



Strong Foundations: Evidence-Based Family Home Visiting

APPLICATION FOR TARGET CASELOAD EXPANSION FUNDING

JANUARY 1, 2025 – DECEMBER 31, 2027

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Upon request, this material will be made available in an alternative format.

STRONG FOUNDATIONS: EVIDENCE-BASED FAMILY HOME VISITING TARGET CASELOAD EXPANSION FUNDING

General Information

- **Application Title:** Strong Foundations: Evidence-Based Home Visiting Target Caseload Expansion Funding
- **Application Deadline:** Tuesday, April 16, 2024 at 4:00 p.m. CDT (Central Daylight Time)
- **Application Location:** [MDH-FHV Grant Interface Portal](#). The application is password protected. Eligible applicants will receive the password by email.

Program Description

The Minnesota Department of Health (MDH) seeks applications from current Strong Foundations grantees interested in increasing the target caseload of their Strong Foundations evidence-based family home visiting program.

The target caseload is the total number of family slots supported by Strong Foundations funding. Only active cases as defined by the grantee's evidence-based home visiting model may be counted toward the target caseload when reporting.

For this expansion opportunity, applicants must identify and justify an increase of family slots to add to their current target caseload. The expanded target caseload must be maintained until the end of the Strong Foundations grant period (December 31, 2027).

The expanded target caseload and associated funding will go into effect on January 1, 2025. Expansion funds will be incorporated into the grantee's Strong Foundations core home visiting budget for the 2025, 2026, and 2027 budget periods.

Terms and Conditions and Strong Foundations Reference Documents

This funding opportunity will expand the grantee's current Strong Foundations award. All terms and conditions, responsibilities, and provisions of that grant agreement and work plan are extended to this award.

Applicants should consult the following reference documents to ensure their request aligns with the terms and conditions of the Strong Foundations grant agreement:

- [2022 Strong Foundations: Evidence-based Family Home Visiting Request for Proposals](#)
- [2023 Family Home Visiting Financial Guidance](#)

Project Dates

January 1, 2025 – December 31, 2027

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Funding/Awards

Expansion funding will be incorporated into grantees' Strong Foundations core home visiting awards. Grantees will be required to reflect the expansion in their annual budgets for Strong Foundations Budget Periods 3-5:

Budget Period 3: January 1, 2025 – December 31, 2025

Budget Period 4: January 1, 2026 – December 31, 2026

Budget Period 5: January 1, 2027 – December 31, 2027

Eligible Applicants

Current Strong Foundations grantees are eligible to apply if they meet the following criteria:

- Grantee is serving a Strong Foundations client caseload at or above 85% of their target*

*MDH-FHV is calculating this performance metric based on the average of Q3 and Q4 2023 caseloads from the Strong Foundations Quarterly Reports. For Strong Foundations grantees funded by MIECHV, caseloads are the reported caseload served on their Strong Foundations budgeted FTE.

A list of eligible applicants is available on the [Funding and Grants Management webpage](#).

Eligible Projects

Applicants may request **up to a 20% increase of their current Strong Foundations target caseload** with the following exceptions:

- If a 20% increase is less than 10 family slots, the applicant may request an increase between one and 10 family slots (inclusive).
- If a 20% increase is more than 50 family slots, the applicant must request no more than 50 family slots.

Example: Agency A's current target caseload is 10 families. A 20% increase is two family slots, so they may request between one and 10 families.

Example: Agency B's current target caseload is 300 families. A 20% increase is 60 family slots, so they may request between one and 50 families.

Example: Agency C's current target caseload is 60 families. A 20% increase is 12 family slots, so they may request an increase between one and 12 families.

Applicants should consider the following:

- MDH-FHV expects grantees to reach 85% of their expanded target caseloads by December 31, 2025. Applicants are required to submit an action plan detailing the steps they will take to achieve this.

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- Grantees with expanded target caseloads must maintain fidelity to their current evidence-based home visiting model.
- The expanded target caseload will apply uniformly to budget periods 3-5: 2025, 2026, and 2027.

MDH-FHV designed this opportunity based on the interest and capacity indicated in responses to the survey that was sent to Strong Foundations grant contacts in January 2024. If the total amount requested exceeds available funding, MDH-FHV reserves the right to reduce requests proportionally across all applicants to meet funding limitations.

Ineligible Projects

This application does not affect any of the following programs, projects, and/or supplemental awards:

- MESCH Trainer Award
- Collaboration Award
- Capacity Building Award
- Promising Practices Family Home Visiting Award
- Switching or adding Family Home Visiting models

Eligible Expenses

Eligible expenses must be necessary, reasonable, allowable, and allocable to the activities proposed in the application. As such, MDH-FHV will reimburse eligible expenses directly related to the proposed increase in target caseload. For example:

- Salaries and fringe for home visitor, supervisor, and home visiting support staff
- Contractual services for such activities as reflective supervision consultation
- Travel costs for in-state home visiting activities
- Supplies such as developmental/safety items for families, home visitor equipment, and outreach or marketing materials
- Other expenses such as Electronic Health Record system license fees, evidence-based model fees and required curricula, or required model training for home visitors and supervisors.*

* Model fees and required training fees are not included in the cost per family calculation.

Expenses for activities, services, and/or equipment that benefit multiple programs must be prorated across funding sources.

Any staffing increase made as a result of expansion funding will continue to require staffing/caseload ratios that align with the expectations of the evidence-based home visiting model.

Please see the [Financial Guidance document](#) for more guidance on allowable expenses.

Ineligible Expenses

- Expenses not directly related to an increase in target caseload
- Expenses incurred prior to January 1, 2025
- Expenses defined as ineligible in the [Financial Guidance document](#)

No Supplanting

Supplanting of funds is not allowed. Supplant means to “replace” or “take the place of.” Minnesota Statute 145A.17 Subd. 9 prohibits MDH-FHV grant funds from replacing current local, state, federal, or other funding that is received for the same purpose. Existing funds for a project and its activities may not be displaced by MDH-FHV grant funds and reallocated for other organizational expenses.

This funding opportunity is only allowed to be used to expand agency capacity in evidence-based home visiting. It may not be used to fund any current evidence-based home visiting activity. Any allocation of local funds into family home visiting as of January 1, 2023 must be maintained. You may not discontinue, reduce, or redistribute any of the current or planned funding sources that support your evidence-based home visiting program.

Award Responsibilities

Award Agreement, Accountability and Reporting Requirements

This award is an expansion of the grantee’s current Strong Foundations Evidence-based Home Visiting award. All conditions included within that grant agreement are extended to this award.

No expenses may be incurred on expansion grant activities until January 1, 2025. Grantees will be required to incorporate their expanded caseloads into the 2025 budget and staffing plan documents, due October 1, 2024. Upon MDH-FHV’s approval of the budget and staffing plan, grantees will receive an award letter with their full funding amount for 2025.

Beginning January 1, 2025, grantees will include expanded caseload numbers in all Strong Foundations reporting.

Award Payments

Expansion funding will be incorporated into the grantee’s Strong Foundations core home visiting budget. Incurred expenses should be included on the same invoice submitted for core home visiting expenses, following the same submission schedule.

Award Process

Applications will be submitted through the [MDH-FHV Grant Interface](#) and MDH-FHV will review each proposal for completeness and minimum requirements. MDH-FHV will send successful applicants an award memo reflecting their new target caseload by June 28, 2024.

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Grantees will be expected to incorporate their new caseload into the 2025 budget and staffing plan by October 1, 2024.

Application Deadline

MDH-FHV will accept applications until 4:00 p.m. CDT on Tuesday, April 16, 2024.

Application Forms and Instructions

Applications will be accepted through the MDH-FHV Grant Interface.

Grant Interface: <https://www.grantinterface.com/Home/Logon?urlkey=mdcfh>

- **New Users:** Please click on “Create New Account” to complete the registration process and create your logon credentials.
- **Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the “Forgot your Password?” link, to the left on the logon screen, to reset your password.
- **Not Sure?** If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our MDH-FHV team at Health.FHVGrants@state.mn.us for assistance.

Once in the system, click on the “apply” button located on the upper tool bar on the home page. You will be redirected to a list of open applications in the system; select the “Strong Foundations: Evidence-Based Home Visiting Target Caseload Expansion Funding 25-27” application.

MDH reserves the right to request additional information to further clarify or validate information submitted in the application. We will work with you to make sure your application is within scope.

The following items are required for application submission:

1. Application questions
 - a. Describe how this funding will have a positive impact on the community served and help your agency reach priority populations.
 - b. Enter your **current** Strong Foundations target caseload followed by the number of **additional** family slots you wish to request. Minimum increase = 1, maximum increase = 50.
 - c. Enter the **current** Home Visitor FTE allocated to your Strong Foundations grant followed by the estimated **additional** amount of Home Visitor FTE you will need to serve the expanded target caseload above.
 - d. Enter the **current** Supportive Positions FTE allocated to your Strong Foundations grant followed by the estimated **additional** amount of Supportive Positions FTE you will need to serve the expanded target caseload above.
2. Acknowledgement of understanding on non-allowance of supplanting funds:

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- a. I understand that this expansion funding may not supplant any current funding sources.

Supplanting of funds is not allowed. Supplant means to “replace” or “take the place of.” State statute prohibits MDH-FHV grant funds from replacing current local, state, federal, or other funding that is received for the same purpose. Existing funds for a project and its activities may not be displaced by MDH-FHV grant funds and reallocated for other organizational expenses.

3. Supplemental Action Plan: Outline the activities and associated outcomes your agency will take to reach at least 85% of your expanded target caseload by December 31, 2025. For example, hiring additional FTE to support expanded caseload, recruitment efforts, etc. Include enough detail to demonstrate how your agency will succeed in reaching your goal.

Successful applicants can use July-December 2024 to plan for their expanded target caseload. Include activities and outcomes that would take place during the planning period (e.g., job posting), keeping in mind that planning expenses incurred before January 1, 2025 will not be reimbursed.

A sufficiently detailed action plan will explain the specific ways in which the expanded target caseload will be incorporated into the grantee's core budget and work plan. If the action plan lacks sufficient detail, the grantee's Grant Manager will work with the grantee to modify it prior to the next budget period beginning January 1, 2025.

The Supplemental Action Plan Template will be emailed directly to eligible applicants and, when complete, must be submitted in the Grant Interface.