EGMS 2.0

Application Submission
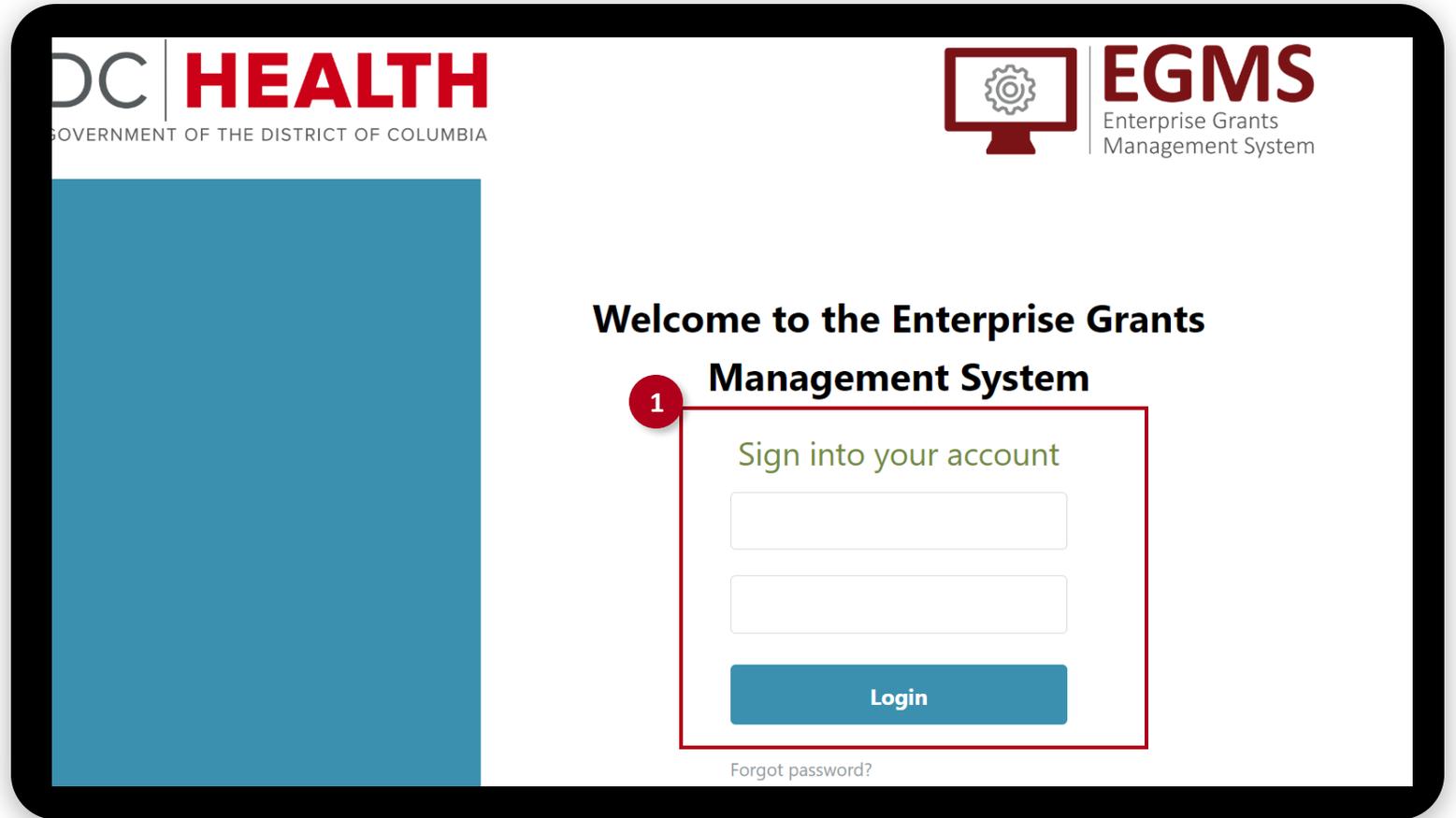### Reference Guide

Let's begin!

DC | HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA

Log into the portal

1 Log into the portal using your credentials.

Click on the DC Health Funding Opportunities tab

1 Once you access the portal, click on the **Funding Opportunities** tab.

Apply for a Funding Opportunity

1 To begin your application, click the **Apply** link.

Funding Opportunity Detail tab

1 In the **Funding Opportunity Detail** tab, the fields are pre-populated and not editable. Click on the **Next** button to proceed.

Legal Terms tab

1 In the Legal Terms tab, read the Mandatory Disclosures, Certification, Terms and Conditions and Assurances. Select the I read the terms and agree checkbox.
Click the Next button to continue.

Workplan

1 On the **Workplan** tab, fill out your information. Your organization name should be pre-populated.

*The fields marked with * are mandatory and must be filled out to continue.*

Add goals and objectives

1 At the bottom of the **Workplan** tab, you will be able to add goals by clicking on the **Add Goal** buttons.

2 Add objectives by clicking on the **Add Objectives** buttons.

*The fields marked with * are mandatory and must be filled out to continue.*

Select next

1 Select Next

Objective Description
test 7.23

Key Indicator(s):
test 7.23

Key External Partner(s):
test 7.23

+	Key Activities to Meet this Objective	Proposed Start ...	Proposed Compl... Date	Key Personne
🗑	test 7.23	Jul 1, 2024 📅	Aug 1, 202 📅	test 7.23

Back   Save for later   Sub   **1** Next

Service Area Budget

1 In the **Service Area Budget** tab, select the Service Area Budget option and click the **arrows** to move from left to right.

2 Complete the **Amount** field.

3 Click the **Next** button to continue.

*The fields marked with * are mandatory and must be filled out to continue.*

Application Budget

1 Fill out all the fields in the **Application Budget** tab. Click on the **Next** button to continue.

*The fields marked with * are mandatory and must be filled out to continue.*

Application Components tab

1 Go to the **Application Components** tab.

2 Upload all documents required as part of your application package. You click the **Upload Files** button or **drop the files**.
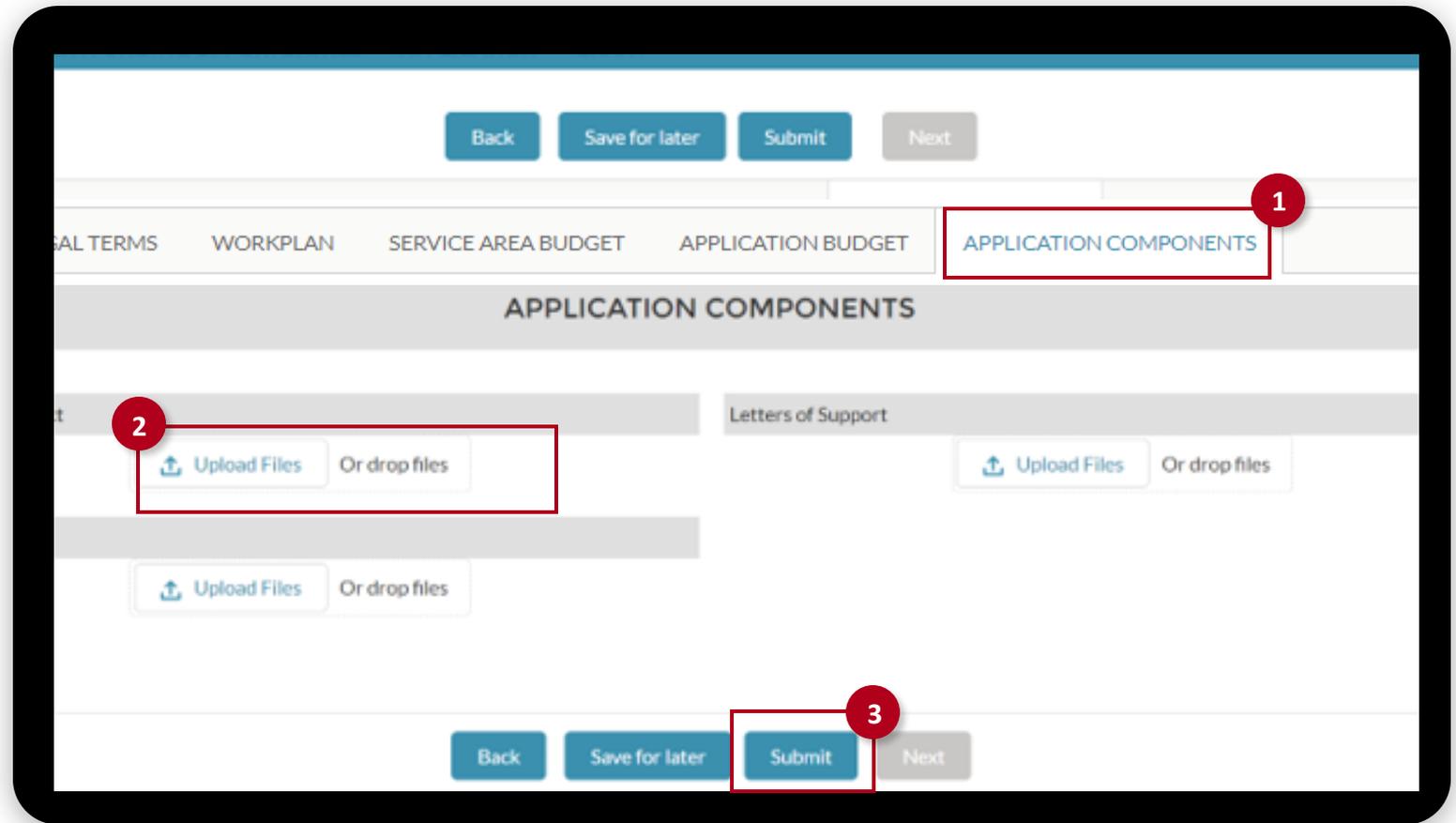
Click submit

1 Click submit.

2 NOTE: If any documents have not been uploaded to the required fields, you will receive this validation message. ALL documents must be uploaded to submit the application.

If you still have questions, please contact OGM at doh.grants@dc.gov

Thank you!

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