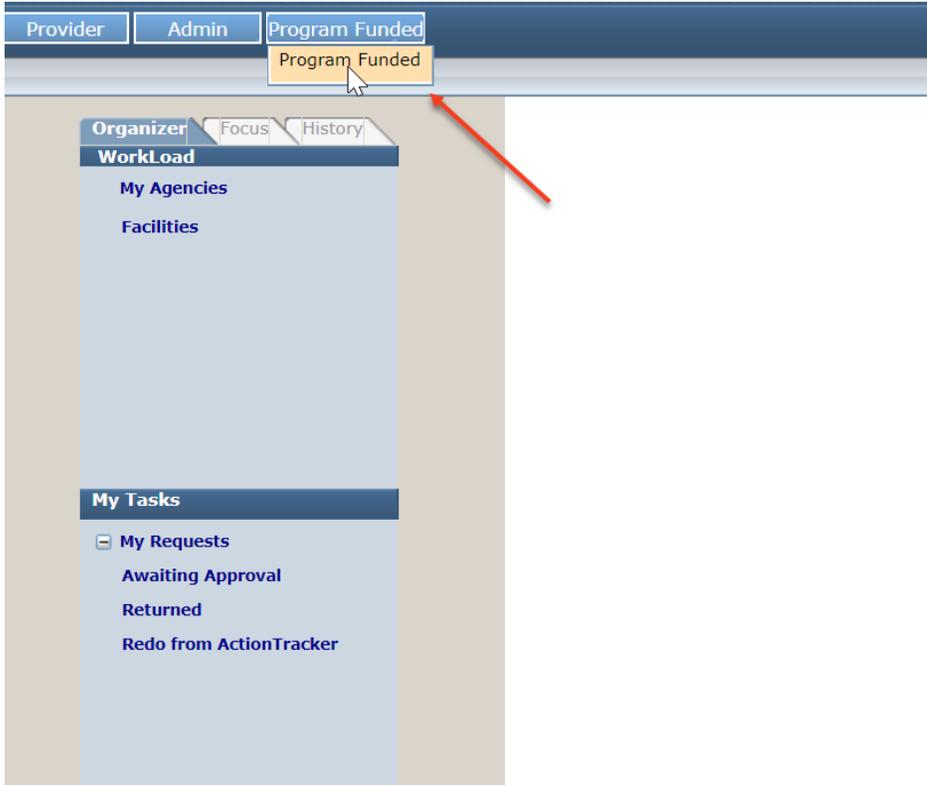


**COVID- 19 Budget:**

1. Log into MPER by clicking on the [MPER](#) hyperlink
2. Hover over the Program funded menu item and click on the Program Funded dropdown



3. Click anywhere in the COVID-19 contract grid



4. Click on the **budget** button for the COVID-19 service you want to complete a budget

Contract ID: [REDACTED] Contract Dates: 03/06/2020 - 03/05/2021 Project #: COVID19 Contract #:

Ungrouped Allocations

Service	DHS Office	Program	Type	Start Date	End Date	Amount Not To Exceed	Available Actions	Amount Invoiced
COVID-19    Lost Revenue	Administrative	Not Applicable	Initial	3/6/2020	3/5/2021	\$500,000.00	BUDGET Provider: [REDACTED]	\$0.00
COVID-19    Uncovered Expenses	Administrative	Not Applicable	Initial	3/6/2020	3/5/2021	\$500,000.00	BUDGET Provider: [REDACTED]	\$0.00

Show 10 entries First Previous 1 Next Last

5. Fill out the objects of expense with the correct breakout amounts. Note: The Total should appear green and there should be a \$0 balance in order to **Update and Submit the budget.** If the Total or Balance are red then you will need to alter the budget amounts.

Object Of Expense	Category	Budget Amount	Amount Invoiced
Communications	Operating & Office	\$100,000.00	\$0.00
Supplies	Operating & Office	\$10,000.00	\$0.00
Transportation	Client Expenses	\$10,000.00	\$0.00
Other	Other	\$50,000.00	\$0.00
Personnel	Personnel	\$70,000.00	\$0.00
Indirect Costs	Indirect Costs	\$20,000.00	\$0.00
Fixed Assets	Fixed Assets	\$0.00	\$0.00
Professional/Technical Services	Operating & Office	\$100,000.00	\$0.00
Service Contracts	Operating & Office	\$100,000.00	\$0.00
Facility Expenses	Operating & Office	40000	\$0.00
<b>Total:</b>		<b>\$500,000.00</b>	
<b>Balance:</b>		<b>\$0.00</b>	

6. IF any additional documentation is needed please **Browse** your files, enter a Description, and then **Upload**

Additional Documentation

File  **BROWSE** Description  **UPLOAD**

No additional documents

7. Check mark the box for 'Reviewed and approved by provider agency's CEO/CFO/CIO' and click **Update and Submit**

Additional Documentation

File  **BROWSE** Description  **UPLOAD**

No additional documents

Comments History

Reviewed and approved by provider agency's CEO/CFO/CIO

Comments

**TEMPLATE** **SEND BACK** **UPDATE** **UPDATE & SUBMIT** **CLOSE**