



STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

RICK SNYDER  
GOVERNOR

NICK LYON  
DIRECTOR

October 30, 2018

Dear Free Clinic Administrator:

For fiscal year 2019, the Michigan Department of Health and Human Services (MDHHS) has received an appropriation of \$250,000 to support free clinics operating in the state of Michigan. These funds will be divided evenly among eligible free clinic organization that apply. Please note that the timeline for this program has changed this year. Applications are due November 30, 2018 and grant funds may cover clinic expenses incurred from January 1, 2019 through September 30, 2019. It is MDHHS' hope that this change allows more time and flexibility for participating free clinics to use their grant funds.

Eligibility for funding is based on the following criteria:

- The clinic must be located within Michigan and must provide health care services to the uninsured population of Michigan.
- The clinic or organization under which it operates must have 501(c) (3) or other nonprofit status.
- The majority of care provided through the clinic must come from volunteer health care professionals.
- Services provided by the clinic must be free of charge.
- Clients served must not have insurance coverage for the services provided.
- Submission of prior year's Expenditure Verification Form (for returning grantees.)

Enclosed is an application for funding. The application and the required attachments should be completed and returned to MDHHS via email (preferred) or mail, postmarked or timestamped on or before Friday, November 30, 2018. Applications timestamped or postmarked after November 30, 2018 will not be considered. Upon approval and subject to the availability of funds, the MDHHS will issue grant agreements. Grant recipients will be required to sign and return the grant agreement prior to issuance of any funds. Grantees will also be required to complete an expenditure verification form, to be provided in by the MDHHS in September.

**Please note:** The State of Michigan recently switched to a new financial management system called SIGMA. All clinics participating in this program must be registered for EFT in the SIGMA Vendor Self Service (VSS) system. To register, please visit <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>. Successful registration in this system is a requirement. *No grant payments will be made until the recipient is properly registered in SIGMA VSS.* It is the applicant's responsibility to ensure that clinic and banking information is complete, accurate and up to date in the system. Instructions for doing this are available at the above referenced website.

If you have any questions or require additional information, please contact Chris Stickney at (517) 284-4985 or by email at [stickneyc@michigan.gov](mailto:stickneyc@michigan.gov).

Sincerely,

Amber Myers  
Manager  
Workforce/Access and Grants Management Section

Enclosure