not participating in Title IV and releasing ALL generated Title IV funds. (District will not complete a Title IV budget)

Fiscal Agent (If Applicable)
 Select...

Save And Go To

- Current Page
- Next Page**
- Previous Page
- Sections
- History Log
- Title IV, Part A Intent to Participate

Step 6: On the Sections page, change the status at the top to Title IV Intent to Participate Consolidated Director Approved.

Title IV Intent to Participate Sections
 KDE test district (1000) Public District - FY 2020 - Title IV Intent to Participate - Rev 0

Plan Status: Title IV Intent to Participate Started

Change Status To: [Title IV Intent to Participate Consolidated Director Approved](#)

View Change Log

Description (View Sections Only View All Pages)	Validation	Print
All		<input checked="" type="checkbox"/> Select Items Print
History Log		Print
History Log		Print
Create Comment		
Title IV, Part A Intent to Participate		Print
Title IV, Part A Intent to Participate		Print
Related Documents		Print
All		Print

Return

Step 7: Click Confirm.

Status Change Confirmation

KDE test district (1000) Public District - FY 2020 - Title IV Intent to Participate - Rev 0

You are about to change the status of this Application Supplement to Title IV Intent to Participate Consolidated Director Approved. Click Confirm to change the status.

[Confirm](#) [Cancel](#)

Step 8: The Finance Officer and the Superintendent will both need to go into GMAP and approve the application.

Title IV Intent to Participate Sections

KDE test district (1000) Public District - FY 2020 - Title IV Intent to Participate - Rev 0

Plan Status: [Title IV Intent to Participate Consolidated Director Approved](#)

Change Status To: [Title IV Intent to Participate Finance Officer Approved](#)
or
[Title IV Intent to Participate Finance Officer Returned Not Approved](#)

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print <input type="checkbox"/> Select Items
All		Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		
<input type="checkbox"/> Title IV, Part A Intent to Participate		Print
Title IV, Part A Intent to Participate		Print
Related Documents		Print
All		Print

Step 9: Once the Superintendent has approved the Intent to Participate, the Sections page should look like the one below. If the status does not show Title IV Intent to Participate Superintendent Approved, please look over the steps above. The district Intent is only approved after the superintendent has submitted the final approval.

Title IV Intent to Participate Sections

KDE test district (1000) Public District - FY 2020 - Title IV Intent to Participate - Rev 0

Plan Status: [Title IV Intent to Participate Superintendent Approved](#)

Change Status To: [Title IV Intent to Participate Revision Started](#)

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print <input type="checkbox"/> Select Items
All		Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		
<input type="checkbox"/> Title IV, Part A Intent to Participate		Print
Title IV, Part A Intent to Participate		Print
Related Documents		Print
All		Print