

Directions
FY22 Request for Applications for
Mental Health, Intellectual Disability, and Aging Payroll Tax Funds

Boone, Campbell, and Kenton Counties Human Services Departments

The Human Services Departments of Boone, Campbell, and Kenton Counties oversee and monitor the distribution of Payroll Tax funds that support mental health, intellectual disability, and aging services in each respective county. Assuming the availability of tax funds, the Fiscal Courts will independently allocate funds each year to organizations that provide mental health and intellectual disability programs, as well as those who provide services to those age 60 or older.

The application covers one (1) Fiscal Year commencing on July 1st for Boone and Campbell Counties, and June 1st for Kenton County. Applications must be filled out in the Microsoft Excel format provided. Submit the application via electronic mail to all three counties (Boone, Campbell and Kenton Counties) no later than **11:59 p.m. on Friday, January 15, 2021.**

Inquiries must be submitted no later than **4:00 p.m. on Friday, January 8, 2021** to all three county representatives listed below.

BOONE COUNTY	CAMPBELL COUNTY	KENTON COUNTY
Laura Pleiman	Allyn Reinecke	Bryan Norton
Boone Co. Fiscal Court	Campbell Co. Fiscal Court	Kenton Co. Fiscal Court
PO Box 296	1098 Monmouth Street	PO Box 792
Burlington, KY 41005-0296	Newport, KY 41071	Covington, KY 41012-0792
lpleiman@boonecountyky.org	areinecke@campbellcountyky.gov	bryan.norton@kentoncounty.org

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Prior to entering data, please print this page.

Required Software

Microsoft Excel version 2010 or newer.

Application Directions

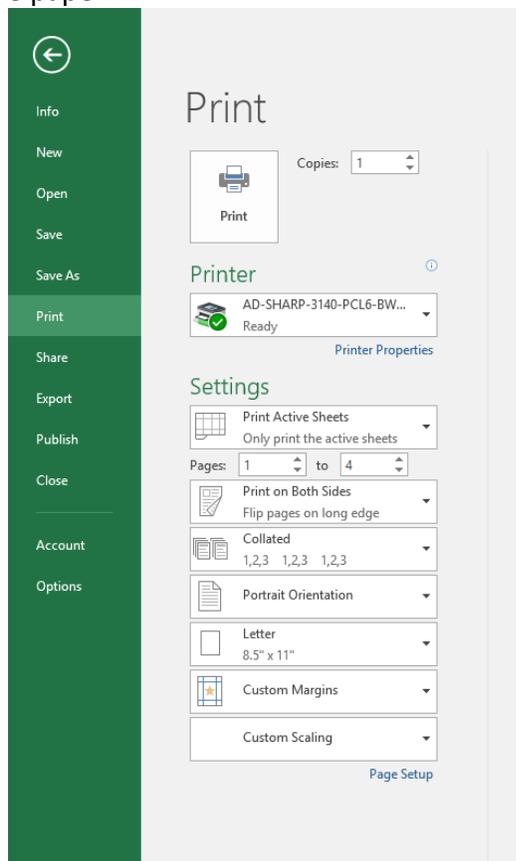
“Application” tab:

This protected page only allows data entry into white and yellow cells inside the application area (columns B through F). Please do not change any formatting of this Excel document.

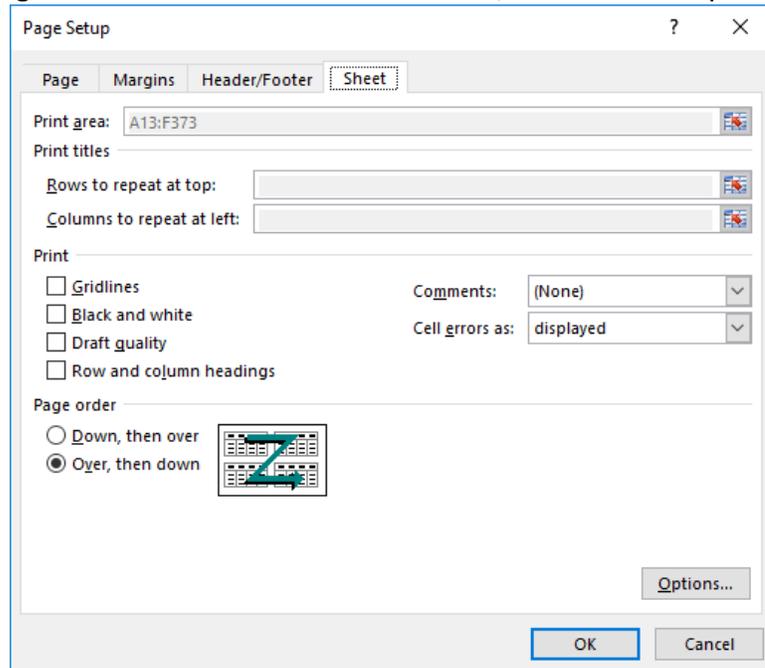
Altered applications will be rejected.

To Print Application(s) in Excel 2013 and newer (may vary depending on Excel version):

1. On the File menu, click Print.
2. Do **NOT** adjust the Custom Margins or Custom Scaling settings.
3. In the Print dialog box, choose to print the amount of pages needed. If your agency is applying for one program, you will print pages 1 to 4; two programs, you will print pages 1 to 6, etc.
4. Print on both sides of the paper.



- If your application is not printing correctly, click on the “Page Setup” link on the Print dialog box and go to tab titled “Sheet”. Select “Over, then down” as pictured below.



Other Requirements and Documentation

Please submit the following attachments with your application to each county:

- A PDF copy of the most recent audit and IRS 990, if applicable.
- A PDF copy of answers to the following questions for each program:
 - How many clients are waiting for service from the program(s) in your application? Break down by county and average waiting time, if applicable.
 - What are the measurable outcomes of the program?
 - Does your agency have a fuel surcharge fee in addition to your normal delivery cost based on the price of gasoline? If yes, please forward a copy of the delivery cost sheet.

Final Directions

- Applications must be emailed by the organizational leader to the three county representatives listed below. **Please attach a read receipt to your email to confirm delivery.**

LPlleman@boonecountyky.org

AReinecke@campbellcountyky.gov

Bryan.Norton@kentoncounty.org

- Excel file name:** FY22 App Agency Name
Example: FY22 App Smiths Food Inc.
- Email subject line:** "Application from" followed by the name of your agency.
Example: Application from Smiths Food Inc.

Glossary

- **Previous Fiscal Year:** July 1, 2019 – June 30, 2020
- **Current Fiscal Year:** July 1, 2020 – June 30, 2021
- **Application Fiscal Year:** July 1, 2021 – June 30, 2022
- **Revenues:** Any money you bring in for the program. This includes grants from the state, the federal government, and foundations. It also includes fundraising dollars and any money generated by the program itself.
- **Boone, Campbell, & Kenton Funds:** While the three counties share an application, their funds are administered separately. Boone County funds can only be used for Boone County residents, and the same is true for the other two counties.
- **Expenses:** The amount of money you spend on the program.
- **In-Kind Revenues/Expenses:** goods or services provided instead of cash. You should reflect the dollar value of in-kind revenues and expenses in your application. For more information, see [this guide from the Ford Family Foundation](#).
- **Net Gain or Loss:** Revenues minus expenses. If the number is positive, that is a net gain, and if the number is negative, that is a net loss. If your program is operating at a net gain, you will not be awarded fiscal court funds.
- **Target Client:** The kind of person your service is aimed toward. This can be an adult, child, senior, family, or group of individuals.
- **Unit of Service:** How you measure the delivery of your service. This is usually a unit of time, but can also be a discrete good or service such as a meal or dental appointment.
- **Funding Source:** Mental Health, Intellectual Disability, or Aging (people over 60)
- **Program Description:** Details about your program and how it serves the community. This should be 1–2 paragraphs.
- **Total Program Units:** The total number of service units delivered for a given fiscal year. For fiscal years that haven't ended yet, this will be a prediction.
- **Agency Unit Cost** = Total Program Expenses / Total Program Units
- **County Unit Cost** = Total Program Loss / Total Program Units
- **Reconciliation of Total Program Units (should equal zero)** = Total Program Units listed must equal the breakdown of units between Boone, Campbell, Kenton, and Other Counties
- **County Funding Request** = Total Program Units for County x County Unit Cost