

Instructions for Aid To Local (ATL) Document Completion

All Aid to Local documents (guidelines, instructions and application forms) are provided in Adobe format. Forms are “fillable:” information can be entered on the form, saved and submitted via email. The forms will require the use of the current version of Adobe Reader XI. For more information, visit www.adobe.com/products/reader.html

ALL AID TO LOCAL GRANT APPLICATIONS MUST BE RECEIVED BY MARCH 14, 2014.

Important! The “Application for Grant” form must be signed, dated and sent **via e-mail** to aidtolocal@kdheks.gov by March 14, 2014 by 5:00 p.m. Please indicate on the subject line the name of the applicant agency. If unable to email the signed document, it may be faxed to: 785-296-1231.

Contacts:

- For information regarding categorical program applications or requirements, contact the Program Manager as specified in each application.
- For information regarding forms, email aidtolocal@kdheks.gov or call Pat Behnke at 785-296-0425.

Grant Application Guidelines

1. One completed “Application for Grant” summary coversheet must accompany the completed Aid to Local Grant application for each applicant agency. See document for complete instructions.
 - a. Note checklist in right column.
 - i. All local health departments must submit a copy of the health department budget.
 - ii. All local health departments must indicate local tax revenue on the “Application for Grant”. Tax revenue should also be shown in the submitted budget
 - b. All applicants (except applicants for Community-based Primary Care Clinic grants that are NOT local health departments) must complete the Personnel Allocation by Program table found in the Application for Grant form. See instructions on form. Note: The form will allow a sum greater than 100% - please be sure that no employee is shown as supported by grant funds at a level greater than 100%.
2. For individual program or categorical grants, visit the link for that program, found on the general Aid to Local webpage http://www.kdheks.gov/doc_lib/index.html
 - a. Each categorical grant page includes general grant information and program requirements as well as links to required application documents.
 - b. Example: Family Planning Grant
 - i. Click on the “Categorical Grant Funds” link under “Forms to complete”.
 - ii. On the next page, in the list of categories at the bottom, click on “Family Planning”.
 - iii. Next, the link “Program Details” will open a document with full description of the program, the contact persons and contact details.
 - iv. Click on “Program Request/Detail Budget” to access the actual application form. Complete and save.
 - v. Note: “Grantees Share” indicates the dollar amount the local agency is providing for the program operations. “Requested Funds” is the total grant dollars being requested.
3. It is helpful to save each blank form to a folder on your computer before entering any data.
4. All local health departments should complete the application for State Formula and Public Health Emergency Preparedness.
5. **NEW** - When you have completed all forms (Application for Grant, including Personnel Allocation by Program, if required, State Formula Program Request and all Categorical Grant Funds) for the funds you are requesting, save forms, attach to an email and send to: aidtolocal@kdheks.gov. Please indicate on the subject line the name of the applicant agency.
6. Print out the “Application for Grant” form and have it signed and dated.
 - a. Scan and send as an attachment to aidtolocal@kdheks.gov
 - b. or fax to 785-296-1231.
7. All applicants will be notified by email that their documents were received.