# **EGNS Progress Reports** Reference Guide for Primary Users

Let's begin!



Revised August 2024

# **Notification e-mail**

1

Click the **link** in the notification e-mail to start completing the Progress Report task.





# Log into EGMS

1	
	1

Log into the Enterprise Grants Management System page by entering your username and password. Click the Log in button.







#### **Open the Progress Report Task**

Click on the Progress Report ID.

HOME FUNDING OPPORTUNITIES APPLICATION GRANT

#### WELCOME TO THE ENTERPRISE GRANTS MANAGEMENT SYSTEM

ID	Task Subject	D
1 PR-0360	A progress report task has been created for you	08
PR-0362	A progress report task has been created for you	08
PR-0361	A progress report task has been created for you	08
PR-0360	A progress report task has been created for you	08
PR-0361	A progress report task has been created for you	08
PR-0360	A progress report task has been created for you	08
2023-737-001	Review draft of award 2023-737-001	08



# **Fill out the Profile section**

1

Complete all the fields in the **Profile** section.

2

Click the **Next** button to continue.

Key Accomplishments	Project Timeline
Select Key Accomplishments	So that we may hard assist you please indicate
Targets and Results	On schedule
Select Targets and Results	Ahead of schedule
Challenges	Behind schedule
Select Challenges	Technical assistance required
Partnerships	Number of LEP/NEP individuals served
Select Partnerships	
Proiect Changes	
Select Project Changes	Languages of LEP/NEP individuals served
Future Activities	Available Selected
Select Future Activities	Spanish
Comments	French
Select Comments	▼
	Amharic, Somali, or oth
	Chinese (including Ma
	Korean
	Vietnamese
	•



# Fill out the relevant information

1

Enter relevant information in the comment box in the following sections:

- Key Accomplishments
- Targets and Results
- Challenges
- Partnerships
- Project Changes
- Future Activities
- Additional Comments



Click the **Next** button to continue to the following section.

Profile Key Accomplishments Targets and Results Challenges Partnerships Project Changes Future Activities Addition   Challenges	onal Comments More 🗸
Challenges	
If you have an available of a value of a val	to address the issue
In your nave encountered any barriers of obstacles in your project work during the past quarter, please describe the challenge and any steps you have taken	to address the issue.
Enter Challenges	
	2 Next Submit





# **Upload Attachments and Submit Progress Report**

1

2

Upload relevant documents by clicking the **Upload Files** button or by **dragging and dropping** the files.

Click the **Submit** button. Your progress report has been submitted successfully.

Profile Key Accomplishments	Targets and Results Challeng	es Partnerships Project Chang	es Future Activities	Attachments	More 🗸
Progress Report Attachments			1		Or drop files
Action	File Name	Attached By	Date/Time Stamps	1	1
Delete	Test doc.pdf	keerthi PUQ	12-6-2022 14:43		
				Back	Next Su



# Notification e-mail of approval



Once the Progress Report has been approved, you will receive a notification e-mail.





# Notification e-mail of rejection



If your Progress Report has been rejected, you will receive a notification e-mail to revise and resubmit.





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

# Thank you!

