



EGMS

Progress Reports

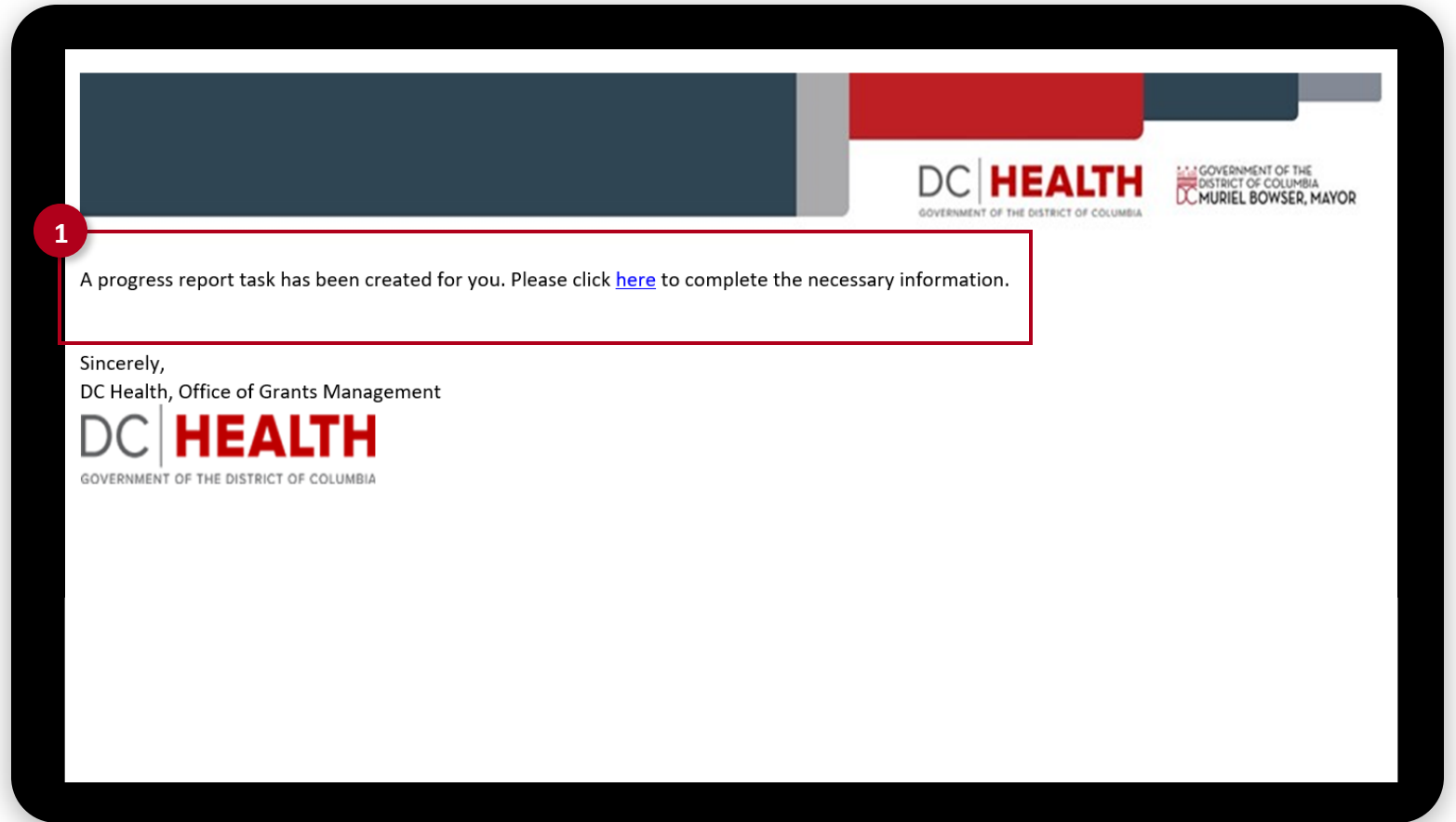
Reference Guide for Primary Users

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.



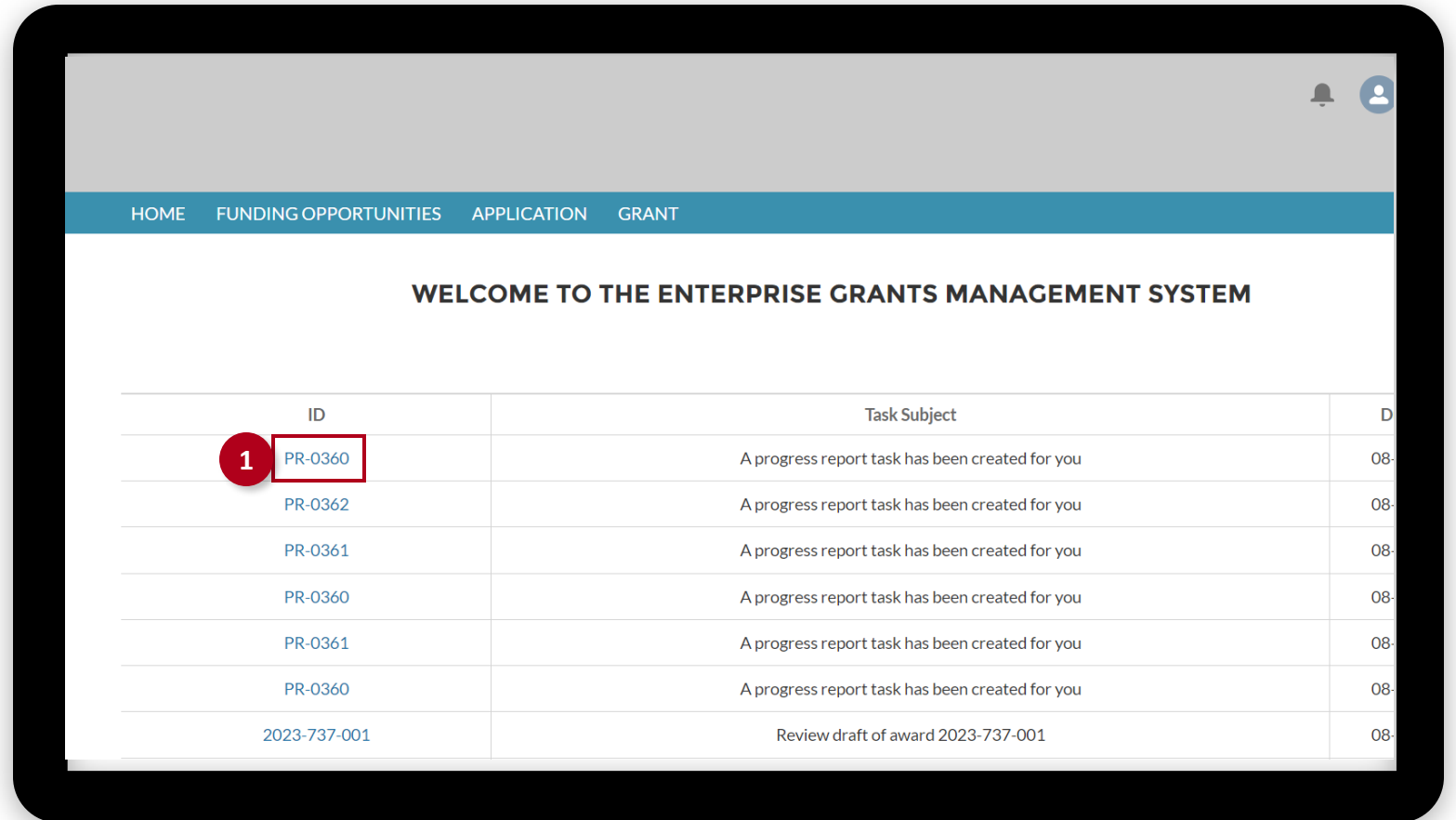
Log into EGMS

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



Open the Progress Report Task

1 Click on the Progress Report ID.



Fill out the Profile section

- 1 Complete all the fields in the Profile section.
- 2 Click the **Next** button to continue.

Mark the areas that you have included in your progress report

1

Key Accomplishments
Select Key Accomplishments

Targets and Results
Select Targets and Results

Challenges
Select Challenges

Partnerships
Select Partnerships

Project Changes
Select Project Changes

Future Activities
Select Future Activities

Comments
Select Comments

Project Timeline

So that we may best assist you, please indicate

On schedule
 Ahead of schedule
 Behind schedule
 Technical assistance required

Number of LEP/NEP individuals served

Languages of LEP/NEP individuals served 1

Available

- Spanish
- French
- Amharic, Somali, or oth...
- Chinese (including Ma...
- Korean
- Vietnamese

Selected

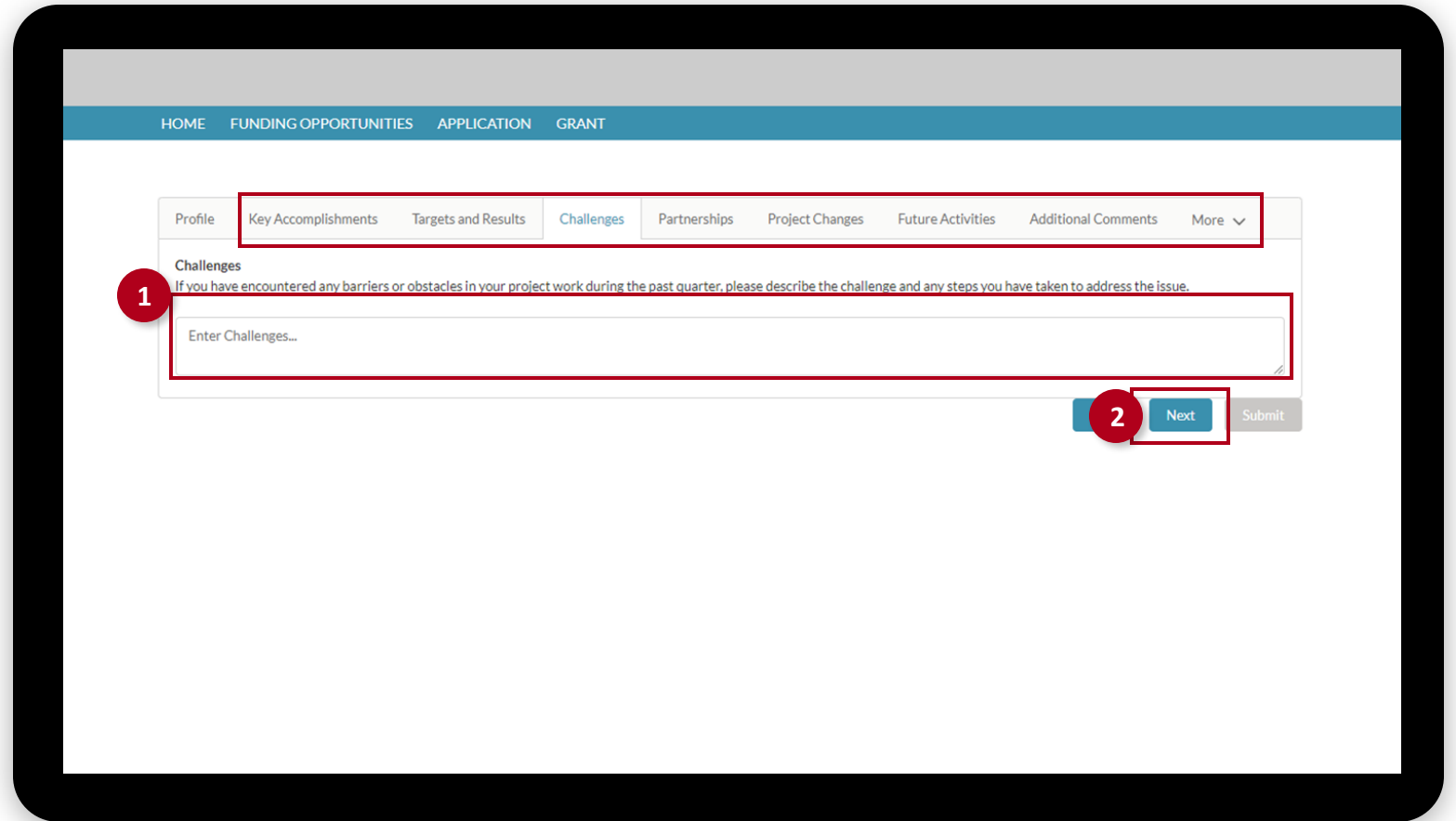
2 Next

Fill out the relevant information

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

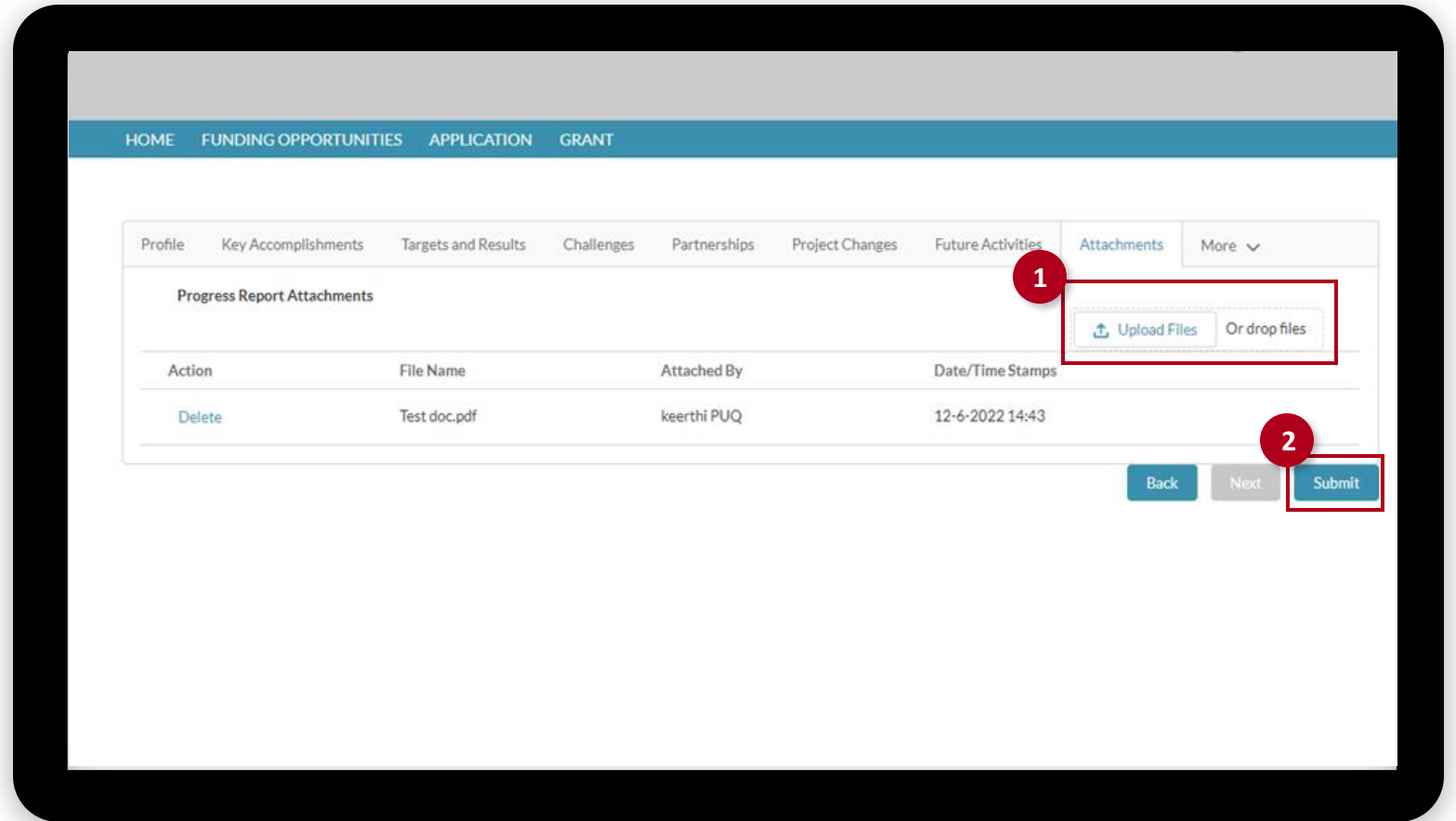
- Key Accomplishments
- Targets and Results
- Challenges
- Partnerships
- Project Changes
- Future Activities
- Additional Comments

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



Upload Attachments and Submit Progress Report

- 1 Upload relevant documents by clicking the **Upload Files** button or by **dragging and dropping** the files.
- 2 Click the **Submit** button. Your progress report has been submitted successfully.



Notification e-mail of approval

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



Notification e-mail of rejection

1 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!