



**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  
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www.detroitmi.gov

March 5, 2025

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 Medical Reserve Corps Grant**

The Michigan Department of Health and Human Services (MDHHS) has awarded an increase in appropriation to the City of Detroit Health Department for the FY 2025 Medical Reserve Corps Grant, in the amount of \$5,114.00. This funding will increase appropriation 21424, previously approved in the amount of \$78,184.00, by council on November 26, 2024, to a total of \$83,298.00.

The objective of the grant is to ensure that the Michigan Medical Reserve Corps is ready for future response activities by strengthening the volunteer base and providing training, education and exercise opportunities. The funding allotted to the department will be utilized to pay for training and supplies.

I respectfully ask your approval to accept the increase in appropriation 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*  
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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 an increase in appropriation for the FY 2025 Medical Reserve Corps Grant, from the Michigan Department of Health and Human Services (MDHHS), in the amount of \$5,114.00, to ensure that the Michigan Medical Reserve Corps is ready for future response activities by strengthening the volunteer base and providing training, education and exercise opportunities; and

**WHEREAS**, this funding will increase appropriation 21424, previously approved in the amount of \$78,184.00, by council on November 26, 2024, to a total of \$83,298.00; and

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

**BE IT RESOLVED**, that the Budget Director is authorized to increase the budget accordingly for appropriation number 21424, in the amount of \$5,114.00, for the FY 2025 Medical Reserve Corps Grant.

Leah Smith, Contract Manager  
 Detroit Health Department  
 City Treasurer  
 1151 Taylor Ste 333-CDetroit, MI 48202 1732  
 Dear Leah Smith:

The following lists the FY 2025 amendments for your organization for funding administered by the Michigan Department of Health and Human Services (MDHHS) through the Comprehensive Agreement. All projects must be budgeted and expended consistent with the requirements contained in your Comprehensive Agreement.

**Amendment List**

**i-a. Allocation Changes – Existing Projects**

<b>Project Title</b>	<b>Current Amount</b>	<b>Amended Amount</b>	<b>New Project</b>
MRC - STRONG 10/1 - 5/31	78,184.00	5,114.00	83,298.00
Public Health Emergency Preparedness (PHEP) CRI 10/1 - 6/30	251,241.00	19,647.00	270,888.00
Vector-Borne Surveillance & Prevention	9,000.00	-9,000.00	0.00
West Nile Virus Community Surveillance	10,000.00	-10,000.00	0.00
WIC Resident Services	4,773,969.00	-554,364.00	4,219,605.00
<b>TOTAL :</b>	<b>5,122,394.00</b>	<b>-548,603.00</b>	<b>4,573,791.00</b>

**i-b. New Allocation – New Projects**

N/A

**ii. Budget Category changes**

<b>Project Title</b>
Childhood Lead Poisoning Prevention
CLPP Lead Expansion
Emerging Threats - Hepatitis C
Ending the HIV Epidemic Implementation
HIV & STI Testing and Prevention
HIV Data to Care
HIV Housing Assistance
Infection Prevention and Healthcare- Associated Infections Response Support

**Next Steps**

The next steps in the MI E-Grants system for amending your applications and budgets and submitting your Comprehensive Agreement Amendment for MDHHS approval are as follows:

1. The project manager will assign the agency users to any new Local Health Department - 2025 projects.
2. For your convenience you can access the “Comprehensive Agreement Training for Grantee” material on the home page by clicking “About EGrAMS” and downloading the PDF. Access the system using the URL: <https://egramsmi.com/MDHHS/>.
3. Login into MI E-Grants system.
4. Enter the application using the drop down menu’s “Grantee>Grant Application>Enter Grant Application” and click on “Go”.
5. Select the CO-2025/Local Health Department - 2025 program and click the “Go” button.
6. Select the hyperlink titled “Local Health Department - 2025”.
7. Select hyperlink to various projects and amend the application sections. See page 59 for detailed instructions.
8. When the amended application has been entered, validated, and is error free it is ready for submission by the authorized official.

### **Additional Documents**

To view your original and amended agreement use the drop-down menu's "Grantee> Project Director> Application Status" and click the 'Go' button. Select the Grant Program and click on the 'Find' button. Select the agreement from the dropdown menu located at the bottom of the screen. "Draft" is the pending amendment. Click on the 'View Contract' to access the selected agreement.

### **Technical Assistance**

Technical assistance to complete the requested Grant Amendment is available through the Grants Section Help Desk at [MDHHS-EGRAMS-HELP@michigan.gov](mailto:MDHHS-EGRAMS-HELP@michigan.gov) or 517-335-3359. For Programmatic questions, please contact your MDHHS Program Coordinator. You may also refer to your training materials and the yellow book and help icons within MI E-Grants for assistance.

Please complete the requested updates and have your Authorized Official submit the amended Grant Agreement through MI E-Grants within **three weeks**.

Sincerely,

Laura Geist  
Bureau of Grants and Purchasing, Grants Administration Section Manager  
Michigan Department of Health and Human Services