

**REQUEST FOR APPLICATIONS FOR
HOME VISITING EXPANSION**

RFA #25-17

Addendum – Rider 2 – Page 22

Addendum - Rider 3

Budget Clarification

When planning the annual budget, Applicants must determine the total cost for implementing the program in the proposed service area(s) for the one-year grant period. The total budget is based on the total number of families you plan to serve for the proposed service area.

Applicants must complete the Budget Form and Narrative, included as **Rider 3** in this RFA, indicating the total award amount being requested for the period of February 1, 2018 to June 30, 2018, and a separate Rider 3 for the period of July 1, 2018 to June 30, 2019. A detailed narrative must accompany the budget form, which identifies grant expenses included under each budget line item. Applicants may apply for up to \$250,000. If applying for the full amount available the \$250,000 maximum should be allocated across the 17 months of the first year (two budgets as indicated above) of February 2018 through June 30th, 2019. All Applicants should allocate the total award they are applying for over the 17th months of the grant for the first year. Applicants will be eligible for the full award they applied for during grant renewal period following the first 17-month cycle of the grant. Renewals will occur on the state fiscal year of July to June.

Applicants must include staff time, such as community meetings, referral follow-up, and other staff member responsibilities, within the cost per family. DHS may negotiate with applicants in regards to the final grant allocation.

Opportunities for continued professional development are an integral part of program development. Therefore, all chosen grantees are required to allocate a total of at least \$500 within each budget year (under line item 390) to attend appropriate professional development events. All selected Applicants must attend a statewide grantee meeting, held annually. Additionally, first-year grantees will be required to attend a New Grantee Orientation meeting held in the first month after the grant is awarded.