



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES

LANSING

GRETCHEN WHITMER  
GOVERNOR

ELIZABETH HERTEL  
DIRECTOR

August 15, 2024

Dear Free Clinic Administrator:

For fiscal year 2025, the Michigan Department of Health and Human Services (MDHHS) has received an appropriation of \$400,000 to support free clinics operating in the state of Michigan. These funds will be divided evenly among eligible free clinic organizations that apply. Applications are due September 15, 2024 and grant funds may cover clinic expenses incurred from January 1<sup>st</sup>, 2025 through September 30<sup>th</sup>, 2025. Submission of an application indicates the free clinic organization, if chosen as a successful applicant, is prepared to accept an award and will complete all necessary steps to ensure receipt of award.

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 and must be primary care services.
- Clients served must not have insurance coverage for the services provided.
- Submission of prior year's Expenditure Verification Form (for returning grantees).
- The clinic or organization under which it operates must be providing the health care services. Providing venue alone does not qualify the organization.

Enclosed is a link to the application for funding as well as the needed supplemental documentation. The application and the required attachments should be completed and submitted to MDHHS through the supplied [link](#) and supplemental documents emailed to [rousseauj@michigan.gov](mailto:rousseauj@michigan.gov) on or before Sunday, September 15<sup>th</sup>, 2024. Applications and accompanying documents timestamped after September 15, 2024 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 by MDHHS once funds are disbursed. 2024 grant recipients must have submitted their expenditure verification forms on or before Sunday, September 15<sup>th</sup>, 2024 in order for their applications to be considered.

**Please note:** The State of Michigan uses a 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 [SIGMA VSS](#). 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. SIGMA allows for the clinic to provide information to receive funds electronically. Instructions for doing this are available at the above referenced website.

If you have any questions or require additional information, please contact Juliette Rousseau by email at [rousseauj@michigan.gov](mailto:rousseauj@michigan.gov).

Sincerely,

A handwritten signature in cursive script that reads "Amber Myers".

Amber Myers  
Manager

Workforce/Access & Grants Management

Enclosure