

Question	Tip
1. How do I log into GMAP?	1. Contact <a href="mailto:KDEGMAP@education.ky.gov">KDEGMAP@education.ky.gov</a> to request access and to request other GMAP-specific support. Once you have been given access, go to <a href="#">GMAP Sign-In</a> and enter your email address and Password.
2. How do I start 26-27 application with tentative allocation?	2. Select correct fiscal year. Scroll to “Navigation Instructions” to view screenshot tutorial for starting application. Once done, click “Draft Started” to start application.
3. How do I revise 26-27 after final allocation and/or carryforward are applied?	3. Select correct fiscal year. Click “Revision Started” to revise application.
4. How do I find allocation?	4. Click on Sections. Click on Allocations.
5. When should I use “Multiple” tag in budget?	5. Only use multiple tag in admin, PD, Salaries, or Support Services budget categories. Do not use multiple tag in technical skills assessment/industry certification, Equipment, Curriculum/Software, Instructional Materials, or Maintenance of Program (MOP) categories.
6. Where can I find a list of valid industry certifications?	6. Follow <a href="#">this link to the most current list of valid industry certifications</a> .
7. What is the difference between administration and stipend in considering the 5% allowable budget for administration?	7. Admin is for other Perkins duties assigned inside regular hours and uses MUNIS code 0110, or MUNIS code 0342 for auditing, or MUNIS code 0531 for postage. Stipend is for other Perkins duties assigned outside regular hours and uses MUNIS code 0113.
8. How should I respond to questions in the Performance Matrix section?	8. Follow directions for #1. For #2, be sure to review data in CLNA. If any race/ethnicity or special population group did not meet any of the performance indicators, please identify an improvement plan that the district will undertake to work with specific groups. Applicants must reference CLNA data, not the performance data listed in #1, or application will be returned for revision.
9. How should I distinguish between schools in Perkins Programs of Studies documentation?	9. Make sure you indicate the high school associated with each POS referenced in the application. Make sure you also identify the high school in the naming convention used in application title you upload and in the application heading.
10. What related documents am I required to upload?	10. For the 26-27 application, please be sure to upload the 25-26 CLNA Report, the 25-26 CLNA Minutes, and Locally Developed/Perkins Programs of Studies Approved Applications.
11. How many Locally Developed/Perkins Programs of Studies Approved Applications are required?	11. The requirement is one per program area per school.
12. What should I do if I have completed my work on the application, but have not received feedback or final approval?	12. Check the History Log to determine whether all local signatories have completed their approvals. Application draft is started/completed, then moves to Finance Officer for approval, then to Superintendent for approval before moving to OCTE for review.
13. Should narratives be detailed and lengthy?	13. No. In order to expedite OCTE review, keep narratives succinct and concise. For example, if you request PTLW or TpT, there is no need to provide an itemized breakdown. Instead, simply list the vendor and the amount requested.
14. My application was returned for revision, where can I find the required revisions?	14. Check Perkins Checklist for reviewer’s revision comments.

Note - This is not an exhaustive list. For further questions, please contact [Lori Looney](#), [Crystal Whitaker](#), or [Mary Lou DeHarte](#).