Live Well at Home Grantee Training on the Enterprise Grants Management System (EGMS)
How do I get paid?
When may I request funds?

<table>
<thead>
<tr>
<th>State Fiscal Calendar</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1: July 1 – September 30</td>
<td>October 15</td>
</tr>
<tr>
<td>Quarter 2: October 1 – December 31</td>
<td>January 15</td>
</tr>
<tr>
<td>Quarter 3: January 1 – March 31</td>
<td>April 15</td>
</tr>
<tr>
<td>Quarter 4: April 1 – June 30</td>
<td>July 15</td>
</tr>
</tbody>
</table>
Entering expenditures into EGMS

The web site for EGMS is

http://egms.dhs.state.mn.us
Sign up for your new account in EGMS

Welcome to EGMS! Please login below.

User Login
Forgot My Password
New User?

Please Log In
User Name:
Password:
[ ] Remember me next time.
Log In
## Required information

### New User Registration

Fields with * are required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>0000123456</td>
</tr>
<tr>
<td>Name</td>
<td>Three Bears</td>
</tr>
<tr>
<td>Contact</td>
<td>Goldi Locks</td>
</tr>
<tr>
<td>Address1</td>
<td>8 Porridge Lane</td>
</tr>
<tr>
<td>City</td>
<td>Saint Paul</td>
</tr>
<tr>
<td>State</td>
<td>MN</td>
</tr>
<tr>
<td>Zip</td>
<td>55101</td>
</tr>
<tr>
<td>Phone</td>
<td>651-555-5555</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
</tbody>
</table>
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
Report expenditures

- Select your grant
- Be sure you select the correct Grant!
- Click on “Report expenditures” under My Grants
Select budget period

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

- Click on the reporting period which corresponds to the period you are reporting.
Enter expenditures

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

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Budget Amount</th>
<th>Total Expenditures BPTD</th>
<th>Available</th>
<th>Reporting Period: 4/1/2009 - 6/30/2009</th>
<th>Shared Budget</th>
<th>Variance (%)</th>
<th>RI %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$60,488.00</td>
<td>$58,525.00</td>
<td>$1,963.00</td>
<td>32978</td>
<td>False</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Travel</td>
<td>$5,040.00</td>
<td>$8,270.00</td>
<td>($3,230.00)</td>
<td>3033</td>
<td>False</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Communication &amp; utilities</td>
<td>$2,324.00</td>
<td>$1,842.00</td>
<td>$482.00</td>
<td>605</td>
<td>False</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Building space</td>
<td>$4,800.00</td>
<td>$3,600.00</td>
<td>$1,200.00</td>
<td>1200</td>
<td>False</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Supplies</td>
<td>$600.00</td>
<td>$428.00</td>
<td>$172.00</td>
<td>200</td>
<td>False</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Contracts</td>
<td>$12,100.00</td>
<td>$13,925.00</td>
<td>($1,825.00)</td>
<td>5625</td>
<td>False</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>$2,000.00</td>
<td>$330.00</td>
<td>$1,170.00</td>
<td></td>
<td>False</td>
<td>100</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total:** $87,352.00

**Total expenditures for this Reporting Period:** $84,028.00
What happens next?

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

• Go back to your grant page and click on VIEW
View budget

<table>
<thead>
<tr>
<th>ID</th>
<th>GC Number</th>
<th>Start Date</th>
<th>End Date</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>729</td>
<td>442011</td>
<td>9/7/2009</td>
<td>9/6/2010</td>
<td>$25,465.00</td>
</tr>
</tbody>
</table>

Grantee: DHS100

Contract Number: 442011
Vendor Number:  

Contract Start Date: 9/7/2009
Contract End Date: 9/6/2010

Contract Amount: $25,465.00

Grant Manager:
Grant Accountant:
Notes:
Select edit
Scroll down to the bottom and click on Revise Budget
Enter revised budget

Only line items that are being revised need to be entered.
Justify and submit your budget revisions

- After entering your budget changes, use the Notes section in the box under the to explain in detail all of your revisions. (The Notes box will expand as you type.)

After submitting your line item revision(s), enter explanation in Notes box and click on SAVE.
What happens after I request a budget revision?

1. We will be notified through the EBMS system that you have requested a budget revision.

2. If the revision is within the parameters of the 10%, the Notes section has been completed and your request is approved, your new budget will be loaded into EGMS.

3. If the revision requested needs additional discussion, you may email or call either Aaron Cotter or Courtney Whited to discuss your request.
Reminders about budget revisions

The original budget is already loaded in the line items.

After making your changes, the total budget must remain the same.

Only line items being changed need to be updated.

You may only make budget revisions within the 10% limit that is pre-set in EGMS. Larger changes must be approved by staff.
What if I need to change banks during the course of my grant?


Copy and fill out the form and either mail or fax it to:

Minnesota Management & Budget
File Maintenance – EFT
St. Paul, MN 55155
Fax: 651-797-1305

MMB EFT Helpline at 651-201-8106 or email at efthelpline.mmb@state.mn.us
Bank Change Request form
Issues and Errors

Yikes!

An error occurred while processing your request!
The error has been logged and IT staff has been notified. We are sorry for any inconveniences this may have caused.

Please click here to exit.
What to do if an error does not clear

If you are still experiencing an error, shut down EGMS and anything you have open in your browser, and then log back into EGMS.

If this does not resolve the error, or if you are locked out of the system, email DHS.EGMSHELP@state.mn.us for additional technical assistance.
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. Email the letter to both Aaron Cotter (Aaron.Cotter@state.mn.us) and Courtney Whited (Courtney.Whited@state.mn.us)

- Grantee shall also immediately inform STATE when an EGMS login and password is to be removed due to a staffing change
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!
Contact Information

Aaron Cotter
651-431-4258
Aaron.Cotter@state.mn.us

Courtney Whited
651-431-2546
Courtney.Whited@state.mn.us
Thank you!