



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF DEVELOPMENT AND GRANTS

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 1026
DETROIT, MICHIGAN 48226
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February 6, 2023

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 2023 Michigan Family Planning Program 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 2023 Michigan Family Planning Program Grant, in the amount of \$50,000.00. This grant was approved by Council in the adopted budget. This funding will increase appropriation 20885 by \$75,000.00. This grant was previously approved in the amount of \$500,000.00, and will be increased to a total of \$575,000.00.

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
4D2BEEE23C8D489...

Terri Daniels
Director of Grants, Office of Development and Grants

DocuSigned by:
Matthew Spayth
365ACA3D30EA465...
Office of Budget

CC:
Sajjiah Parker, Assistant Director, Grants



Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the Health Department is requesting authorization to accept an increase in appropriation for the FY 2023 Michigan Family Planning Program Grant, from the Michigan Department of Health and Human Services, in the amount of \$50,000.00, to provide family planning, educational and counseling support to reduce health risks and promote healthy behaviors; and

WHEREAS, this grant was approved by Council in the adopted budget; and this funding will increase appropriation 20885 by \$75,000.00; this grant was previously approved in the amount of \$500,000.00, and will be increased to a total of \$575,000.00; 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 20885, in the amount of \$75,000.00, for the FY 2023 Michigan Family Planning Program Grant.

Contract #: E20233466-001

**Amendment No. 1 to the
Agreement Between
the Michigan Department of Health and Human Services
and
City of Detroit
for
Michigan Family Planning Program - 2023**

1. Period of Agreement

This agreement shall commence on October 1, 2022 and continue through September 30, 2023. This agreement is in full force and effect for the period specified.

2. Program Budget and Agreement Amount

The total agreement amount is increased from \$1,508,476.00 to \$1,547,090.00, and the Department's agreement amount is increased from \$525,000.00 to \$575,000.00 as shown on the Attachment B budget pages.

3. Amendment Purpose

The purpose of the amendment is to add funding in the original agreement for \$50,000 and modify the budget categories to reflect current spending.

4. Original Amendment Conditions

It is understood and agreed that all other conditions of the original agreement remain the same.

5. Special Certification

The individual or officer signing this amendment certifies by his or her signature that he or she is authorized to sign this amendment on behalf of the responsible governing board, official or contractor.

6. Signature Section

FOR the City of Detroit

Name	Title	Date
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FOR the Michigan Department of Health and Human Services

Christine H. Sanches	01/26/2023
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Christine H. Sanches, Director Bureau of Grants and Purchasing	Date
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Attachment A - Statement of Work

Objective :	Program Goal1: Service Delivery to Priority Populations Address the reproductive and other health needs of hard-to reach and low-income populations. Objective 1: By September 30, 2023 increase adolescent visits by 20% to the iDecide Health Clinic with ongoing campaign and awareness activities through community guided strategies
Activity :	Services/Activities 1: Hold at least bi-annual Information and Education Committee Planning meetings
Responsible Staff :	Megan Boyce, Elizabeth Hacker
Date Range :	10/01/2022 - 09/30/2023
Expected Outcome :	To gather information and insight from community members about ways to improve services and increase engagement at iDecide.
Measurement :	Meeting minutes and attendance record
Activity :	Services/Activities 2: Participate in Detroit Health Department block party event
Responsible Staff :	iDecide Team
Date Range :	10/01/2022 - 09/30/2023
Expected Outcome :	To make DHD clients s aware of what services we offer.
Measurement :	Outreach tracker.
Activity :	Services/Activities 3: Generate community-guided awareness activities such as youth driven social media posts, strategically placed community signage and materials, and consistent community engagement in events.
Responsible Staff :	Elizabeth Hacker
Date Range :	10/01/2022 - 09/30/2023
Expected Outcome :	
Measurement :	Analytics of social media posts
Activity :	Services/Activities 4:Create contact list of outreach coordinators within the Detroit Health Department
Responsible Staff :	Elizabeth Hacker
Date Range :	10/01/2022 - 01/01/2023
Expected Outcome :	To better coordinate outreach events and to support other.
Measurement :	Contact List
Objective :	Program Goal 2: Clinical Service Provision Provide a broad range of family planning and related health services that are tailored to the unique needs of the individual clients. Objective 1: By 9/2023, increase the proportion of female clients selecting a moderately effective method or long-acting reversible contraceptive (LARC) method to 50%.
Activity :	Services/Activities 1: Include education and information about moderately effective and LARC methods of contraception as appropriate into educational-based outreach programming.
Responsible Staff :	Elizabeth Hacker, Natalie Woods, Shantae Johnson
Date Range :	10/01/2022 - 09/30/2023
Expected Outcome :	
Measurement :	Outreach tracker
Activity :	Services/Activities 2:Provide 5 sessions (including a grand rounds session) on moderately effective and LARC methods of contraception to providers in the community. Incorporate pediatricians, family medicine, and school-based clinics.
Responsible Staff :	Elizabeth Hacker, Natalie Woods, Shantae Johnso
Date Range :	10/01/2022 - 09/30/2023
Expected Outcome :	
Measurement :	Outreach tracker
Activity :	Services/Activities 3: Develop social media series containing medically accurate and audience appropriate information about moderately effective and LARC methods of contraception.
Responsible Staff :	Elizabeth Hacker

Date Range :	10/01/2022 - 09/30/2023
Expected Outcome :	
Measurement :	Social media post calendar log engagement data
Activity :	Services/Activities 4:Generate new client leads from provider network; of clients interested in moderately effective or LARC methods of contraception, but face barriers in traditional care settings.
Responsible Staff :	Elizabeth Hacker, Megan Boyce
Date Range :	10/01/2022 - 12/01/2022
Expected Outcome :	
Measurement :	Contact tracking log –client referral log
Objective :	Program Goal 2: Clinical Service Provision Provide a broad range of family planning and related health services that are tailored to the unique needs of the individual clients. Objective 2: By 9/2023, ensure that 100% of clients that have positive Syphilis tests are treated for Syphilis in line with current guidelines and recommendations from MDHHS.
Activity :	Services/Activities 1: Assess all clients for appropriateness and eligibility for Syphilis testing
Responsible Staff :	Natalie Woods, Shantae Johnson
Date Range :	10/01/2022 - 09/30/2023
Expected Outcome :	
Measurement :	Chart Review
Activity :	Services/Activities 2: Ensure all clients that test positive for Syphilis are treated in accordance with the CDC guidelines and provided follow up as needed.
Responsible Staff :	Natalie Woods, Shantae Johnson
Date Range :	10/01/2022 - 09/30/2023
Expected Outcome :	
Measurement :	Chart Review
Objective :	Program Goal 3: Health Equity, Health Disparities, or Social Determinants of Health Reduce barriers to reproductive health care access for priority populations through increasing community access points and client-centered care Objective 1: By September 30, 2023, establish MOU with district, foster care system and Juvenile Justice system to increase accessibility of reproductive health services for vulnerable populations.
Activity :	Services/Activities 1: Implement Customer Experience Survey
Responsible Staff :	Megan Boyce, Elizabeth Hacker
Date Range :	10/01/2022 - 12/31/2022
Expected Outcome :	To gain insight into client’s experience and what could be done to improve their experience.
Measurement :	Results of survey
Activity :	Services/Activities 2: Develop improvement plan based on feedback from customer experience survey and monitor as part of quality assurance process.
Responsible Staff :	Megan Boyce
Date Range :	10/01/2022 - 03/31/2023
Expected Outcome :	
Measurement :	Action Plan and Quality Improvement Tracking
Activity :	Services/Activities 3:Engage partners in key organizations to expand access to care such as DPSCD, Juvenile Justice System, Emergency Department Providers, Foster Care System
Responsible Staff :	Megan Boyce, Brandon Atkins
Date Range :	10/01/2022 - 09/30/2023
Expected Outcome :	
Measurement :	Outreach Tracker and MOU for services
Activity :	Services/Activities 4: Establish process to support uninsured clients in enrolling in health care coverage

Responsible Staff : Title X Biller
Date Range : 10/01/2022 - 09/30/2023
Expected Outcome :
Measurement : Track number of clients successfully enrolled in health insurance programs

Objective : Program Goal 4: Community Education/Community Promotion Engage and educate priority populations about reproductive health and Title X services through innovative and accessible engagement opportunities.
 Objective 1: By September 30, 2023 expand community education and engagement to implement at least 24 activities and/or presentations per calendar year.

Activity : Services/Activities 1: Hold bi-annual Network Provider Meeting

Responsible Staff : Megan Boyce, Elizabeth Hacker
Date Range : 10/01/2022 - 09/30/2023
Expected Outcome : To strengthen service network in the city of Detroit
Measurement : Meeting minutes and attendee record

Activity : Services/Activities 2:- Connect with 2 new community organizations that serve our priority population monthly

Responsible Staff : Megan Boyce, Elizabeth Hacker
Date Range : 10/01/2022 - 09/30/2023
Expected Outcome : To expand resource network
Measurement : Record of outreach activity and outcomes of contacts

Activity : Services/Activities 3:Hold bi-annual Information and Education Committee Meetings

Responsible Staff : Megan Boyce, Elizabeth Hacker
Date Range : 10/01/2022 - 09/30/2023
Expected Outcome : To gather input from community members as well as to have them approve any new educational materials
Measurement : Meeting minutes and attendee record

Activity : Services/Activities 4: Develop social media series with real client storytelling

Responsible Staff : Elizabeth Hacker, DHD Communications Team
Date Range : 10/01/2022 - 09/30/2023
Expected Outcome : To strengthen community voice in Title X service provision.
Measurement : Schedule social media posts and content (pre-approved)

Objective : Program Goal 5: Financial Enhance billing capacity to maximize program revenue
 Objective 1: By September 30, 2023 streamline departmental billing capacity to ensure collection of 90% of possible third-party billing revenue

Activity : Services/Activities 1:Ensure newly on-boarded Family Planning Biller attends Family Planning billing training

Responsible Staff : Megan Boyce
Date Range : 10/01/2022 - 09/30/2023
Expected Outcome :
Measurement : Training Records

Activity : Services/Activities 2: Receive training and mastery of billing modules in newly implemented Electronic Health Record

Responsible Staff : Megan Boyce, Family Planning Biller
Date Range : 10/01/2022 - 12/31/2022
Expected Outcome :
Measurement : Monthly billing reports

Activity : Services/Activities 3:Generate and review monthly billing reports

Responsible Staff : Megan Boyce, Family Planning Biller
Date Range : 10/01/2022 - 09/30/2023
Expected Outcome : To ensure billing is occurring timely and without error
Measurement : Monthly billing reports

Attachment B1 - Program Budget Summary

PROGRAM Michigan Family Planning Program - 2023			DATE PREPARED 1/26/2023	
CONTRACTOR NAME City of Detroit			BUDGET PERIOD From : 10/1/2022 To : 9/30/2023	
MAILING ADDRESS (Number and Street) 1301 Third Street 6th Floor			BUDGET AGREEMENT <input type="checkbox"/> Original <input checked="" type="checkbox"/> Amendment	
			AMENDMENT # 1	
CITY Detroit	STATE MI	ZIP CODE 48226-2503	FEDERAL ID NUMBER 38-6004606	

	Category	Total	Amount
DIRECT EXPENSES			
Program Expenses			
1	Salary & Wages	583,389.00	583,389.00
2	Fringe Benefits	239,189.00	239,189.00
3	Employee Travel and Training	38,500.00	38,500.00
4	Supplies & Materials	255,000.00	255,000.00
5	Subawards – Subrecipient Services	0.00	0.00
6	Contractual - Professional Services	259,417.00	259,417.00
7	Communications	0.00	0.00
8	Grantee Rent Costs	0.00	0.00
9	Space Costs	0.00	0.00
10	Capital Expenditures - Equipment & Other	7,100.00	7,100.00
11	Client Assistance - Rent	0.00	0.00
12	Client Assistance - All Other	0.00	0.00
13	Other Expense	125,650.00	125,650.00
Total Program Expenses		1,508,245.00	1,508,245.00
TOTAL DIRECT EXPENSES		1,508,245.00	1,508,245.00
INDIRECT EXPENSES			
Indirect Costs			
1	Indirect Costs	38,845.00	38,845.00
2	Cost Allocation Plan	0.00	0.00
Total Indirect Costs		38,845.00	38,845.00
TOTAL INDIRECT EXPENSES		38,845.00	38,845.00
TOTAL EXPENDITURES		1,547,090.00	1,547,090.00

Source of Funds

SOURCE OF FUNDS

	Category	Total	Amount	Cash	Inkind
1	Source of Funds				
	MDHHS State Agreement	575,000.00	575,000.00	0.00	0.00
	Fees and Collections - 1st and 2nd Party	5,000.00	0.00	5,000.00	0.00
	Fees and Collections - 3rd Party	43,000.00	0.00	43,000.00	0.00
	Local	924,090.00	0.00	924,090.00	0.00
	Non-MDHHS State Agreements	0.00	0.00	0.00	0.00
	Federal	0.00	0.00	0.00	0.00
	Other	0.00	0.00	0.00	0.00
	In-Kind	0.00	0.00	0.00	0.00
	Federal Cost Based Reimbursement	0.00	0.00	0.00	0.00
	Total Source of Funds	1,547,090.00	575,000.00	972,090.00	0.00
	Totals	1,547,090.00	575,000.00	972,090.00	0.00

Attachment B2 - Program Budget - Cost Detail Schedule

	Line Item	Qty	Rate	Units	UOM	Total
DIRECT EXPENSES						
Program Expenses						
1	Salary & Wages					
	Nurse Practitioner - OB/GYN Notes : CoD General Funds	2.0000	115000.000	0.000	FTE	230,000.00
	Medical Assistant Notes : CoD General Funds	2.0000	34000.000	0.000	FTE	68,000.00
	Community Outreach Coordinator Notes : CoD General Funds	1.0000	76500.000	0.000	FTE	76,500.00
	Licensed Practical Nurse Notes : Family Planning Funds	1.0000	55000.000	0.000	FTE	55,000.00
	Billor Notes : Family Planning Funds	1.0000	54950.000	0.000	FTE	54,950.00
	Manager Notes : CoD General Funds	1.0000	98939.000	0.000	FTE	98,939.00
Total for Salary & Wages						583,389.00
2	Fringe Benefits					
	All Composite Rate	0.0000	41.000	583389.000		239,189.00
3	Employee Travel and Training					
	Conference Travel: To conferences/traini	0.0000	0.000	0.000		20,000.00
	Mileage-Mileage per Department allocation	0.0000	0.000	0.000		2,500.00
	Client Transportation	0.0000	0.000	0.000		16,000.00
Total for Employee Travel and Training						38,500.00
4	Supplies & Materials					
	Clinical Supplies	0.0000	0.000	0.000		235,000.00
	Office Supplies	0.0000	0.000	0.000		10,000.00
	Printing	0.0000	0.000	0.000		10,000.00
Total for Supplies & Materials						255,000.00
5	Subawards – Subrecipient Services					
6	Contractual - Professional Services					

	Line Item	Qty	Rate	Units	UOM	Total
	Subcontracting Agency- Community Engagement (FP Funds) Contact Details : To be Determined TBD, TBD,MI,00000, Phone : 0000000000	0.0000	0.000	0.000		10,580.00
	Subcontracting Agency-Family Planning Specialist (FP Funds) Contact Details : TBD TBD, TBD,MI,00000, Phone : 0000000000	0.0000	0.000	0.000		15,000.00
	Subcontracting Agency-SEMHA (FP Funds) Contact Details : SEMHA 3011 W Grand Blvd #200, Detroit,MI,48202, Phone : 3138736500	0.0000	0.000	0.000		8,837.00
	Subcontracting Agency- Multimedia campaign to raise awareness Contact Details : TBD TBD, Detroit,MI,48226, Phone : 0000000000	0.0000	0.000	0.000		225,000.00
Total for Contractual - Professional Services						259,417.00
7	Communications					
8	Grantee Rent Costs					
9	Space Costs					
10	Capital Expenditures - Equipment & Other					
	Equipment: Computer Systems/Servers-New devices for staff members	3.0000	1700.000	0.000	FTE	5,100.00
	Carts to hold computers used for client	2.0000	1000.000	0.000	FTE	2,000.00
Total for Capital Expenditures - Equipment & Other						7,100.00

	Line Item	Qty	Rate	Units	UOM	Total
11	Client Assistance - Rent					
12	Client Assistance - All Other					
13	Other Expense					
	Lab Services	0.0000	0.000	0.000		50,000.00
	Medical Waste Disposal	0.0000	0.000	0.000		12,000.00
	Secure Document Disposal Services	0.0000	0.000	0.000		5,964.00
	Electronic Health Record	0.0000	0.000	0.000		25,006.00
	Copier Rental	0.0000	0.000	0.000		5,000.00
	Rent- Clinic Space and Storage	0.0000	0.000	0.000		27,680.00
Total for Other Expense						125,650.00
Total Program Expenses						1,508,245.00
TOTAL DIRECT EXPENSES						1,508,245.00
INDIRECT EXPENSES						
Indirect Costs						
1	Indirect Costs					
	Other Approval	0.0000	3.000	536155.000		16,085.00
	Other Approval	0.0000	15.000	151731.000		22,760.00
Total for Indirect Costs						38,845.00
2	Cost Allocation Plan					
Total Indirect Costs						38,845.00
TOTAL INDIRECT EXPENSES						38,845.00
TOTAL EXPENDITURES						1,547,090.00

Modified Documents