



Strong Foundations: Evidence-Based Family Home Visiting

APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDING

JANUARY 1, 2025 – DECEMBER 31, 2025

Minnesota Department of Health
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11/01/2024

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

Part 1: Overview

General Information

- **Application Title:** Strong Foundations: Evidence-Based Home Visiting Professional Development Funding
- **Application Deadline:** Applications will be accepted until Friday, Oct. 31, 2025, at noon CDT (Central Daylight Time)
- **Application Location:** [Minnesota Department of Health \(MDH\) - child and family health's online grant portal](#). Application materials can be found on the family home visiting [funding and grants management webpage](#) under 'funding opportunities'.

Program Description

MDH family home visiting section is seeking applications from current Strong Foundations grantees interested in receiving additional funding to offer professional development opportunities for staff implementing evidence-based family home visiting models.

Terms and Conditions and Strong Foundations Reference Documents

This funding opportunity will supplement the recipient's Strong Foundations: Evidence-Based Home Visiting 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

Applications will be accepted on a rolling basis from Nov. 1, 2024 – Oct. 31, 2025, for project activities occurring between Jan. 1 – Dec. 31, 2025.

Applicants should thoughtfully consider their 2025 training needs before applying. We encourage grantees to include multiple trainings in one application. Subsequent applications will be considered on a case-by-case basis.

Funding/Awards

MDH family home visiting has approximately \$2,000,000 of state evidence-based home visiting funding available to award over one budget period and will consider applications for up to \$150,000.

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Funding will be allocated through award letters that supplement the existing Strong Foundations: Evidence-Based Home Visiting award.

Applicants must submit a detailed budget for this project that is separate from their Strong Foundations core home visiting budget. If awarded, the grantee must submit requests for reimbursement of project expenditures on a separate invoice template provided by the grant manager.

MDH family home visiting reserves the right to close this opportunity to meet programmatic and/or funding needs. Notice of closure will be provided in the Tuesday Topics e-newsletter a minimum of 30 days in advance.

Eligible Applicants

Only current Strong Foundations: Evidence-Based Home Visiting grantees are eligible to apply.

Part 2: Program Details

Eligible Projects

MDH family home visiting designed this opportunity based on responses to the survey that was sent to Strong Foundations grantees in January 2024, and additional grantee feedback.

Eligible proposals will include professional development opportunities that align with one or more of the following themes:

- Evidence-based home visiting model supplement/enhancement
- Conference specific
- Culturally specific
- Health equity and cultural humility
- Mental health
- Trauma-informed and relationship building
- Incarcerated and criminal justice-involved
- Intimate partner violence
- Prenatal support
- Nutrition and lactation
- Infant and child health

For more detail on eligible trainings, please see Appendix A: Strong Foundations Training.

Applicants are encouraged to discuss proposal ideas with their MDH family home visiting practice consultant prior to submitting their application. This can occur during your regularly scheduled practice connections and/or additional meetings as needed.

Ineligible Projects

- Increasing target caseload of core home visiting program
- Increasing home visitor FTE spent on home visits
- Trainings that are outside the scope of evidence-based home visiting
- Trainings or courses that count for credit toward a degree or professional licensure
- Endorsement for Reflective Supervision
- Switching or adding family home visiting models
- Trainings that the applicant's evidence-based home visiting model developer does not recommend or support for staff implementing the model

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

- MESCH Trainer Award
- Collaboration Award
- Capacity Building Award
- Expansion Award

- Promising Practices Family Home Visiting Award

Eligible Expenses

MDH family home visiting will reimburse eligible expenses that are **necessary, reasonable, allowable, and allocable** to the professional development activities proposed in your application.

- **Salaries and fringe** only for time spent planning a training hosted by the applicant.
 - Time spent attending trainings should be invoiced to current existing funding sources.
- **Contractual services** for a group training hosted by the applicant. For all contractual services, cost estimates from the vendor must be submitted along with your application. Applications without estimates will not be approved.
 - Contract with a vendor to provide virtual or in-person training.
 - Time, materials, and travel costs for the trainer.
 - Contract with a venue where the in-person training will take place.
 - Justification needed for renting a venue that is not your workplace.
 - Applicants must exercise good judgment in incurring venue rental costs and ensure that charges are reasonable and consistent with the facilities available.
 - Rental equipment required to host in-person training (e.g., projector, amplification, etc.).
 - Equipment purchases will not be reimbursed.
 - Lunch contracts for all-day in-person group trainings hosted by applicant.
- **Travel costs**
 - **Meals:** While in travel status (over 35 miles away from your temporary or permanent work location), the maximum reimbursement for meals including tax and gratuity shall be:
 - Breakfast: \$11.00
 - Lunch: \$13.00
 - Dinner: \$19.00
 - Breakfast reimbursements may be claimed if the employee leaves their temporary or permanent work location before 6 a.m. or is away from home overnight. No reimbursement for comped meals (e.g., complimentary hotel breakfast, lunch served at conference).
 - Dinner reimbursements may be claimed only if the employee is away from their temporary or permanent work location until after 7 p.m. or is away from home overnight.
 - Eligibility for lunch meal reimbursement shall be based upon the employee being on assignment, over 35 miles from their temporary or permanent work location, with the work assignment extending over the normal lunch period.

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- **Mileage:** Grantees may not receive mileage reimbursement for their commute from their home to their permanent work location. Grantees may invoice mileage reimbursement for mileage accrued using the Federal IRS mileage reimbursement rate.
- **Lodging:** Applicants must exercise good judgment in incurring lodging costs and ensure that charges are reasonable and consistent with the facilities available.
- **Out of State travel** is allowed. Applicants must include a strong justification and show that a comparable training opportunity is not available in Minnesota.
 - Airfare
 - Luggage
 - Lodging
 - Meals
 - Transportation
- **Supplies**
 - Books/curriculum materials
 - Office supplies needed to host the training
 - No equipment purchasing
 - Lunch for all-day in-person trainings hosted by applicant if not in a contract
- **Other**
 - Registration fees
- **Indirect costs:** Follow your agency's indirect cost policy.

Cost Distribution Guidance

Individual professional development: Family home visiting staff who are fully or partially funded by the Strong Foundations grant are eligible to receive professional development through this opportunity. Eligible staff do not need to prorate their individual professional development expenses among the other funding sources supporting their work.

Group professional development: Family home visiting programs that are fully or partially funded by the Strong Foundations grant are eligible to host professional development through this opportunity. The agency does not need to prorate the expense of hosting group training among the other funding sources supporting their family home visiting program and staff.

Ineligible Expenses

- Expenses not directly related to approved professional development action plan
- Expenses incurred prior to Jan. 1 or after Dec. 31, 2025
- Expenses defined as ineligible in the [Financial Guidance document](#)
- License accreditation/renewal fees
- Travel and meals for virtual training
- Equipment
- Registration, travel, meals, etc. costs for staff who are not on the Strong Foundations staffing plan or budget

- Out-of-state travel for staff not on Strong Foundations grant

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 family home visiting 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 family home visiting grant funds and reallocated for other organizational expenses.

This funding opportunity is only allowed to be used to expand professional development offerings for evidence-based home visiting staff. 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 Jan. 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 a supplement to 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 related to this project may be incurred before Jan. 1, 2025.

Project monitoring will be done in combination with a grantee’s Strong Foundations monitoring plan. Awarded agencies must complete the progress notes column in their action plan and submit with the final invoice.

Lack of progress on proposed activities may result in this award being reduced or terminated.

MDH family home visiting staff may select to attend in-person group trainings if there is space available.

Award Payments

All professional development activities funded by this opportunity must take place between Jan. 1 – Dec. 31, 2025. Any expenses incurred outside of this timeframe will not be reimbursed. Professional development funding must be tracked and maintained as a separate budget from core Strong Foundations home visiting funding. An invoice template specific to this project will be provided and will align with the Strong Foundations core award schedule.

- Activities in January-March: invoice due April 20, 2025
- Activities in April-June: invoice due July 20, 2025
- Activities in July-September: invoice due Oct. 20, 2025
- Activities in October-December: invoice due Jan. 20, 2026

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If you prefer to invoice on an alternate schedule, please contact your grant manager.

All expenses must be invoiced for by Jan. 20, 2026. Documentation of all expenditures (receipts, completion certifications, etc.) is required and must accompany the corresponding invoice.

Award Process

Applications will be submitted through the [MDH-FHV Grant Interface](#) and MDH family home visiting will review each proposal for appropriateness, completeness, and minimum requirements.

While the opportunity is open, applications will be evaluated in order of submission until all available funds have been distributed.

MDH family home visiting will provide feedback and allow applicants the opportunity to strengthen their proposals, if necessary, prior to approving or denying the request.

MDH family home visiting will send successful applicants an award letter reflecting their approved professional development plan and budget within 4 weeks of their final application submission.

Part 3: Application and Submission Instructions

Application Deadline

MDH family home visiting will accept applications on a rolling basis until noon CDT on Thursday, Oct. 31, 2025.

MDH family home visiting reserves the right to close this opportunity at any time to meet programmatic and/or funding needs and will provide notice of closure a minimum of 30 days in advance in Tuesday Topics.

Application Forms and Instructions

Applications will be accepted through the MDH family home visiting grant interface.

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

- **New users:** Please email health.fhvgrants@state.mn.us to be added as a user to your organization's account. Do not attempt to create a new account.
- **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 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 Professional Development" 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. Agency Name
 - b. Name of Person Who Completed the Application
 - c. Professional Development Topic(s)
 - d. Name of the Professional Development Opportunity/Opportunities
 - e. Impact on the evidence-based home visiting program: describe how the proposed training(s) will help your Strong Foundations team better serve their families.
 - f. Impact on target population: describe what challenge/issue/community need you will address with these professional development funds.

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- g. Acknowledgement that these funds may not supplant any current funding sources.
- 2. Supplemental Budget
- 3. Supplemental Action Plan: Outline the activities and associated outcomes your agency will take to successfully reach professional development goals outlined in this application.

A sufficiently detailed action plan will explain how the agency will obtain internal approval, secure a contract with the training vendor (if not offered internally) and venue (if not being held at the agency), the logistics to plan the training, the estimated number of staff to attend the training, and a pre- and post-evaluation mechanism or an assessment of the training. If the action plan lacks sufficient detail, the applicant's grant manager will provide them an opportunity to strengthen it before approving or denying the application.

The Supplemental Action Plan Template will be available for download on the family home visiting website, emailed directly to eligible applicants and, when complete, must be submitted in the Grant Interface.

- 4. Link to or screenshot of training opportunity with cost and dates
- 5. Documentation is required when using a contracted/hired third-party to provide training. This documentation must include a tentative plan with timeline, deliverables, and expense quote.

Appendix A: Strong Foundations Training

There are 11 themes for trainings that grantees may use. Below are descriptions of each theme, including, but not limited to, examples of what a theme-related training could look like.

Evidence-based model supplement/enhancement

These are trainings that are supplemental to the seven evidence-based home visiting models that the Minnesota Department of Health funds.

Conference specific

These trainings are conferences that range from a variety of themes relevant to family home visiting and the grantee's target population. An example of an appropriate training is:

- Zero to Three Conference

Culturally specific

These trainings prepare home visiting staff with knowledge and skills to work with specific cultural communities and groups. An example of an appropriate training is:

- Institute for Indigenous Health: Mental Health in American Indian Communities

Health equity and cultural humility

These trainings enhance understanding of equity and cultural humility and provides skills and knowledge to equitably work with diverse, cultural, and/or marginalized communities. An example of an appropriate training is:

- Many Faces of Community Health Conference

Mental health

These trainings prepare home visiting staff to partner with families who may be experiencing mental health challenges and/or disorders. An example of an appropriate training is:

- Mothers and Babies

Trauma-informed and relationship building

These trainings enhance understanding of trauma informed care and practices that may be used with families. Additionally, trainings can prepare home visiting staff to improve on their relationship-building skills. An example of an appropriate training is:

- Facilitating Attuned Interactions

Incarcerated and justice-involved

These trainings prepare home visiting staff with knowledge and skills to work with specific cultural communities and groups. An example of an appropriate training is:

- Institute for Indigenous Health: Mental Health in American Indian Communities

Intimate partner violence

These trainings provide home visiting staff with skills and knowledge to address family challenges related to intimate partner violence. An example of an appropriate training is:

- Intimate partner violence contracted trainer

Prenatal support

These trainings prepare home visiting staff to serve and support expecting parents during pregnancy. An example of an appropriate training is:

- Community Outreach Perinatal Educator (COPE) program

Nutrition and lactation

These trainings provide knowledge and skills to support healthy nutrition for families, including trainings related to human lactation. An example of an appropriate training is:

- Lactation counselor training

Infant and child health

These trainings enhance understanding of infant and/or child health to promote safe and healthy child development. An example of an appropriate training is:

- Breaking the Cycle of Poverty and Poor Health: Laying the Foundation for Lifelong Health and Well-being