



Minnesota Department of **Human Services**

Live Well at Home Grantee Training on the Enterprise Grants Management System (EGMS)

August 2016

This is your training on the Enterprise Grants Management System (EGMS).

How do I get paid?

The next several slides are about setting up and using the Enterprise Grants Management System (which we refer to as EGMS) to report your expenditures and your local match.

When may I request funds?

Grantees submit quarterly expenditure reports during their funding period. (Reminder: program reports must be submitted prior to payment.)

(State Fiscal Calendar)	Due Date
Quarter 1 : July 1 – Sept. 30	October 15
Quarter 2: Oct 1 – Dec 31	January 15
Quarter 3: Jan 1 – March 31	April 15
Quarter 4: April 1 – June 30	July 15

The first quarter of your grant runs from July 1 through September 30. You have 15 days after the quarter ends to report your expenditures. The same applies for each quarter of your grant.

For some of you, your grant may have started later than July 1. In this case, you still report in the first quarter the expenses you incurred from the start date of your grant through September 30.

Entering expenditures into the Enterprise Grants Management System (EGMS)

The web site for **EGMS** is
<http://egms.dhs.state.mn.us>

Access the EGMS site with the link provided on this slide. This link is also found on page 4 of your contract under **Terms of Payment**

Sign up for your new account

User Login Forgot My Password New User?	Please Log In User Name: <input type="text"/> Password: <input type="password"/> <input type="checkbox"/> Remember me next time. <input type="button" value="Log In"/>
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This is the first screen which appears after you enter EGMS. Click on New User.

Required information

Click on the "New User" link in the left navigation bar and fill in the required information

User Login	New User Registration
Forgot My Password	Fields with * are required.
New User?	
	*Vendor Number: <input type="text" value="0000123456"/>
	*Grantee Name: <input type="text" value="Three Bears"/>
	*Contact Name: <input type="text" value="Goldi Locks"/>
	*Address1: <input type="text" value="8 Porridge Lane"/>
	Address2: <input type="text"/>
	*City: <input type="text" value="Saint Paul"/>
	*State: <input type="text" value="MN"/> *Zip: <input type="text" value="55101"/>
	*Phone: <input type="text" value="651-555-5555"/> <small>xxx-xx-xxxx</small>
	Fax: <input type="text"/>
	<input type="button" value="Next"/>

To register as a new user, you need your Vendor Number; Grantee Name (this is the name of your grant) Contact name; and the address and phone number of your organization.

This information is found on the Grant Contract Worksheet which is included with your contract.

Sign up for your new account

[User Login](#)
[Forgot My Password](#)
[New User?](#)

Sign Up for Your New Account

User Name: Goldi

Password: ●●●●●●●●

Confirm Password: ●●●●●●●●

E-mail: g.locks@threebears.com

Security Question: Favorite anything

Security Answer: Just right

Create User

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After filling out the information on the previous screen, you will sign up for a username and password.

You may choose whatever username and password you like – **and ones that you will remember!**

This is important because if you forget your username and password, and you try to guess it into existence, the EGMS system will lock you out after three tries. If this happens, please contact Bev Asher via email. Bev.asher@state.mn.us

After you type in your newly created user name and password, **Click on Create User.**

The “tech” people who work with EGMS will receive this request and set up your account. Your account may be created the same day, or it may take a day or two, depending on their schedule.

Do this step a few days prior to submitting your first expenditure report so you don't have a waiting period.

Report expenditures

Select your grant

Be sure you select the correct Grant! Click on "Report Expenditures" under *My Grants* view.

Minnesota Department of Human Services
Gold Locks
Hello, Gold Locks Welcome to EGMS.
EGMS
Enterprise Grants Management System
My Page | Change Password | My Profile | Log Out

My Grants

	Number	Vendor Number	Title	Begin Date	End Date	Amount	Budget Setup Date
View Report Expenditure	442011	07975000825	Three Bears	9/7/2009	9/6/2010	\$25,465.00	9/29/2009

After you login, you will be greeted by the system.

Select "report expenditure".

(You may see other grants on this page if you had a previous Grant with us. Be watchful to select the correct one. For most of you, this will not be an issue.)

Select budget period

Click on select. This will bring you to the next page listing the budget periods associated with your grant.

Minnesota Department of Human Services

EGMS
Enterprise Grants Management System

Welcome

[My Page](#) | [Change Password](#) | [My Profile](#) | [Log Out](#)

	Number	Vendor Number	Title	Begin Date	End Date	Amount
View	442011	07975000825	Three Bears	9/7/2009	9/6/2010	\$25,465.00

Select a Budget Period

	GC Number	Start Date	End Date	Total Budget Amount
Select	442011	9/7/2009	9/6/2010	\$25,465.00

After your grant page opens, choose **SELECT** to open up the screen showing the budget periods associated with your grant.

Select the reporting period

Click on the reporting period which corresponds to the period you wish to report.

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EGMS
Enterprise Grants Management System

Welcome

My Page | Change Password | My Profile | Log Out

Number	Vendor Number	Title	Begin Date	End Date	Amount
View 442011	07975000825	DHS10/WILDER FOUNDATION/J PEICHEL	9/7/2009	9/6/2010	\$25,465.00

Select a Budget Period

GC Number	Start Date	End Date	Total Budget Amount
Select 442011	9/7/2009	9/6/2010	\$25,465.00

Select a Reporting Period

	Start Date	End Date	Report Due Date	Cash Advance	Expenditures
Report Expenditure	9/7/2009	9/30/2009	10/10/2009	\$0.00	No expenditures reported for this reporting period.
Report Expenditure	10/1/2009	12/31/2009	1/10/2010	\$0.00	No expenditures reported for this reporting period.
Report Expenditure	1/1/2010	3/31/2010	4/10/2010	\$0.00	No expenditures reported for this reporting period.

This is the page that opens with the budget periods of your grant. Only the quarter you are reporting in will be active, (so it will take out the error factor of reporting in the wrong quarter).

Enter expenditures

Enter your expenditures in the appropriate line items. Be sure you are entering the correct expenditures for **State** share and **Local** share.

Community Services - State Share	Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reporting Period: 4/1/2009 - 6/30/2009	Shared Budget	Variance (%)	RI%
	Communication & utilities	\$300.00	\$93.00	\$207.00	<input type="text"/>	False	10	100
	Supplies	\$1,100.00	\$960.00	\$140.00	<input type="text"/>	False	10	100
	Contracts	\$68,000.00	\$49,270.00	\$18,730.00	<input type="text"/>	False	10	100
	Other	\$6,300.00	\$4,990.00	\$1,310.00	<input type="text"/>	False	10	100
	Total:	\$75,700.00	\$55,313.00	\$20,387.00				
Community Services - Local Share	Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reporting Period: 4/1/2009 - 6/30/2009	Shared Budget	Variance (%)	RI%
	Personal	\$60,488.00	\$58,525.00	\$1,963.00	<input type="text"/>	False	100	0
	Travel	\$5,040.00	\$8,270.00	(\$3,230.00)	<input type="text"/>	False	100	0
	Communication & utilities	\$2,324.00	\$1,842.00	\$482.00	<input type="text"/>	False	100	0
	building space	\$4,800.00	\$3,600.00	\$1,200.00	<input type="text"/>	False	100	0
	Supplies	\$600.00	\$428.00	\$172.00	<input type="text"/>	False	100	0
	Contracts	\$12,100.00	\$13,925.00	(\$1,825.00)	<input type="text"/>	False	100	0

After you select the correct budget period, this is the screen which opens.

The top budget is for the **State** share. This is where you enter the expenditures for which you are requesting payment.

The bottom budget is where you will be reporting your “match” dollars and it is labeled **Local Share**.

The Variance column (over to the right and circled) is pre-populated with a percentage of 10%.

You have a little wiggle room in your budget (if necessary) without needing a budget revision.

Budget revisions are covered in future slides.

Local share – also known as Match

- Required match for Live Well at Home grants is dollar for dollar.
- Match is the non-state share of costs that the grantee, or grantee's partners, are required to contribute to accomplish the purposes of the grant.
- Match can either be an actual expenditure (cash) or a virtual cost (in-kind contribution).
- In-kind match is typically in the form of the value of personnel, goods and services.
- Matching may not be used to match another federal or state grant; it may only be used as match one time.

The top half of the EGMS expenditure report is for your actual expenditures.

The bottom half is to report your local share, also known as match.

Match is dollar for dollar. If your grant is \$50,000 in state funds, your match is \$50,000.

Some examples of match might be:

- Personnel time given to the project
- Consulting fees and/or technical expertise directly related to the project
- Person on loan from another organization
- Use of existing equipment, materials and supplies or donated or loaned equipment
- Volunteer time

If you have questions about match, you may email Bev Asher, or Jackie Peichel, to discuss.

Submit report

	Contracts	\$68,000.00	\$49,270.00	\$18,730.00	18730	False	10	100
	Other	\$6,300.00	\$4,990.00	\$1,310.00	1310	False	10	100
	Total:	\$75,700.00	\$55,313.00	\$20,387.00				
Community Services - Local Share	Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reporting Period: 4/1/2009 - 6/30/2009	Shared Budget	Variance (%)	RI%
	Personal	\$60,488.00	\$58,525.00	\$1,963.00	32978	False	100	0
	Travel	\$5,040.00	\$8,270.00	(\$3,230.00)	3033	False	100	0
	Communication & utilities	\$2,324.00	\$1,842.00	\$482.00	605	False	100	0
	building space	\$4,800.00	\$3,600.00	\$1,200.00	1200	False	100	0
	Supplies	\$600.00	\$428.00	\$172.00	200	False	100	0
	Contracts	\$12,100.00	\$13,925.00	(\$1,825.00)	5625	False	100	0
	Other	\$2,000.00	\$830.00	\$1,170.00		False	100	0
	Total:	\$87,352.00	\$87,420.00	(\$68.00)	\$43,641.00			
Total expenditures for this Reporting Period: \$64,028.00								
<input type="button" value="Submit Report"/> <input type="button" value="Cancel"/> <input type="button" value="Check Total"/>								



After entering your expenditures and local share dollars, and have checked it over, if everything is correct, you will SUBMIT the report.

We advise that you enter your local share (match dollars) each quarter rather than waiting to enter them towards the end of your grant.

Another helpful reminder is to have your figures calculated prior to opening up EGMS. The system will timeout after about 10 minutes (and there is not a SAVE element in this system for you to come back to finish your report later).

What happens next?

- Clicking on **submit report** will send the report to DHS for approval

Typically your request will be reviewed and approved within a day or two. The review and approval of your request for grant funds is completed by three people, for security measures.

Budget revisions

- Go back to your grant page and click on VIEW

Minnesota Department of Human Services

EGMS
Enterprise Grants Management System

Hello, Leni Wilcox. Welcome to EGMS.

[My Page](#) | [Change Password](#) | [My Profile](#) | [Log Out](#)

My Grants

	Number	Vendor Number	Title	Begin Date	End Date	Amount	Budget Setup Date
View Report Expenditure	442011	07975000825	Three Bears	9/7/2009	9/6/2010	\$25,465.00	9/29/2009

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If at some time your budget needs revision, within line items, you may request this through EGMS. (Note that this is different than a contract amendment. Amendments are required to ADD a budget line item, extend the end date and/or increase the total grant award.)

To request a budget revision, go to your grant page in EGMS and click VIEW.

View budget

 Minnesota Department of Human Services

EGMS
Enterprise Grants Management System

Hello, [Launch My Home](#). Welcome to EGMS.

[My Page](#) | [Change Password](#) | [My Profile](#) | [Log Out](#)

Grant Contract Detail [Back To MyPage](#)

Budget Periods

	ID	GC Number	Start Date	End Date	Budget Amount
View Budget	729	442011	9/7/2009	9/6/2010	\$25,465.00

Grantee:

Contract Number: Vendor Number:

Contract Start Date: Contract Amount:

Contract End Date:

Grant Manager:

Grant Accountant:

Notes:

Select "View Budget"

Select edit

The screenshot displays the EGMS interface within a Microsoft Internet Explorer browser window. The browser title is "Budgets, Reported Expenditures and Payments Page - Microsoft Internet Explorer provided by DHS, State of MN". The URL is "http://egms.dhs.state.mn.us/budgetsAndExpenditureReports.aspx".

The main content area shows the "EGMS Enterprise Grants Management System" header. Below the header, there is a navigation bar with "My Page", "GrantContract Lookup", "My Templates", and "Expenditure Report".

A table lists budget items with columns: Number, Vendor Number, Title, Begin Date, End Date, Amount, User Defined, Require SA, and SA. The first row is highlighted:

Number	Vendor Number	Title	Begin Date	End Date	Amount	User Defined	Require SA	SA
442011	07975000825	DESPIC/WILDER FOUNDATION/ PRICHEL	9/7/2009	9/6/2010	\$25,465.00		True	PWJAK58

Below this table, there are links for "View Grants Expenditures" and "View Payments".

A section titled "Budgets For Budget Period: 9/7/2009 - 9/6/2010" contains a table with columns: Budget Type, Budget Status, Submitted Date, Submitted By, Grantee Approval, GM Approval, GA Approval, and Secondary Approval. The first row is highlighted:

Budget Type	Budget Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval	Secondary Approval
Current Budget	Approved	9/29/2009	David Hanson				

A red arrow points to the "Current Budget" row. Below this table, there is a detailed budget breakdown for "Community Service - State Share".

Purpose	Type	Current	Pending	Previous
Community Service - State Share	Personnel	\$20,300.00		
	Travel	\$165.00		
	Communications and Utilities	\$0.00		
	Building Space	\$0.00		
	Construction	\$0.00		
	Equipment	\$0.00		
	Supplies	\$0.00		
	Volunteers	\$0.00		
	Contracts	\$3,900.00		
	Other	\$1,100.00		
	Total:		\$25,465.00	\$0.00

At the bottom of the page, there is a footer with the date "8/10/2016", the text "Living Well at Home grantee training", and the page number "17".

Your current budget is displayed and you will then Select EDIT.

Scroll down to the bottom and click on Revise Budget

Budgets, Reported Expenditures and Payments Page - Microsoft Internet Explorer provided by DHS, State of MN

Address: http://legis.dps.state.mn.us/Budgets/ExpenditureReport.aspx

	Budget Amount	Total Expenditures	Variance %	101%	Shared Budget?
Supplies	\$0.00	\$0.00	10	100	False
Volunteers	\$0.00	\$0.00	10	100	False
Contracts	\$3,900.00	\$0.00	10	100	False
Other	\$1,100.00	\$450.00	10	100	False
Total:	\$25,465.00	\$6,540.42			

Type	Budget Amount	Total Expenditures	Variance %	101%	Shared Budget?
Personnel	\$14,875.00	\$4,909.77	100	0	False
Travel	\$785.00	\$49.50	100	0	False
Communication and Utilities	\$900.00	\$224.85	100	0	False
Building Space	\$3,100.00	\$1,250.00	100	0	False
Construction	\$0.00	\$0.00	100	0	False
Equipment	\$0.00	\$0.00	100	0	False
Supplies	\$714.00	\$378.00	100	0	False
Volunteers	\$0.00	\$0.00	100	0	False
Contracts	\$4,140.00	\$0.00	100	0	False
Other	\$2,500.00	\$0.00	100	0	False
Total:	\$27,014.00	\$6,813.12			

Budget Type: Current Budget Submitted Date: 8/29/2009
Budget Status: Approved Submitted By: David Hanson

Notes: [Insert Note](#)

Save Revise Budget Cancel

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Scroll down to the bottom of the page and Select "Revise Budget".

Enter revised budget

(only line items that are being revised need to be entered)

The screenshot displays the EGMS interface with a budget table. The table has columns for Budget Amount, Revised Budget Amount, Total Expenditures, Variance %, and Shared Budget. The 'Personnel' line item has a budget of \$20,200.00 and a revised budget of \$20,000.00, with a total expenditure of \$6,090.42 and a 0% variance. The 'Contracts' line item has a budget of \$3,900.00 and a revised budget of \$3,900.00, with a total expenditure of \$0.00 and a 10% variance. The 'Other' line item has a budget of \$1,100.00 and a revised budget of \$1,100.00, with a total expenditure of \$450.00 and a 10% variance. The total budget is \$25,465.00 and the total expenditures are \$6,540.42.

Purpose	Type	Budget Amount	Revised Budget Amount	Total Expenditures	Variance %	10%	Shared Budget?
Personnel		\$20,200.00	20000	\$6,090.42	0	100	False
Travel		\$165.00	165	\$0.00	10	100	False
Communication and Training		\$0.00	0	\$0.00	10	100	False
Building Space		\$0.00	0	\$0.00	10	100	False
Construction		\$0.00	0	\$0.00	10	100	False
Equipment		\$0.00	0	\$0.00	10	100	False
Supplies		\$0.00	0	\$0.00	10	100	False
Utilities		\$0.00	0	\$0.00	10	100	False
Contracts		\$3,900.00	3900	\$0.00	10	100	False
Other		\$1,100.00	1100	\$450.00	10	100	False
Total		\$25,465.00		\$6,540.42			

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EGMS automatically fills in the current budget to assist you. You only need to change the line items you are revising.

The total amount of your grant may not be increased from its original amount. Only amounts within line items may be revised, if necessary.

Since there is a 10% variance built into your grant' *in all but the Personnel line item*, this means your revision can be within 10% of the budget amount for that line item.

Using this page as an example, if you needed more money in Contracts (which is the 2nd from the last line item), you could submit a revision request of up to \$390, which is 10% of the budget amount of \$3,900, to make a new total for that line item to be \$4,290.

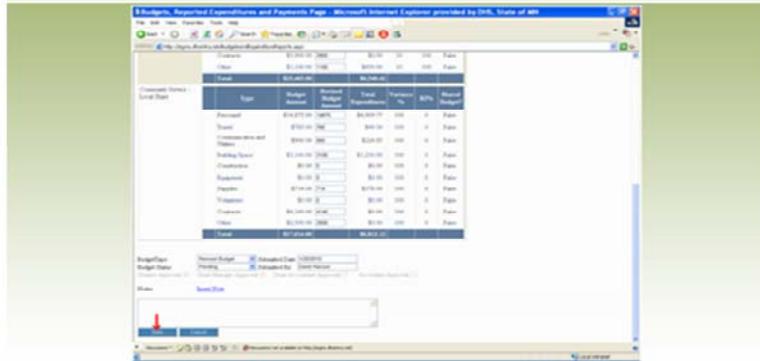
The \$390 must be balanced out of another line item(s), so (again, in this scenario, you would have a choice, to either decrease Travel and/or Other by a total of \$390. Note that Personnel has a 0% Variance. If there are changes you need in Personnel, you will need to talk with Jackie Peichel.

Also, in this budget scenario, as may be the case in some of your budgets, there are line items that have zero money allocated. You may not transfer money into these line items because your contract does not specify money for these items.

Justify and submit your budget revisions

Submit the budget revision

Scroll down to the bottom of the page and press SAVE. This completes the budget revision request.



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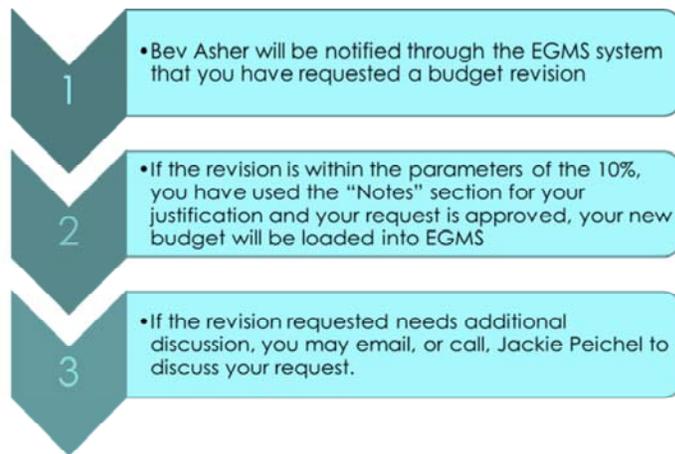
After you have entered your revised budget, and prior to clicking the SAVE button, you must explain in the “Notes” box why you are asking for a budget revision within the 10% variance. Make sure your explanation is detailed for each line item you are revising.

This explanation is what we will be considering to approve/or not approve your request. Again, it is important you are detailed in the Notes section.

Composing the explanation in a Word document and then cutting and pasting it into the Notes section works well since the EGMS system will time out after a short period of time.

After you have completed your justification, hit the “SAVE” button

What happens after I request a budget revision?



I will be notified through EGMS that you have requested a budget revision. Your revision and justification will be considered based on the Grantees Duties outlined in your contract.

As mentioned earlier, everything in EGMS goes through a three person review process, so after approval, by the STATE, it may take a day or two for you to see the changes in EGMS. Likewise, if your budget revision is not approved, you will see this on your grant page in EGMS.

Reminders about budget revisions

The original budget is already loaded in the line items.

Only line items being changed need to be updated.

After making your changes in the line items, the total budget must remain the same or the system will not accept the change.

You may only make budget revisions within the 10% limit that is pre-set in EGMS. If a greater change is needed, you must talk with Jackie Peichel at 651-431-2583.

What if I need to change banks during the course of my grant?

- Make request using the [Bank Change form](http://mn.gov/mmb/assets/bank-change_tcm1059-126539.pdf) available at:
http://mn.gov/mmb/assets/bank-change_tcm1059-126539.pdf
- Copy and fill out the form and either mail it or fax it to:

Minnesota Management & Budget
File Maintenance – EFT
658 Cedar Street, Ste. 400
St. Paul, MN 55155
Fax number: 651-797-1305

Questions about this form?

Call the MMB EFT Helpline at 651-201-8106 or email at efthelpline.mmb@state.mn.us

The change form is also found on the MMB website. The direct link to this form is on this slide. The next slide will show you a snapshot of what the bank change request form looks like.

Bank Change Request

MINNESOTA Management & Budget

Direct Deposit Authorization for Electronic Funds Transfer
AAP Bank Change Request

File Maintenance
400 Centennial Office Bldg
658 Cedar Street
St Paul, MN 55155
EFT Helpline 651-201-8106
Fax 651-797-1305
efthelpline.mmb@state.mn.us

Instructions for completing this form are on the back. Please print clearly and use black ink.

Primary Address (General)

Name _____
Address _____
City _____
State _____ Zip Code _____ Vendor Number _____ Location _____

Contact Information - Please list person who can respond if additional information is required

Contact Name _____
Email Address _____
Email Address for Payment Notification _____
(if different than above)
Phone _____ - _____ - _____ Ext _____ Fax _____ - _____ - _____

Tax Identification Information

Parent's SSN # _____ Parent's SSN # _____
Parent's Name _____ Parent's Name _____

Current Financial Institution Information - THIS INFORMATION IS REQUIRED - Enter bank info we are currently depositing print to

ABA Routing Number _____
Customer Account Number _____

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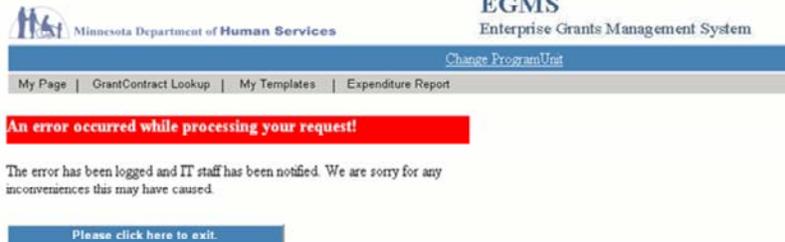
It is a simple procedure to change your direct deposit to another bank.

It may take a couple of days for the change to go through, once you have submitted your form, so please allow for this time delay.

Issues and Errors

YIKES!

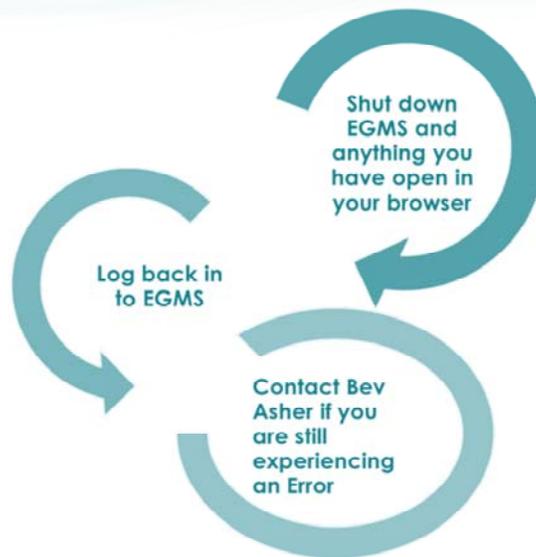
Occasionally a user may encounter an error screen.



The screenshot shows the EGMS (Enterprise Grants Management System) interface. At the top left is the Minnesota Department of Human Services logo. The main header reads "EGMS Enterprise Grants Management System". Below this is a navigation bar with links: "My Page", "GrantContract Lookup", "My Templates", and "Expenditure Report". A red banner displays the error message: "An error occurred while processing your request!". Below the banner, a message states: "The error has been logged and IT staff has been notified. We are sorry for any inconveniences this may have caused." At the bottom of the message is a blue button that says "Please click here to exit."

There may be a few circumstances, while working in EGMS,
That may produce an Error page:

What to do if the error does not clear



Most often an Error occurs if EGMS times out. You have approximately 10-15 minutes before the system will shut you out, so it is best to have your expenditures figured out prior to entering them in EGMS.

It may happen if the EGMS system is down for an upgrade or repair; if DHS is experiencing any technical problems or if you guess more than 3 times at your username and password.

If you receive an error, the first thing to try before contacting us is to shut down EGMS, **and any other browsers you may have open**, and log back in.

If this does not solve the problem, please don't hesitate to call or email Bev Asher.

If you are locked out because you tried your username and password more than three times, email Bev Asher. A request will then be sent to EGMS to unlock your entry into the system. (Again, very important to remember, put your username and password in a secure place, because in some circumstances, EGMS personnel may not be available to unlock your entry into EGMS if they are away from the office for sick

leave or vacation.)

Change or removal of user

- A signed letter by your Board of Directors is needed to request a change of user of the EGMS system.
- Include the new user's name, address, email and phone number and email the letter to Bev Asher at bev.asher@state.mn.us
- Grantee shall also immediately inform STATE when an EGMS login and password is to be removed due to a staffing change

If there is a change in the person authorized, in Clause 7 of your Contract, to use the EGMS system, please send Bev Asher a letter signed by your Board of Directors requesting this change. Include the new person's name, address, email and phone number.

If the designated user of the EGMS system leaves your employment, we need to be notified immediately.

Final reminder/request

With the number of grants we process and service, it saves time and confusion for us if you include this information when sending an email or leaving a voice message:

- 1. Grant number**
- 2. Grant name**
- 3. Your email**
- 4. Phone number**

***THANK YOU** for helping us in this way!*

It really helps us if you include this information when you call or email.
Thanks in advance for doing this!

Contact Information

Jacqueline Peichel 651-431-2583

jacqueline.s.peichel@state.mn.us

Bev Asher 651-431-4255

bev.asher@state.mn.us