

Title IV, Part A GMAP Application Help Pages Resource

This resource is designed to support Local Educational Agencies (LEAs) in completing the Grant Management Application and Planning System (GMAP) Title IV, Part A application. Each section below aligns directly with the application pages and provides expectations, requirements, resources and tips.

Program Administration

- **Stakeholder Consultation Dates**
 - Enter planned or actual dates for stakeholder consultation meetings. These dates should reflect when input was gathered to inform the application.
- **Stakeholders**
 - Districts must consult with all required stakeholder groups, including every group marked with an asterisk (*) in the application.
 - Stakeholders must include, at minimum, parents, teachers, principals, school leaders, specialized instructional support personnel, students, community-based organizations, and local government representatives, as applicable.
 - Stakeholder consultation should occur more than annually; best practice is quarterly engagement to ensure ongoing input and alignment.
 - Consultation should reflect meaningful engagement in planning, not simply notification.
 - Districts should ensure consultation occurs early enough for meaningful planning and application development.
 - If districts consult additional stakeholders not listed:
 - Select the “Other” box.
 - List all additional stakeholders consulted during the design and development of the application.
- **Stakeholder Consultation Documentation**
 - Select all applicable options for stakeholder consultation, whether meetings are in-person or virtual.
 - Documentation should clearly show participation and topics discussed.
- **Resources**
 - [Non-Regulatory Guidance](#): Refer to federal non-regulatory guidance for additional clarification on stakeholder consultation requirements and implementation expectations.
 - [ESEA Section 4106 \(c\)\(1\)](#)
 - [Stakeholder Consultation Resource](#)
- **Tips**
 - **Sign-in Sheets**

- Include the name and title/role of each attendee. Example: *Susan Jones, Community Member – County Librarian.*
- **Meeting Integration**
 - Stakeholder consultation can occur within existing meetings.
 - Districts may add Title IV, Part A to the agenda of another meeting when stakeholders are present.
- **Meeting Minutes**
 - Must document discussion of how the district is using Title IV, Part A funds.
 - Should reflect whether activities are meeting intended goals.
- **Supplement, Not Supplant Requirement**
 - Select the assurance confirming compliance with this requirement
 - LEAs must ensure that Title IV, Part A funds are used to supplement, not replace, state or local funding.
- **Partnerships**
 - List all external organizations supporting implementation, if applicable.
 - Examples include businesses, nonprofits, health providers, or community organizations.
 - Clearly describe how each partnership supports student achievement and program goals.

Well Rounded Education, Safe and Healthy Students and Effective Use of Technology Needs Assessments

- **Funds**
 - Indicate whether funds will be used for each of the three content areas.
- **Data Review Date (LEAs Under \$30,000):**
 - LEAs or consortiums with allocations of less than \$30,000 must complete this requirement.
 - Enter the date the data used to identify needs was reviewed and analyzed.
 - The date should reflect the most recent review of relevant data used to inform funding decisions.
 - LEAs or consortiums with allocations of \$30,000 or more should enter "N/A."
- **Data Used to Identify Needs (LEAs Under \$30,000):**
 - LEAs or consortiums with allocations of less than \$30,000 must complete this requirement.
 - List the data sources used to identify needs and inform funding decisions.

- Examples may include student achievement data, assessment results, attendance data, graduation rates, program evaluations, stakeholder feedback, or other relevant local data.
- LEAs or consortiums with allocations of \$30,000 or more should enter "N/A."
- **Comprehensive Needs Assessment (CNA) Date:**
 - LEAs with allocations of \$30,000 or more must complete this requirement.
 - If funds will be used, enter the date the needs assessment is conducted.
 - Ensure the date reflects a recent and relevant assessment used to inform decisions, which may include the Comprehensive District Improvement Plan (CDIP) or other district assessments.
 - LEAs or consortiums with allocations of less than \$30,000 should enter "N/A."
- **Comprehensive Needs Assessment (CNA):**
 - LEAs with allocations of \$30,000 or more must complete this requirement.
 - If funds will be used, identify the type of needs assessment conducted to inform funding decisions.
 - LEAs or consortiums with allocations of less than \$30,000 should enter "N/A."
- **Resources**
 - [Non-Regulatory Guidance](#): Refer to federal non-regulatory guidance for additional clarification on needs assessment requirements and implementation expectations.
 - [Needs Assessment Resources](#): Refer to KDE's resource document including a list of needs assessments for each content area and guidance to support the effective use of Title IV, Part A funds.
- **Tips**
 - If allocation is \$30,000 or more:
 - Allocate at least 20% to Well-Rounded Education and at least 20% to Safe and Healthy Students.
 - Spend a portion on Effective Use of Technology. Limit technology purchases to no more than 15% of this category.
- **Priority Need(s) Based on Comprehensive Needs Assessment**
 - Describe the priority need(s) identified through data analysis.
 - Include specific data points that justify the identified needs.
- **Planned Activity to Address Priority Need(s)**
 - Describe each budgeted activity that will address each identified need.
 - Ensure activities are specific, actionable and aligned to needs.
 - Clearly connect activities with expected student outcomes.
- **Activity Evaluation of Priority Need(s)**
 - Select all applicable evaluation methods.
 - If 'Other' is selected, provide a clear description.

- **Resource**
 - [Activity Evaluation Form](#): Available on the KDE website; use of this form is strongly encouraged for LEAs to ensure consistent and thorough documentation of activity evaluation.
- **Tips**
 - Evaluations of priority need(s) documentation should explain how each activity will be evaluated for effectiveness, with evaluations conducted regularly (recommended at least twice per year).

Equitable Services for Private Non-Public (PNP) Schools

- **Assurances**
 - LEAs must review and agree to all equitable services assurances as part of the Title IV, Part A application.
- **Participation**
 - LEAs must indicate the status of PNP school(s) participation by selecting one of the following options in the application:
 - My district does **not** have any PNP schools.
 - Select this option if no PNP schools (including home schools) are located within the district's geographic boundaries or if none of the PNP schools within the district have elected to participate in Title IV, Part A equitable services.
 - My district **has participating** PNP schools.
 - Select this option if there are PNP schools within the district that have agreed to participate in Title IV, Part A equitable services.
 - LEAs with participating PNP schools must include the following information in their application:
 - **Base for Equitable Services**: The total Title IV, Part A allocation used as the starting point for calculating equitable services.
 - **Administrative Costs**:
 - The amount set aside by the LEA for grant administration.
 - Must not exceed 2% of the total allocation.
 - This amount is subtracted from the base for equitable services to determine the amount of funds available for calculating the equitable services share.
 - **Total District Enrollment (Current School Year)**: Total number of students enrolled in public schools within the district.
 - **Total Private School Enrollment (Current School Year)**: Total number of students enrolled in participating PNP schools (including home schools, if applicable).

- **Total Number of Students (Public and PNP):** The combined total of public and participating PNP school students.
 - **PNP School Per Pupil Amount:** The calculated per-student funding amount used to determine the equitable services share for participating PNP schools.
- **Consultation Requirement**
 - Districts are required to consult with all PNP schools located within their geographic boundaries.
 - LEAs with participating PNP schools must include the following information in their application:
 - **Participating PNP Schools (Including Home Schools)**
 - **PNP Student Enrollment**
 - **Per PNP Pupil Allocation**
 - **Allocation for Services**
 - **Names of PNP Officials in Consultation**
 - **Date of Consultation**
 - **Description of Services**
- **Resources**
 - [Non-Regulatory Guidance](#)
 - [Equitable Services Guidance](#)
 - [Title IX, Part E Non-Regulatory Guidance](#)
 - [Sample Consultation Forms Packet Kentucky](#)
- **Tips**
 - **Apply Requirements Equally**
 - Title IV, Part A requirements apply to PNP schools in the same manner as public schools.
 - Services must be based on identified needs and allowable under Title IV, Part A.
 - Refer to the Non-Regulatory Guidance for allowable activities.
 - **Follow Funding Distribution Rules**
 - LEAs receiving \$30,000 or more must:
 - Spend at least 20% on Well-Rounded Education (Section 4107)
 - Spend at least 20% on Safe and Healthy Students (Section 4108)
 - Use a portion for Effective Use of Technology (Section 4109)
 - These requirements apply to the total allocation, including equitable services. The PNP portion does not need to independently meet these percentages.
 - Apply the 15% Technology Rule: No more than 15% of technology funds may be used for devices, hardware, or software that are supplemental. This applies to both PNP and public schools.
 - **Maintain Fiscal Control**

- The LEA must remain the fiscal agent for all services and materials.
- Funds must not be transferred directly to PNP schools.
- **Declaration of Participation**
 - The LEA must ensure that all PNP and home schools within the district's geographic boundaries are notified of their opportunity to participate in Title IV, Part A equitable services.
 - The LEA must maintain documentation verifying that notification was received, such as:
 - Email delivery confirmations or read receipts
 - Certified mail receipts
 - Signed acknowledgment forms
 - Other verifiable methods of communication
 - Documentation must demonstrate that each PNP school was:
 - Informed of the opportunity to participate, and
 - Provided the option to accept or decline participation
- **Document Retention**
 - Title IV, Part A documentation should be retained for three years plus the current year for monitoring and audit purposes.

Funding Allocations by Sections

- **Administrative Costs**
 - LEAs may reserve up to 2% of Title IV, Part A funds for direct administrative costs to carry out program responsibilities.
 - Indicate whether funds will be used for Administrative Costs.
 - If yes, enter the total amount of funds to be reserved for administrative costs.
 - If yes, provide a brief description of the purpose of these administrative costs.
- **Well-Rounded Education**
 - A minimum of 20% of Title IV, Part A funds must be spent on this focus area if the LEA receives \$30,000 or more in funding.
 - Indicate whether funds will be used to support well-rounded educational opportunities.
 - If **yes**, enter the total amount of funds to be used to support activities within the Well-Rounded Education section.
 - If **no**, no further action is required and the page is complete.
- **Safe and Healthy Students**
 - A minimum of 20% of Title IV, Part A funds must be spent on this focus area if the LEA receives \$30,000 or more in funding.

- Indicate whether funds will be used to support safe and healthy student opportunities.
 - If **yes**, enter the total amount of funds to be used to support activities within the Safe and Healthy Students section.
 - If **no**, no further action is required and the page is complete.
- **Effective Use of Technology**
 - A portion of Title IV, Part A funds must be spent on this focus area if the LEA receives \$30,000 or more in funding.
 - No more than 15% of the funds allocated to this focus area may be used for purchasing devices, equipment, software applications, platforms, digital instructional resources, and/or other one-time technology purchases.
 - Indicate whether funds will be used to support effective use of technology opportunities.
 - If **yes**, enter the total amount of funds to be used to support activities within the Effective Use of Technology section.
 - If **no**, no further action is required and the page is complete.
 - Indicate whether funds will be used to purchase devices, equipment, software applications, digital instructional resources, platforms, and/or one-time technology items.
 - If yes, enter the amount to be spent on technology purchases from the total above.
 - This amount must not exceed 15% of the total funds allocated for Effective Use of Technology.
 - Then, provide a brief description of the technology to be purchased using the allowable 15% allocation.
- **Total Allocation for Services (from Equitable Services for PNP Schools)**
 - Enter the total amount allocated for services to participating private school students and teachers, as calculated in the Equitable Services for Private Schools section.
- **Distribution of Funds**
 - Select one or more priorities the LEA will use when distributing Title IV, Part A funds.
 - The LEA must give priority to schools that:
 - Have the greatest need, as identified by the LEA
 - Have the highest percentages or numbers of students from low-income families
 - Are identified for Comprehensive Support and Improvement (CSI)
 - Are implementing Targeted Support and Improvement (TSI) plans
- **Resources**
 - [\(ESEA section 4105\(c\)\)](#)
 - [\(ESEA Section 4106 \(e\)\(2\) and \(f\)\)](#)

- [\(ESEA section 4109 \(a\)\(2\)\(B\)\)](#)
- [\(ESEA section 4109 \(a\)\(4\)\(A\)\)](#)
- [\(ESEA section 4109\(b\)\)](#)

Budget

- **Indirect Cost Guide**
 - **Total Allocation**
 - Enter or review the total Title IV, Part A allocation amounts available to the LEA.
 - **Existing Budget in Categories Not Eligible for Indirect Costs**
 - Enter the amount of funds budgeted in categories that are not eligible for indirect cost application.
 - **Total Available for Budgeting in Eligible Categories and Indirect Costs**
 - Review the remaining amount available for budgeting in categories eligible for indirect costs, including indirect cost charges.
 - **Indirect Cost Rate**
 - Apply the approved indirect cost rate for the LEA.
 - **Maximum Available Budget in Categories Eligible for Indirect Costs**
 - Review the maximum amount that may be budgeted in categories eligible for indirect costs after the rate is applied.
 - **Maximum Indirect Cost**
 - Review the maximum amount of indirect costs that may be charged based on the approved rate.
- **Budget Summary by Category**
 - **552NA – Administrative Costs**
 - Review the total amount budgeted for administrative costs.
 - **552NP – Private School**
 - Review the total amount allocated for equitable services to PNP schools.
 - **552NS – Safe and Healthy Students**
 - Review the total amount budgeted for activities supporting safe and healthy students.
 - **552NT – Effective Use of Technology**
 - Review the total amount budgeted for technology-related activities.
 - **552NW – Well-Rounded Educational Opportunities**
 - Review the total amount budgeted for well-rounded educational activities.
- **Total Allocation**
 - Review the total amount of funds allocated across all categories.
- **Adjusted Allocation**
 - Review the adjusted total allocation after any updates or revisions.
- **Remaining Funds**

- Review the remaining balance of funds that have not yet been allocated. (This should equal \$0.00 when fully budgeted.)
- **Revisions**
 - **Application revisions must be completed in GMAP when:**
 - Funds are reallocated
 - There are significant changes in planned activities (e.g., shifting from professional learning to program-specific activities)
 - There is misalignment between GMAP and MUNIS/EERP
- **Ongoing Revision Flexibility**
 - Revisions may be submitted at any time during the grant year through the GMAP system.
- **Maintaining Alignment**
 - LEAs should establish a process to regularly review and align GMAP and MUNIS/EERP to prevent discrepancies and ensure accuracy.
- **Resource**
 - [Non-Competitive Federal Funding Matrix](#)
- **Tips**
 - **Budget Alignment (GMAP & MUNIS/EERP)**
 - Budget entries in MUNIS/EERP must align with the approved GMAP budget.
 - The Title IV, Part A Coordinator and Finance Officer should collaborate to:
 - Develop an accurate and aligned budget
 - Ensure the appropriate use of object codes
 - Regular meetings between central office and school-level staff are recommended to:
 - Review current expenditures
 - Monitor remaining funds
 - **Budget Category Codes**
 - Budget category codes (e.g., 552NA, 552NP, 552NS, 552NT, 552NW) are subject to change from year to year.
 - LEAs should ensure they are using the correct codes for the current grant year when completing the application.
 - **Budget Narratives**
 - Each budget entry must include a clear narrative description.
 - Narratives should:
 - Explain how funds in each category will be used
 - Align with descriptions provided throughout the application
 - **Equitable Services Consistency**
 - The total on the Equitable Services to Private School page must match the total budget under object code 552NP.
 - **Funding Allocations by Sections Alignment**

- The budget must match the amounts listed on the Funding Allocations by Section page.
- All application pages must be:
 - Consistent and aligned
 - Based on the district's identified priority needs
- **Connection to Priority Need(s)**
 - Budget narratives must describe activities that support:
 - Well-Rounded Education
 - Safe and Healthy Students
 - Effective Use of Technology
 - Each narrative should clearly explain how the expenditure aligns to the district's priority need(s).