

## Submitting a Spending Plan

- Spending plans should be submitted at the beginning of the grant year and then quarterly after that. Spending plans show how funds are planned to be expended throughout the grant year. Spending plans should be updated after each reimbursement has been submitted.
  - Log into EGrAMS
  - Select Grantee / Reports / Progress/Reimbursement Reports
  - Under grant programs, select the program you want to complete the report for, then click “Find” on the bottom right
  - Click on Spending Plan
  - Enter the anticipated expenditures for each month.
    - If you have already submitted reimbursements, please include the actual amounts for those months.
  - Once completed, click “save”, then validate to ensure all necessary questions are answered.
  - After validating, click “Close”
  - Click the checkbox next to the spending Plan that appears under the “Submit” section column.
  - Click OK to submit