



**OFFICE OF THE  
CHIEF FINANCIAL OFFICER**  
Office of Development and Grants

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1026  
Detroit, Michigan 48226

Phone 313•628•1258  
Fax 313•224•0542  
www.detroitmi.gov

August 19, 2024

The Honorable Detroit City Council  
**ATTN: City Clerk Office**  
200 Coleman A. Young Municipal Center  
Detroit MI 48226

**RE: Request to accept an increase in appropriation for the FY 2025 Family Planning Services Grant**

The Michigan Department of Health and Human Services (MDHHS) has awarded the City of Detroit Health Department with the FY 2025 Family Planning Services Grant, in the amount of \$640,000.00. There is no match requirement. The grant was adopted in the FY 2025 budget in the amount of \$530,404.00. The grant was awarded at a higher amount than was budgeted. We are requesting to increase appropriation 21328, in the amount of \$109,596.00, to reflect the total project cost of \$640,000.00.

The objective of the grant is to provide family planning, educational and counseling support to reduce health risks and promote healthy behaviors. The funding allotted to the department will be utilized to pay for community engagement/awareness services, travel, and clinical supplies.

I respectfully ask your approval to accept the increase in appropriation funding in accordance with the attached resolution.

Sincerely,

DocuSigned by:  
*Terri Daniels*  
4D2BEE23C8D489...

**Terri Daniels**  
Director, Office of Development and Grants

DocuSigned by:  
*Matthew Spayth*  
17E14C3485E1467  
Office of Budget

CC:  
Sajjiah Parker, Assistant Director, Grants



## Office of Development and Grants

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### RESOLUTION

**Council Member** \_\_\_\_\_

**WHEREAS**, the Health Department is requesting authorization to accept a grant of reimbursement from the Michigan Department of Health and Human Services, in the amount of \$640,000.00, to provide family planning, educational and counseling support to reduce health risks and promote healthy behaviors; and

**WHEREAS**, the Grant was adopted in the FY 2025 budget under appropriation 21328, in the amount of \$530,404.00; and the grant was awarded at a higher amount than was budgeted; and

**WHEREAS**, the total project cost for the awarded grant is \$640,000.00, and therefore this request is to increase appropriation 21328, in the amount of \$109,596.00, in order to reflect the total project cost of \$640,000.00; and

**WHEREAS**, this request has been approved by the Office of Budget; now

**THEREFORE, BE IT RESOLVED** that the Director or Head of the Department is authorized to execute the grant agreement on behalf of the City of Detroit, and

**BE IT FURTHER RESOLVED**, that the Budget Director is authorized to increase the budget accordingly for appropriation number 21328, in the amount of \$109,596.00, for the FY 2025 Family Planning Services Grant.

## Fw: [EXTERNAL] MDHHS Fiscal Year (FY) 2025 Project Allocations

Joseph Mutebi <mutebij@detroitmi.gov>

Fri 5/17/2024 4:37 PM

To: Leah Smith <leah.smith@detroitmi.gov>; Christina Floyd <Christina.Floyd@detroitmi.gov>; Alanna Woolley <woolleya@detroitmi.gov>; Gregory Andrews <andrewsgr@detroitmi.gov>

**From:** noreply@egramsmi.net <noreply@egramsmi.net>  
**Sent:** Friday, May 17, 2024 4:05 PM  
**To:** Joseph Mutebi <mutebij@detroitmi.gov>  
**Cc:** FSRMDHHS@michigan.gov <FSRMDHHS@michigan.gov>  
**Subject:** [EXTERNAL] MDHHS Fiscal Year (FY) 2025 Project Allocations

May, 17 2024  
 JOSEPH MUTEBI, Accountant  
 Detroit Health Department  
 City Treasurer  
 Detroit, MI 48202 1732  
 Dear JOSEPH MUTEBI:

Subject: Fiscal Year (FY) 2025 Projected Allocations

The following chart is a list of the FY 2025 Local Health Department (Comprehensive) Agreement allocations for your Local Health Department (LHD) for funding administered by the Michigan Department of Health and Human Services (MDHHS) through the Agreement. These allocations are based on anticipated FY 2025 Appropriations for MDHHS and are subject to the availability of funds, MDHHS's Appropriation Act for FY 2025, MDHHS approval, and State Administrative Board approval. Please complete the applications, including the budgets, for these projects and submit your applications through MI E-Grants within **six weeks**. When each individual project application is completed, please have your Authorized Official submit it. This will facilitate timely processing of your agreement. If you are not able to submit your application within this time period, please contact your Grants Section team member, Carissa Reece, at [reeceC@michigan.gov](mailto:reeceC@michigan.gov). All allocations must be budgeted and expended consistent with the requirements contained in the Agreement. The effective date for the executed agreement is based on the Grantee's signature or October 1, 2024, whichever is later.

The following are the projects available for budgeting the Maternal Child Health (MCH) allocations:

1. MCH- Children
2. MCH - All Other

We have tried to anticipate the projects you will need for FY 2025 based on the FY 2024 budgets. If you need additional projects, or if you do not need a project which was released to your agency, please send your requests to [reeceC@michigan.gov](mailto:reeceC@michigan.gov).

**Allocation Table**

| PROJECT TITLE   | ALLOCATION AMOUNT |
|---|-------------------|
| Administration  | 0.00              |
| Bridge Access Program - Fixed Fee   | 0.00              |
| Public Health Emergency Preparedness (PHEP) 10/1 - 6/30                     | 160,039.00        |
| Body Art Fixed Fee  | 0.00              |
| Children's Special Health Care Services (CSHCS) Care Coordination           | 0.00              |
| CSHCS Medicaid Elevated Blood Lead Case Mgmt                                | 0.00              |
| Childhood Lead Poisoning Prevention   | 173,750.00        |
| CLPP Lead Expansion   | 400,000.00        |
| Public Health Emergency Preparedness (PHEP) CRI 10/1 - 6/30                 | 226,241.00        |
| Children's Special Health Care Services (CSHCS) Outreach & Advocacy         | 712,047.00        |
| HIV & STI Testing and Prevention  | 200,000.00        |
| Ending the HIV Epidemic Implementation                                      | 261,136.00        |
| MCH - Children  | 0.00              |
| Emerging Threats - Hepatitis C  | 139,611.00        |
| Fetal Infant Mortality Review (FIMR) Case Abstraction                       | 0.00              |
| Food ELPHS  | 951,140.00        |
| Family Planning Services  | 640,000.00        |
| Hearing ELPHS   | 173,947.00        |
| HIV Data to Care  | 341,248.00        |
| HIV Housing Assistance  | 140,000.00        |
| Immunization Action Plan (IAP)  | 319,398.00        |
| Infection Prevention and Healthcare- Associated Infections Response Support | 2,000,000.00      |
| Infant Safe Sleep   | 125,000.00        |
| Local MCH   | 1,709,654.00      |

|  |                      |
|--|----------------------|
| MRC - STTRONG 10/1 - 5/31                            | 33,500.00            |
| Neighborhood Wellness Centers                        | 976,610.00           |
| Oral Health- Kindergarten Assessment                 | 95,694.00            |
| MCH - All Other                                      | 0.00                 |
| MDHHS-Essential Local Public Health Services (ELPHS) | 3,255,273.00         |
| SDOH Hub Pilot                                       | 10,000.00            |
| FIMR Interviews                                      | 0.00                 |
| Statewide Lead Case Management - Fixed Fee           | 0.00                 |
| Vector-Borne Surveillance & Prevention               | 9,000.00             |
| Immunization Fixed Fees                              | 0.00                 |
| Vision ELPHS   | 173,947.00           |
| WIC Breastfeeding                                    | 245,290.00           |
| WIC Resident Services                                | 4,773,969.00         |
| West Nile Virus Community Surveillance               | 10,000.00            |
| <b>TOTAL</b>   | <b>18,256,494.00</b> |

**Next Steps**

The DUNS number has been replaced by the Unique Entity Identifier (UEI). Please ensure the face sheet of your agency's application includes your agency's UEI. If your agency needs to apply for a new UEI, please visit <http://www.sam.gov>.

The next steps in the MI E-Grants system for completing your budgets and submitting your Local Health Department Agreement for MDHHS approval are as follows:

1. The Project Manager will assign the agency users to the Local Health Department - 2025 program.
2. For your convenience, you can access the "Grantee: Comprehensive Agreement Instructions" material on the home page by clicking "About EGrAMS" and downloading the PDF. Access the system using the URL <http://egrms-mi.com/mdhhs>.
3. Login to the MI E-Grants system at the URL <http://egrms-mi.com/mdhhs>.
4. Access the application using the drop-down menus "Grantee>Grant Application>Enter Grant Application" and click on "Go."
5. Select the CO-2025 / Local Health Department - FY 2025 program and click on the "Go" button.
6. Select the hyperlink titled "Local Health Department FY 2025."
7. Complete the face sheet, including the fiscal month, day, and contact information. Click the "Save" button before advancing to the next screen(s). Detailed instructions are available on page 36 of the training materials.
8. Select the hyperlinks to the various program elements and complete the application, including the face sheet, certifications, and budget. Detailed instructions are available on page 37 of the training materials.
9. When completing the "Budget" tab, it is highly recommended that you use the "Copy" button to initially populate the data and modify the information to fit the current-year spending plan. Detailed instructions are available on page 34 of the training materials. When copying the prior-year budget, please note funds budgeted for MCH may need to be moved to match the new projects available for these funding sources.
10. When the application has been entered, validated, and is error-free, it is ready for submission by the Authorized Official. Detailed instructions are available on page 81 of the training materials.

**Additional Guidance**

A blank version of the FY 2025 Comprehensive Boilerplate and attachments is available on the MI E-Grants home page (<http://egrms-mi.com/MDHHS/>). To access documents, click "Comprehensive Agreements" located under the "Current Grants" header. Select the hyperlink for the CO-2025 agreement and click on the "Documents" tab to access the documents.

Grantees can generate the Schedule of Finance Assistance on-demand using MDHHS EGrAMS. To generate the Schedule of Finance Assistance, access MDHHS EGrAMS at <http://egrms-mi.com/mdhhs>. Once logged in, path to Grantee > Grant Application > Schedule of Finance Assistance. Click Generate, enter 2024 in the Fiscal Year field, and click Find. The Schedule can be saved as either an Excel or PDF using the available buttons on the screen. The Schedule will reflect the most up-to-date funding information at the time it is generated, and MDHHS recommends generating revised versions periodically to capture any funding updates.

**Technical Assistance**

Technical Assistance to complete the budgets is available through your Grants Section team member, Carissa Reece, at [reeceC@michigan.gov](mailto:reeceC@michigan.gov). In addition, you may refer to your training materials, the yellow book, and help icons within MI E-Grants for assistance.

Thank you for your cooperation and support. Please contact your Grants Section team member if you have any questions.

Sincerely,

Laura Geist

Grants Administration Section Manager

Michigan Department of Health and Human Services