



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ROBERT GORDON
DIRECTOR

M E M O R A N D U M

DATE: March 31, 2020

TO: Health Officers
Family Planning Coordinators/Executive Directors

FROM: Deanna Charest, Manager *Deanna Charest*
Reproductive Health Unit

SUBJECT: MDHHS Family Planning Program – Salary and Fringe during COVID
Emergency – FP-05-20

On March 20, 2020, the Michigan Department of Health and Human Services (MDHHS) Family Planning Program received written guidance from the U.S. Department of Health and Human Services Office of the Assistant Secretary for Health (OASH) Grants and Acquisition Department (GAD) granting certain waivers to the Title X Family Planning Grant during the Coronavirus (COVID) emergency. According to the guidance during this COVID emergency, MDHHS and our subrecipient agencies may continue to charge salary and fringe benefits to the grant award consistent with the agency's policy of paying salaries (under unexpected or extraordinary circumstances). This emergency relief is in effect until the end of the emergency but not to exceed 90 days.

On a recent call with our Deputy Assistant Secretary for Population Affairs, MDHHS confirmed that this allows local agencies to continue to charge salaries and fringes to the Family Planning Program as approved in your budgets for staff who are either working a reduced amount in the family planning program, working in another capacity on COVID-related activities at your local agency, or are not able to work due to shelter-in-place orders. All federal cost principles must be applied, and appropriate documentation must be maintained.

The OASH GAD memorandum also clarifies that expenditures related to cancelled events such as training, conference, travel, and other expenditures related to pausing and restarting services may also still be charged to the grant. If this scenario applies to your organization, please call your agency consultant to discuss the details.

Please note that the MDHHS amendment process is still in place if your agency needs to amend the approved program budget. At this point, final amendments are due May 22, 2020.

If you have questions, please contact your agency consultant, Darin McMillan at mcmilland@michigan.gov, Barbara Derman at dermanb@michigan.gov, Jessica Hamel at hamelj5@michigan.gov or Steve Utter, Fiscal Analyst, at utters@michigan.gov.

As always, thank you for your commitment to the Family Planning Program and for serving clients in your communities.