



**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 26, 2024

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

**RE: Request to Accept and Appropriate the FY 2024 Emerging Threats Grant**

The Michigan Department of Health and Human Services (MDHHS) has awarded the City of Detroit Health Department with the FY 2025 Emerging Threats Grant for a total of \$1,323,258.00. There is no City match requirement. The total project cost is \$1,323,258.00.

The objective of the grant is to increase COVID-19 vaccination rates and hire a resource advocate. The funding allotted to the department will be utilized pay for staff salary and fringe benefits, contractual services, and supplies. This is a reimbursement grant.

If approval is granted to accept and appropriate this funding, the appropriation number is 21428 for COVID Immunization and 21429 for Reopening Schools – Health Resource Advocate.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,

DocuSigned by:  
*Terri Daniels*  
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Terri Daniels  
Director of Grants, Office of Development and Grants

DocuSigned by:  
*Matthew Spayth*  
17E14C346551467...  
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 \$1,323,258.00, to increase and support COVID-19 vaccination rates and hiring a resource advocate; 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 establish Appropriation number 21428, in the amount of \$1,208,258.00, for the FY 2024 Emerging Threats Grant for COVID Immunization, and

**BE IT FURTHER RESOLVED**, that the Budget Director is authorized to establish Appropriation number 21429, in the amount of \$115,000.00, for the FY 2024 Emerging Threats Grant for Reopening Schools – Health Resource Advocate.

# Fw: [EXTERNAL] MDHHS Fiscal Year (FY) 2025 Project Allocations for Emerging Threats- Local Health Department- 2025

Joseph Mutebi <mutebij@detroitmi.gov>

Mon 5/20/2024 3:02 PM

To:Gregory Andrews <andrewsgr@detroitmi.gov>;Alanna Woolley <woolleya@detroitmi.gov>

FYI

**From:** noreply@egrams-mi.net <noreply@egrams-mi.net>

**Sent:** Monday, May 20, 2024 2:33 PM

**To:** Joseph Mutebi <mutebij@detroitmi.gov>

**Cc:** FSRMDHHS@michigan.gov <FSRMDHHS@michigan.gov>

**Subject:** [EXTERNAL] MDHHS Fiscal Year (FY) 2025 Project Allocations for Emerging Threats- Local Health Department- 2025

May, 20 2024

JOSEPH MUTEBI, Accountant

Detroit Health Department

City Treasurer

Detroit, MI 48202 1732

Dear JOSEPH MUTEBI:

The following chart is a list of the Emerging Threats- Local Health Department- 2025 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 EGrAMS 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.

### Allocation Table

PROJECT TITLE	ALLOCATION AMOUNT
COVID Immunization	1,208,258.00
Reopening Schools HRA	115,000.00
<b>TOTAL</b>	<b>1,323,258.00</b>

### Next Steps

The next steps in the EGrAMS system for completing your budgets and submitting your Emerging Threats- Local Health Department- 2025 for MDHHS approval are as follows:

1. The Project Manager will assign the agency users to the Emerging Threats- 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://egrams-mi.com/mdhhs>.
3. Login to the EGrAMS system at the URL <http://egrams-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 ETLHD-2025 / Emerging Threats- Local Health Department- 2025 program and click on the "Go" button.
6. Select the hyperlink titled "Emerging Threats- Local Health Department- 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). 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>.
8. Select the hyperlinks to the various program elements and complete the application, including the face sheet, certifications, and budget.
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.
10. When the application has been entered, validated, and is error-free, it is ready for submission by the Authorized Official.

### **Additional Guidance**

A blank version of the FY 2025 Comprehensive Boilerplate and attachments is available on the MI E-Grants home page (<http://egram-mi.com/MDHHS/>). To access documents, click "Comprehensive Agreement" located under the "Current Grants" header. Select the hyperlink for the ETLHD-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. Grantees that have worked with MDHHS in the past have previously found this information in the grant agreement. To generate the Schedule of Finance Assistance, access MDHHS EGrAMS at <http://egram-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) or (517) 335-0940. 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,

Jeanette Hensler, Grants Division Director

Bureau of Grants and Purchasing

Michigan Department of Health and Human Services