



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

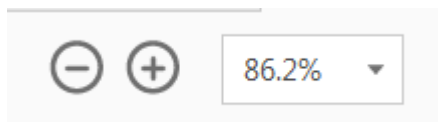
The purpose of Title I, Part D funding is to (1) improve educational services for children and youth in local, tribal, and state institutions for neglected or delinquent children and youth so that such children and youth have the opportunity to meet the same challenging State academic standards that 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

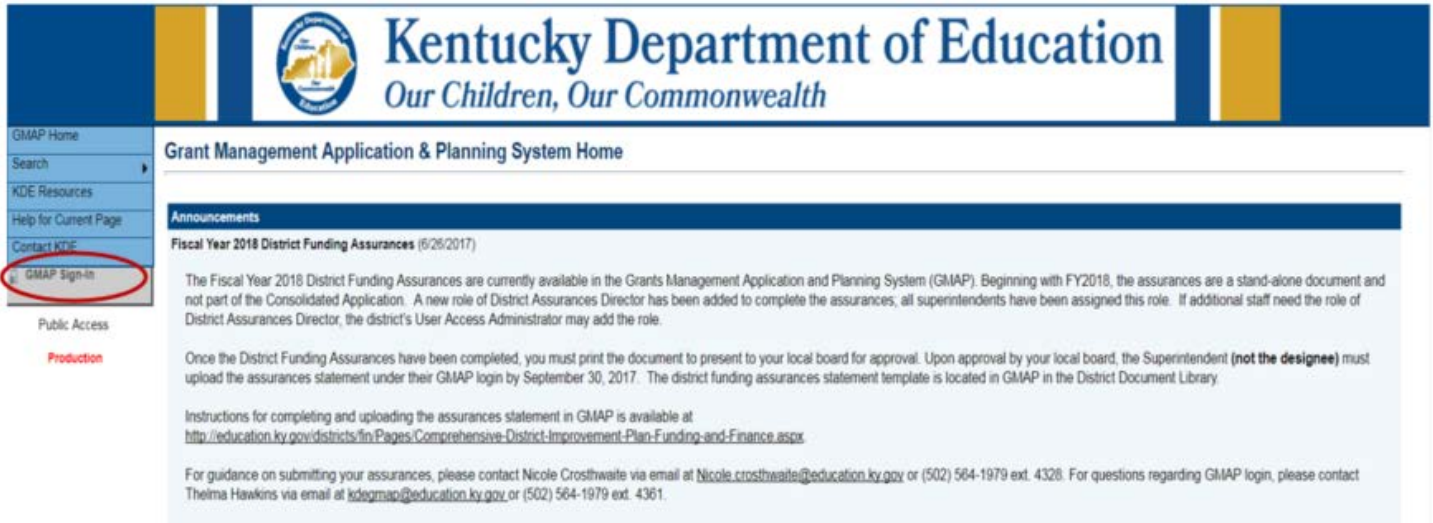
The purpose of the Program Plan GMAP Guide is to help Part D coordinators navigate the GMAP system in order to successfully complete the Program Plan and Program Budget that is to be submitted to the Kentucky Department of Education (KDE) each fall.

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. (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.

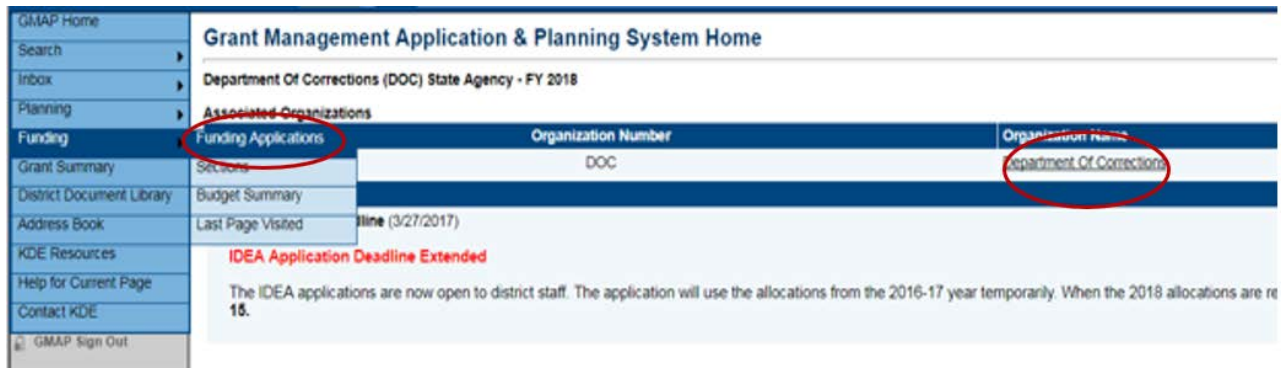


The screenshot shows the GMAP Home Page for the Kentucky Department of Education. The header includes the department's logo and name, "Our Children, Our Commonwealth". A left-hand menu contains links such as "GMAP Home", "Search", "KDE Resources", "Help for Current Page", "Contact KDE", and "GMAP Sign-In" (which is circled in red). The main content area is titled "Grant Management Application & Planning System Home" and features an "Announcements" section. The announcement is titled "Fiscal Year 2018 District Funding Assurances (6/26/2017)" and provides information about the availability of the assurances, the role of the District Assurances Director, and instructions for completing and uploading the assurances statement. It also includes contact information for Nicole Crosthwaite and Thelma Hawkins.



The screenshot shows the GMAP Sign-In Page. The header is identical to the home page. The left-hand menu includes "GMAP Sign-In" (circled in red). The main content area is titled "GMAP Sign-In" and contains a "Sign-In" form. The form has two input fields: "Email Address" (containing "monica.shack@education.ky.gov") and "Password" (containing "*****"). Below the password field is a link "Forgot your password?" (circled in red). To the right of the password field is a "Submit" button (circled in red). The page also indicates "Public Access" and "Production" status.

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. 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."



The screenshot shows the GMAP Home Page with a table of funding applications. The left-hand menu includes "GMAP Sign Out" (circled in red). The main content area is titled "Grant Management Application & Planning System Home" and displays a table of "Associated Organizations". The table has three columns: "Organization Number", "Organization Name", and "Organization Type". The first row shows "DOC" for the organization number and "Department Of Corrections" for the organization name (circled in red). Below the table, there is a section titled "IDEA Application Deadline Extended" with a red heading. The text below states: "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, the application will use those allocations." The date "3/27/2017" is also visible.

- 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.

District Funding Assurances	Status	Status Date	
There are no matching District Funding Assurances for this fiscal year.			
Entitlement Funding Application	Revision	Status	Status Date
Title I Part D (State Agency)	0	Draft Started	6/8/2017
Competitive Funding Application	Revision	Status	Status Date
There are no matching Competitive applications for this fiscal year.			

- Once on the "Funding Application" 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 "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.

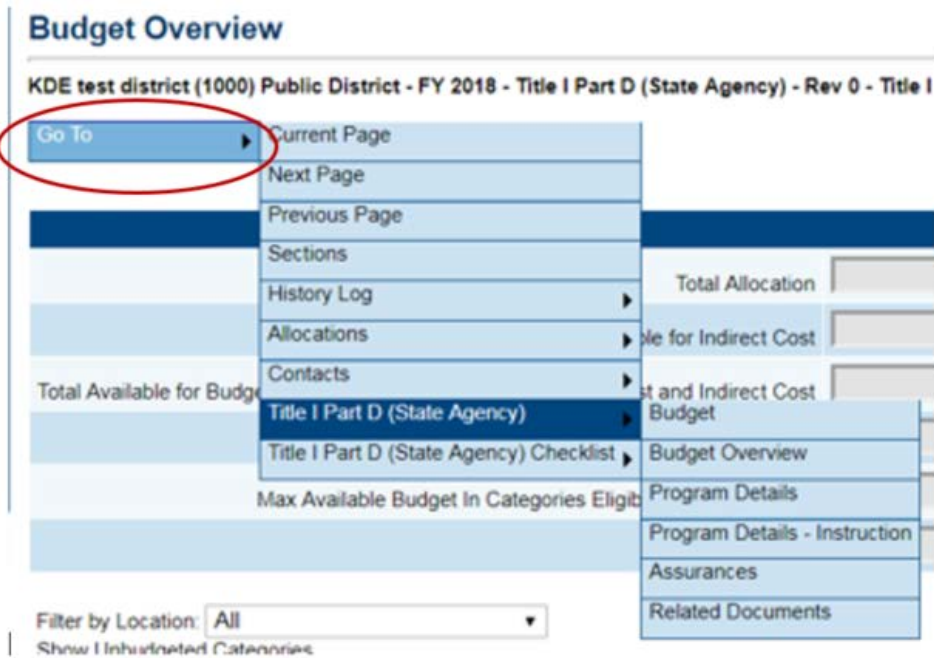
The Sections page is the launching point to the Individual pages of the application. The picture below shows the locations of important information on the Sections page.

- 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.

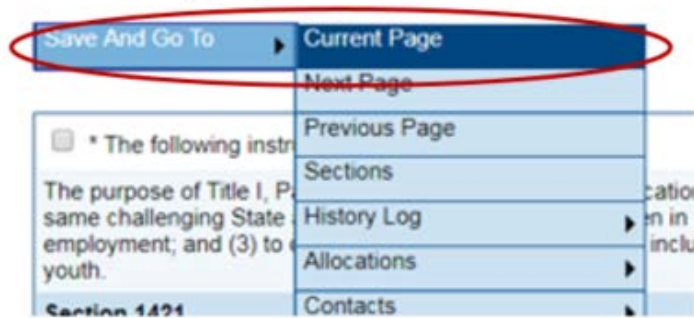
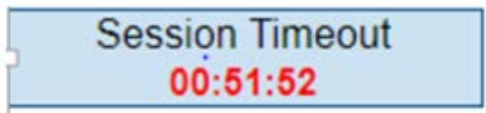
Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Select Items
History Log		Print
History Log		Print
Create Comment		Print
Allocations		Print
Allocations		Print
Contacts		Print
Contacts		Print
Title I Part D (State Agency)	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Program Details		Print
Program Details - Instruction		Print
Assurances		Print
Related Documents		Print

Title I Part D (State Agency)
Budget
 The Title I Part D (State Agency) budget of \$256,054.48 is less than the Adjusted Allocation amount of \$939,557.00. **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 [the current page](#) will be lost if time-out clock goes past 60 minutes without saving.**



PROGRAM DETAILS

The program details for this application includes 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.)

* I CERTIFY that the information contained in this application is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

* I FURTHER CERTIFY that the assurances listed below have been satisfied and that all facts, figures, and representation in this application are correct to the best of our knowledge.

1. Use the programs and services provided under this grant to address the needs set forth in the application and provide fiscal related information within the fiscal year timelines established for 1414(c).
2. Operate the programs and services provided under this grant so as not to discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, or disability. 34.CFR §76.500.
3. Administer the program, activities, and services covered by this application in accordance with all applicable state and federal statutes, regulations, and the approved application. Sec. 1414(c)(1).
4. Be required to ensure it, including its principals involved in any subgrant covered transaction paid through federal funds, that requires such certification, to ensure it/they are not debarred, suspended, or voluntarily excluded from participation by a federal department or agency. (EDGAR-Part 85)
5. Administer this program in accordance with all applicable statutes, regulations, program plans, and applications. Sec. 1414(c)(2)(A).
6. 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, information, and afford access to the records, as the KDE or the U.S. Secretary of Education may find necessary to carry out their duties. Sec. 9304(a)(6); Sec. 1431.
7. File financial reports and claims for reimbursement in accordance with procedures prescribed by the Kentucky Department of Education.
8. 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 of federal funds; (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation. Sec. 9306(a)(3); Sec. 1431.
9. Administer such funds and property to the extent required by the authorizing statutes. Sec. 1402.
10. Except for institution-wide projects, serve only those students who are failing, or most at-risk of failing, to meet the challenging State academic standards. Sec. 1415(a)(2)(B)(i).
11. Serve only those eligible students in the program who are in a state-funded educational program in order to improve the likelihood that the students will complete secondary school, attend alternative programs with vocational/technical training if not returning to school. Sec. 1418.
12. Base the program on an annual assessment of educational needs. Sec 1414(c)(1).
13. Evaluate the program to determine its effectiveness to: (a) maintain and improve educational achievement; (b) accrue school credits that meet state requirements for grade promotion and graduation; (c) complete high school or high school equivalent program or other education program operated by a local educational agency or school operated or funded by the Bureau of Indian Education; (d) complete high school or high school equivalent program or other education program operated by a local educational agency or school operated or funded by the Bureau of Indian Education; (e) complete high school or high school equivalent program or other education program operated by a local educational agency or school operated or funded by the Bureau of Indian Education. Submit the results of the evaluation required for the immediate next program year with this application. Sec. 1414(c)(3).

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. (Example below)

Budget By Object Codes

	Category
<u>Modify</u>	314L - Program Budget
<u>Modify</u>	Transition Budget

Budget By Categories

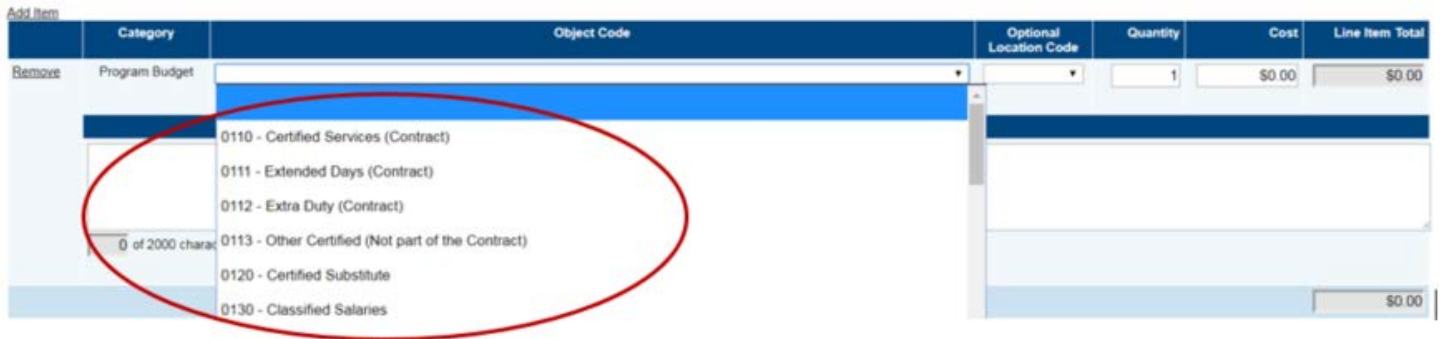
	Object Code
<u>Modify</u>	0110 - Certified Services (Contract)
<u>Modify</u>	0111 - Extended Days (Contract)
<u>Modify</u>	0112 - Extra Duty (Contract)
<u>Modify</u>	0113 - Other Certified (Not part of the Contract)
<u>Modify</u>	0120 - Certified Substitute
<u>Modify</u>	0130 - Classified Salaries
<u>Modify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

2. Always use “Add item” for a new entry. (See the sample below.)

Program Budget ▾

Add Item

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



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. (Below is an example of a checklist.)

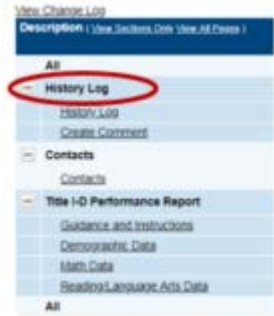
A screenshot of a checklist description page. The page has a blue header with the text "Checklist Description (Collapse All Expand All)". Below the header, there are three main sections, each with a "Not Reviewed" status indicator in a dropdown menu. The first section is "1. Title I, Part D State Agency Budget" and the second is "2. Title I, Part D State Agency Program Details". The third section is "3. Title I, Part D State Agency Program Details - Instruction". The "Not Reviewed" status for the first section is circled in red. The first section contains four numbered items: 1. The Program Budget Summary includes a description of items to be purchased... 2. The total budgeted amount matches the Title I, Part D, Subpart 1 allocation... 3. The total budgeted amount for transition meets the Title I, Part D, Subpart 1 transition requirements... 4. The Transition Budget Summary includes a description of items to be purchased...

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.

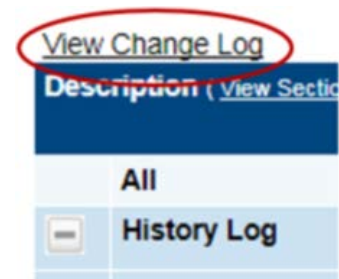


Date	User	Status (S) / Comment (C)	S / C
7/5/2018 9:54:38 AM	Todd Elder	Status changed to 'Title I-D Performance Report Started'.	S
6/27/2018 3:48:36 PM	GMS Administrator	Status changed to 'Not Started'.	S

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.

Action Type	Applicant Comment	Action	Time	User
Update	2/15/2018 11:15 AM	...
Update	2/15/2018 11:15 AM	...
Update	2/15/2018 11:15 AM	...
Update	2/15/2018 11:15 AM	...
Update	2/15/2018 11:15 AM	...
Update	2/15/2018 11:15 AM	...

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 SA can initiate a new version at any time. To initiate a new version, the administrator will need to change the status to “Revision Started” and then the application “Rev” number will change.

Change Status To: Revision Started State Agency - FY 2018 - Title I Part D (State Agency) Rev 1

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.)

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.

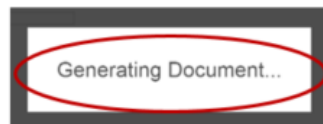
If the print job is created within 30 seconds, it will display as a PDF file. If it takes longer to create, you will receive an email in your inbox when it is finished and the PDF file will be placed in a section at the top of the KDE Resources page.

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:

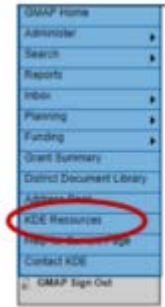
Email Address:

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.



KDE Resources

KDE test district (1000) Public District - FY 2018

Below is your list of Dist 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	Delete

KDE Resources Search

Choose Keyword: Choose Keyword ▾

Or Enter Text:

Search

Below are the KDE Resources. Expand the nodes to view the folders and documents

KDE Resources [Expand All] [Collapse All]

- + User Access Administrators
- + GMAP Application Training (All Users)

Production
Session Timeout