DEPARTMENT OF HEALTH

Strong Foundations Budget and Staffing Plan Instructions (2025)

JANUARY 1 – DECEMBER 31, 2025

Table of contents

Introduction

Purpose of this document

This document provides instructions for completing the 2025 budget and staffing plan documents, including:

- Core family home visiting budget and staffing plan
- Collaboration budget (if applicable)
- MECSH trainer budget (if applicable)

Anticipated timeline

- **July 25**: Strong Foundations 2025 budget/s and staffing plan templates and instructions sent to grantees.
- **Week of Aug. 5:** Strong Foundations 2025 budget/s and staffing plan instructional video released.
- **Aug. 22**: First draft budget and staffing plan due to Minnesota Department of Health (MDH) family home visiting (4 p.m.; upload in MDH family home visiting grant interface portal).
- **Aug. 23 – Sept. 12:** MDH family home visiting first review of Strong Foundations 2025 budget/s and staffing plan
- **Sept. 13 – 30:** Revisions.
- **Oct. 1:** Final Strong Foundations 2025 Budget/s and Staffing Plan due.
- **End of October/early November**: 2025 Award Letters sent to grantees.

Templates and reference documents

2025 templates:

- Strong Foundations 2025 Budget Template: Core
- Strong Foundations 2025 Budget Template: Collaboration Project
- Strong Foundations 2025 Budget Template: MECSH Trainer

MDH Family Home Visiting Financial Guidance January 2023 (PDF): use this document as a reference to guide your budget planning process.

What's new in the 2025 process?

While the budget and staffing plan templates are similar to the 2024 templates, there are several important changes to highlight:

- **Budget and staffing plan completed together**: The previous staffing plan template was located with the workplan. The staffing plan template is now included with the *Strong Foundations 2025 Budget Template: Core* document.
- **Complete the staffing plan first**: We recommend starting with the staffing plan. The staffing plan now includes salary and FTE information and will populate the *Salary and Fringe* category of your budget.

- **Elimination of the salaries budget tab (core budget):** Salary information will now be input directly into the staffing plan.
- **Cost per family increase**: The maximum cost per family has been increased from $7,000 to $7,500.
- **Target caseload expansion awards**: If your organization received a target caseload expansion award, reflect these additional slots in your 2025 budget and staffing plan.

Helpful reminders

- Comply with all terms and conditions of your grant agreement.
- Provide detailed breakdowns and descriptions for all requested costs; if this information is not provided, your template will be returned to add these details.
- Provide the name and role of each employee who will be working on the Strong Foundations grant in your staffing plan. In the section below the employee's name, provide a description of what that employee's role is (e.g., provides reflective supervision, assists with data reporting, is a home visitor in this location).
- Supplanting of funds is not allowed and multiple funding streams must be braided and not blended. You can read more about supplanting and braiding versus blending in the MDH Family Home Visiting Financial Guidance January 2023 (PDF), pages 3-4.
- Included costs in your budget should be reasonable, allocable, and allowable. For definitions of these term please refer to page 3 of the MDH Family Home Visiting Financial Guidance January 2023 (PDF).
- Ensure that direct costs are explained and justifiable, and do not duplicate expenses in your indirect cost questionnaire filed with MDH.
- Do not include funding, staff FTE, or information for programs that are not the evidence-based home visiting models proposed in this application. Included costs must be prorated to represent only the FTE allocated to your Strong Foundations funding. Learn more about proration in the MDH Family Home Visiting Financial Guidance January 2023 (PDF), pages 5-6.
- Changes in your staffing plan: Staffing plans will be reviewed as part of practice connections and site visits and should be used as a living document. When a staff member is no longer on the staffing plan or you are considering reallocating FTE among staff, please contact your practice consultant and grant manager as soon as possible.
- Because your staffing plan is directly connected to your budget's salaried FTE, changes to the total amount of FTE must be considered with your grant manager and practice consultant.
- The staffing plan represents both your funding stream/s and your implementation model/s. For example, Strong Foundations is a funding stream and MECSH or NFP is an evidence-based model.
- Each tab and template have certain rows and/or columns that are locked to preserve auto population rules and help MDH family home visiting staff to assist in the budgeting process across all portfolios. We ask that grantees do not change or break formulas. If this formatting prohibits completion of a certain area of the budget or staffing plan for your organization, email Health.FHVGrants@state.mn.us or your grant manager.

Questions

Contact Health.FHVGrants@state.mn.us or your grant manager with any questions related to completing your 2025 budget and staffing plan.

Core family home visiting staffing plan and budget instructions

The core family home visiting budget and staffing plan template includes the following tabs:

- **Tab 1/Staffing Plan:** Find instructions and examples for completing this tab below.
- **Tab 2/Budget Details**: Find instructions and examples for completing this tab below.
- **Tab 3/Budget Summary:** Enter the contact person, applicant agency, phone, email, and indirect rate. The remainder of this table will auto populate using information from the budget details and staffing plan tabs.
- **Tab 4/Model Fees:** Examples of model-related costs that could be excluded from the cost per family calculation.
- **Tab 5/Sample Budget Detail**: Reference example for the Budget Details tab.

Each tab and template have certain rows and/or columns that are locked to preserve auto population rules and help MDH family home visiting staff to assist in the budgeting process across all portfolios. We ask that grantees do not change or break formulas. If this formatting prohibits completion of a certain area of the budget or staffing plan for your organization, email Health.FHVGrants@state.mn.us or your grant manager.

Tab 1: Staffing Plan (home visitor table)

Column	Instruction	Example (where applicable)
Column A // Home Visiting staff providing direct services to families	Enter the name of the home visiting staff, one name per row. If the position is vacant, enter the name of the position instead of staff name. Underneath the staff name, enter a description of the individual's role on the grant.	
Column B // Service Area (list all counties, tribes, cities)	Enter the name of the county, tribe, or city for each staff member. If your grant includes more than a single service area, distinguish the service area for each staff listed.	
Column C // Home Visiting Model	Choose the home visiting model used at your site from the drop-down menu. If your site uses more than one model, enter the model being implemented by each individual staff member. If a staff member splits FTE between more than one model, list the staff in separate rows by model.	As you are completing your staffing plan, keep in mind the acceptable caseload range per 1.0 FTE for the model you are using: Early Head Start: 10-12 Family Connects: 250 Family Spirit: up to 20 HFA: 12-20 MECSH: 25-30 NFP: 21-25 PAT: 12-20

Column	Instruction	Example (where applicable)
Column D // Annual Salary (including fringe)	Enter the annual salary for the staff, including fringe.	*For more information on salary and fringe, reference MDH Family Home Visiting Financial Guidance January 2023 (PDF) pages 6-7.*
Column E // Number of months	Enter the number of months the staff is allocated to the Strong Foundations grant over the 12-month period.	
Column F // FTE amount funded from SF grant (proposed)	For each staff member, input the total proposed FTE to be spent on implementation of the selected model and funded by Strong Foundations only.	*Example: If Home Visitor A is 0.8 total FTE in the model, with 0.5 funded by Strong Foundations and 0.3 funded by other sources, enter 0.5 FTE into column F.*
Column G // Total salary assigned to the Strong Foundations grant	You do not need to fill out this column, it will auto populate using Columns D, E, and F.	*Example: If Home Visitor A's total annual salary is $60,000 and they are 0.5 FTE on the grant and are allocated to the grant for 12 months, Column G will auto populate with $30,000 of Home Visitor A's salary allocated to this grant.*
Column H // Fringe rate	Enter the fringe rate of the home visiting staff.	*For more information on salary and fringe, reference MDH Family Home Visiting Financial Guidance January 2023 (PDF) pages 6-7.*
Column I // FTE funded from other sources to support model implementation	For each staff member, input the total FTE spent on implementation of the selected model and funded by the total combination of sources outside of the Strong Foundations grant, e.g., TANF, MCH, local levy.	*Example: If Home Visitor A is 0.8 total FTE in the model, with 0.5 funded by Strong Foundations and 0.3 funded by other sources, enter 0.3 FTE into column I.*
Column J // Total FTE in Model	You do not need to fill out this column, it will auto populate the sum of Columns F and I.	*Example: If Home Visitor A is 0.5 on Strong Foundations and 0.3 on other funding sources, Column J will populate the total FTE in the model, 0.8.*
Column K // Model Recommended Caseload for 1.0 FTE	This column represents the recommended caseload for a 1.0 FTE in the specific model.	As you are completing your staffing plan, keep in mind the acceptable caseload range for 1.0 FTE for the model you are using: Early Head Start: 10-12 Family Connects: 250 Family Spirit: up to 20 HFA: 12-20 MECSH: 25-30 NFP: 21-25 PAT: 12-20 *If your model has a range, enter the number that your agency deems is the acceptable number that falls within the model range.*

Column	Instruction	Example (where applicable)
Column L // Number of Strong Foundations family slots	Using the proposed FTE and the recommended caseload for a 1.0 FTE in the relevant model, enter the number of slots for each staff/position. **The total of Column L should equal your Strong Foundations target caseload.**	*Example: If Home Visitor A is 0.5 FTE under Strong Foundations funding and implementing MECSH where the recommended caseload is 25-30/1.0 FTE, this staff should have a caseload of between12 -15 families supported by Strong Foundations funding.*
Column M // Number of Family Slots (caseload) served by other funding sources.	Using the proposed FTE and the recommended caseload for a 1.0 FTE in the relevant model, enter the number of slots for each staff/position. **The total of Column M should equal your total "Other Funding" target caseload.**	*Example: If Home Visitor A is 0.4 FTE under Other Funding and implementing MECSH where the recommended caseload is 25-30/1.0 FTE, this staff should have a caseload of between 10 - 12 families supported by Other Funding.*
Column N // Total number of family slots (caseload) to be served by this HV position	You do not need to fill out this column, it will auto populate the sum of Columns L and M. **The total of Column N should equal the total number of families served by evidence-based home visiting—both Strong Foundations and Other Funding sources.**	
Column O // Existing staff	Indicate if this staff position is currently filled.	
Column P // How many months has this position been vacant?	For positions that are vacant (No in Column N), enter the number of months the position has been vacant.	

Tab 1: Staffing Plan (support positions table)

Column	Instruction	Example (where applicable)
Column A // Supportive Positions: Supervisor, Accounting staff, Data/Evaluation Staff, Case Aide	Enter the name of the support position, one name per row. If the position is vacant, enter the name of the position instead of staff name. Underneath the staff name, enter a description of the individual's work on the grant.	*For further information on how support staff are defined, please consult the MDH Family Home Visiting Financial Guidance January 2023 (PDF), pages 6-7.*
Column B // Role	Enter the role/position title for each support staff.	
Column C // Home Visiting Model	Choose the home visiting model used at your site from the drop-down menu. If your site uses more than one model, enter the model being implemented by each individual staff member. If a staff member splits FTE between more than one model, list the staff in separate rows by model.	

Column	Instruction	Example (where applicable)
Column D // Annual Salary (including Fringe)	Enter the annual salary for the staff, including fringe.	*For more information on salary and fringe, reference MDH Family Home Visiting Financial Guidance January 2023 (PDF) pages 6-7.*
Column E // Number of months	Enter the number of months the staff is allocated to the Strong Foundations grant over the 12-month period.	
Column F // FTE amount funded from SF grant (proposed)	For each staff member, input the total proposed FTE to be spent on implementation of the selected model and funded by Strong Foundations only.	*Example: If Support Staff A is 0.4 total FTE in the model, with 0.2 funded by Strong Foundations and 0.2 funded by other sources, enter 0.2 FTE into column F.*
Column G // Total salary assigned to the Strong Foundations grant	You do no need to fill out this column, it will auto populate using Columns D, E, and F.	*Example: If Support Staff A's total annual salary is $90,000 and they are 0.2 FTE on the grant and are allocated to the grant for 12 months, Column G will auto populate with $18,000 of Support Staff A's salary allocated to this grant.*
Column H // Fringe rate	Enter the fringe rate of the support staff.	*For more information on salary and fringe, reference MDH Family Home Visiting Financial Guidance January 2023 (PDF) pages 6-7.*
Column I // FTE funded from other sources	For each staff member, input the total FTE spent on implementation of the selected model and funded by the total combination of sources outside of the Strong Foundations grant, e.g., TANF, MCH, local levy.	*Example: If Support Staff A is 0.4 total FTE in the model, with 0.2 funded by Strong Foundations and 0.2 funded by other sources, enter 0.2 FTE into column I.*
Column J // Total FTE to support Model	You do not need to fill out this column, it will auto populate the sum of Columns F and I.	*Example: If Support Staff A is 0.2 on Strong Foundations and 0.2 on other funding sources, Column J will populate the total FTE in the model, 0.4.*
Column K // Does this person provide Reflective Supervision to Home Visitors?	Enter Yes or No to indicate whether this staff position provides Reflective Supervision to home visitors.	
Column L // If a supervisor, how many staff does this person supervise?	Enter the number of staff this person supervises, if applicable. If the person does not supervise any individuals, leave this blank.	
Column M // If a supervisor, what FTE does this person supervise?	Calculate and enter the total FTE this person supervises, if applicable. This total should represent the FTE for each of the persons indicated in Column L.	

Tab 2: Budget Details

As you complete the budget details tab, keep the following questions in mind:

- Does the budget reflect the updated maximum cost per family of $7,500 and integrate Strong Foundations Target Caseload Expansion Award increases (if applicable)?
- Does the budget comply with all terms and conditions of your grant agreement? Are costs reasonable, allocable, and allowable to the Strong Foundations grant? See MDH Family Home Visiting Financial Guidance January 2023 (PDF), page 3.
- Have costs been prorated to accurately reflect FTE on the Strong Foundations grant? See MDH Family Home Visiting Financial Guidance January 2023 (PDF), pages 5-6.
- Are line-item calculations and descriptions detailed enough to justify the cost?
- Do listed costs avoid supplanting and blending of funds? See MDH Family Home Visiting Financial Guidance January 2023 (PDF), pages 3-5.

Line Item	Instruction	Example (where applicable)
Salary (including fringe)	You do not need to fill this section out. It will auto populate from the salaries listed in your staffing plan.	
Salary (fringe description)	Use cell C6 to describe the breakdown of your fringe benefits.	If your fringe rate is 25%: *Organization X's fringe rate is 25% broken down as follows: 8% FICA, 4% Medicare, 13% retirement and insurance benefits.*
Contracts	Hourly contracts: Enter the description of contracted services, hourly rate, number of hours/months, and the total number of months contracted services will be used over the 12-month period. Other contracts: Enter the description of contracted services and the rate for the service provided (if contract is not paid on an hourly basis).	*Hourly: An Infant Mental Health Consultant is contracted to provide reflective supervision to home visitors on the Strong Foundations grant. The consultant is paid $150/hour for two hours each month for 12 months. The cost of this contracted service is $3,600.* *Other: Organization A contracts Organization B to perform home visiting services on their behalf. The agreed upon rate for the grant period is $15,000.*
Travel	For Strong Foundations staff, travel costs can include: Mileage: Enter the description, total number of miles and rate of reimbursement per mile (2024 IRS mileage rate). The total amount will populate. Other: Airline travel, parking, hotel, and meals to conduct activities approved in the work plan. Describe the travel cost and enter the amount. To budget travel costs: Non-Tribal Nations: State of MN's Commissioner's Plan Tribal Nations: General Services Administration	*Home visitor A will travel 400 miles in 2025, reimbursed at a rate of $0.67/mile for a total of $268.00.* *Home visitor A and B will spend one night in a hotel while attending a training. The estimated cost for the hotel is $250.00/night for two individuals, $500.00 total.*

Line Item	Instruction	Example (where applicable)
Supplies	Supplies and expenses are the expected costs for items and services your agency will purchase to run your evidence-based home visiting program. *While items under the supply and incentive categories may be the same, the reason for giving the item distinguishes supplies from incentives.* For each supply, enter the description and calculation, followed by number of families (if applicable), cost per family (if applicable), and total amount. The following categories of supplies are allowed: Staff: Reasonable supply costs for staff to run program activities are allowable. Examples include telephone equipment, computers, desks and chairs, postage, printing, photocopying, office supplies, training materials, equipment, and rent. Limit: Approximately $25 per month per 1.0 FTE. Outreach and marketing: include, but are not limited to, print ads in newspapers, directories and broadcast ads like internet, radio, or theater ads. Flyers and brochures, tabling supplies, and small promotional items (inexpensive water bottle, pen, etc.). Core curriculum/teaching supplies: Supplies and materials directly supporting core concepts, curriculum, and information covered during a family home visit are allowable. Developmental/Safety Supplies: Supplies for participating families including developmental, safety, and other related home visiting supplies must be related to content covered by the home visiting model (i.e., safety supplies, age-appropriate feeding supplies, books, etc.) Limit: $150 per family per year Cultural supplies (Tribal): Tribal grantees can purchase culturally specific supplies, including traditional tobacco, smudge kits, and event expenses.	*Staff: Home Visitor A is 0.5 FTE in Strong Foundations and needs a laptop. Enter 50% of the cost of their computer, ensuring this cost doesn't equate to greater than $25.00/mo./1.0FTE.* *Outreach and Marketing: Estimate outreach costs that are reasonable given total caseload and budget.* *Core curriculum: Organization A is purchasing stethoscopes ($30/unit) to fulfill model requirements for two new Home Visitors, each 0.5 FTE = $15 (prorated at 0.5) x 2 = $30 (in the case that the Home Visitor's total FTE is distributed across other home visiting funding streams).* *Developmental/Safety Supplies: If your target caseload is 50, budget up to $7,500 ($150 x 50). In your description, break down as follows: $150 Safety and other critical supplies for 50 families: Used to provide a safe home for baby. Pack-n-Play for safe sleep ($85); Outlet covers and other safety supplies ($15); Welcome baby basket for new enrollees ($35); $15 in developmental toys/books for baby.* *Cultural Supplies (Tribal): Organization A is hosting a parenting support group in which a smudging ritual will be done a s part of opening each group. The group takes place 1/moth for 12 months at $50/event = $600.*
Other/Evidence Based Model Affiliation and License Fees	This does not count toward the cost/family. Enter a description and the total amount of your organization's model fees.	
Other/Curriculum (Model Approved)	This does not count toward the cost/family. Enter the description and total amount for curriculum related costs such as printing of materials. These costs should align with your target caseload and total budget.	

Line Item	Instruction	Example (where applicable)
Evidenced Based Model Training Registration Fees	This does not count toward the cost/family. Include prorated training registration fees for evidence-based model trainings. Include the description and total amount.	*Home Visitor A, a 1.0 FTE, will attend an HFA Foundations for Family Support training at $700.00/registration.*
Other/Incentives	Incentives are items purchased with grant funds used to encourage participation in the Family Home Visiting program. *While items under the supply and incentive categories may be the same, the reason for giving the item distinguishes incentives from supplies.* Incentives may not exceed a combined value of $150 per family per year and require submission of an incentive plan prior to purchase and submission of signed tracking reconciliation sheets to MDH at the end of the year. See *MDH Family Home Visiting Financial Guidance January 2023 (PDF)* pages 15-17 for more. Incentives may include, but are not limited to, gift cards, books, safety supplies. Enter the description and calculation, the estimated number of families to receive incentives, cost/family of incentives, and the total amount.	*Organization A plans to allocate $25 gift cards and $50 in safety supplies to 50 participants = $75/family x 50 = $3,750. The incentives will be used to encourage continued participation of clients and will be given out on a pre-determined schedule over the course of their enrollment.*
Other/Etc.	"Other" includes items that do not fit in any other budget category and may include, but are not limited to, other training and registration fees, technology costs (i.e., PH Doc), performance-based bonuses. If you have expenses that do not fit into the above four descriptions or any of the other budget categories, list them separately by line item, entering the description, calculation, and total amount.	
Indirect	Indirect Costs are the expenses of doing business that cannot be directly attributed to a specific grant program or budget line item. These costs are often allocated across an entire agency and may include executive and/or supervisory salaries and fringe, rent, facilities maintenance, insurance premiums, etc. Grantees that do not have a federally negotiated indirect rate may use an indirect rate of up to 10%. Grantees with a federally negotiated indirect rate, such as Tribal and Community Action Partnership (CAP) agencies, are required to complete an indirect questionnaire administered annually. Multiply your agency's approved indirect rate by the total direct costs claimed on the invoice and enter this into the indirect rate cell.	*Organization A's indirect rate is 10% with total direct costs of $450,000. Organization A can charge up to $45,000 in indirect costs.*

Line Item	Instruction	Example (where applicable)
Third Party Reimbursement (not included in total)	If your agency seeks Third Party reimbursement, please input the estimated 2025 amount of Third-Party reimbursement funds that will go back into your Evidence-Based Home Visiting Program.	
Strong Foundations Target Caseload	You do not need to fill this out. This represents your Strong Foundations Target Caseload and is populated from Column L on the staffing plan.	
Cost per family	You do not need to fill this out. This will calculate the current cost/family ($7,500) based on your budget total, excluding model and licensing fees, curriculum, and evidence-based training fees. If this cell turns red, it indicates that the cost per family is above $7,500.	

Collaboration project budget instructions

The collaboration budget includes the following tabs:

- **Tab 1/Budget Details**: Use the budget detail instructions found above to assist in completing.
- **Tab 2/Budget Summary:** Enter the contact person, applicant agency, phone, email, and indirect rate. The remainder of this table will auto populate using information from the budget details tab.

The collaboration budget is capped at $130,000.

Each tab and template have certain rows and/or columns that are locked to preserve auto population rules and help MDH family home visiting staff to assist in the budgeting process across all portfolios. We ask that grantees do not change or break formulas. If this formatting prohibits completion of a certain area of the budget or staffing plan for your organization, email Health.FHVGrants@state.mn.us or your grant manager.

MECSH trainer budget instructions

The MECSH Trainer budget includes the following tabs:

- **Tab 1/Budget Details**: Use the budget detail instructions found above to assist in completing.
- **Tab 2/Budget Summary:** Enter the contact person, applicant agency, phone, email, and indirect rate. The remainder of this table will auto populate using information from the budget details tab.

MECSH trainer budgets look similar to 2024 templates and instructions have not changed.

Each tab and template have certain rows and/or columns that are locked to preserve auto population rules and help MDH family home visiting staff to assist in the budgeting process across all portfolios. We ask that grantees do not change or break formulas. If this formatting prohibits completion of a certain area of the budget or staffing plan for your organization, email Health.FHVGrants@state.mn.us or your grant manager.