EGMS 2.0
Application Submission
Reference Guide

Let's begin!
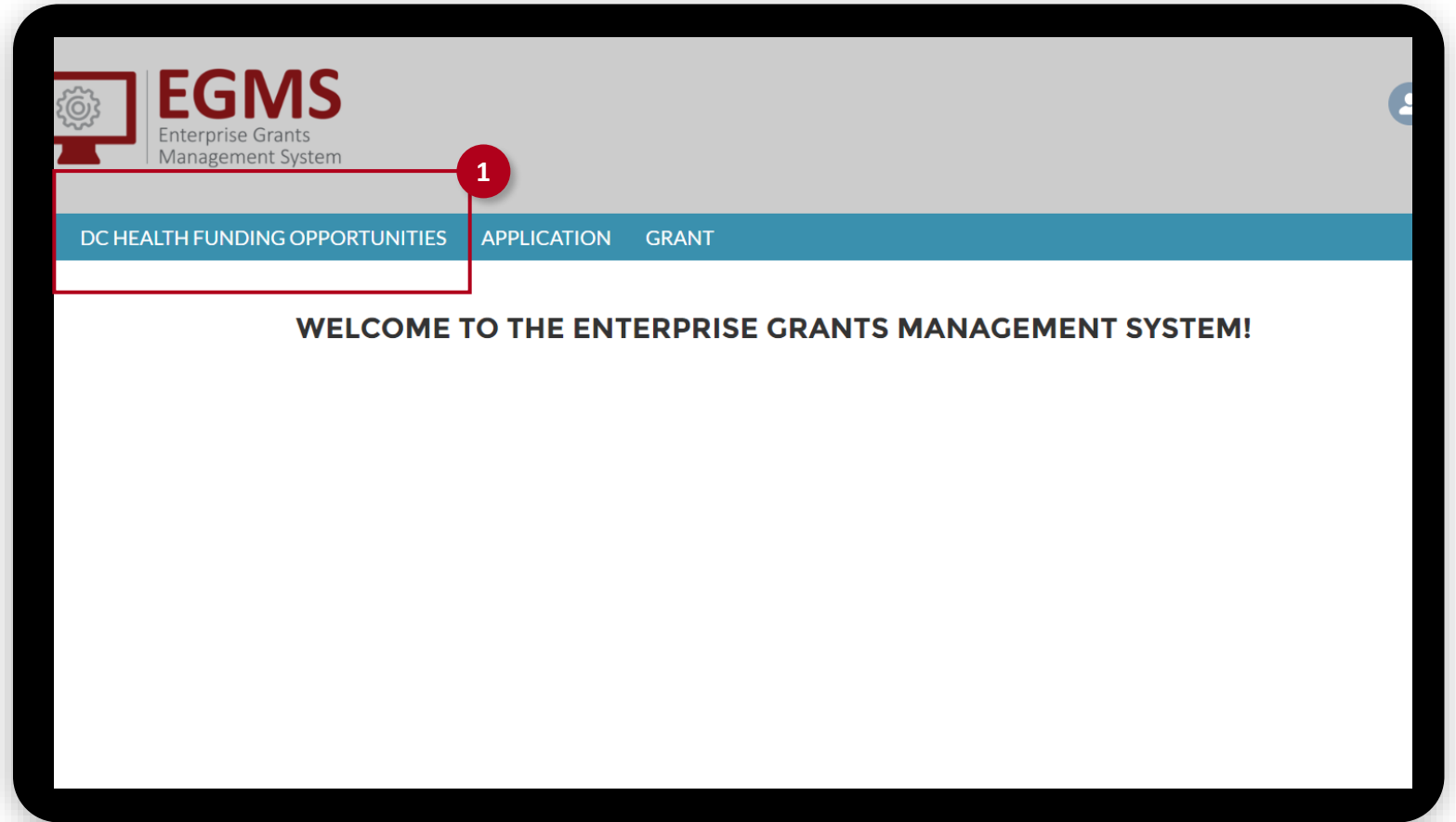
DC | HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA

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 DC Health Funding Opportunities tab.
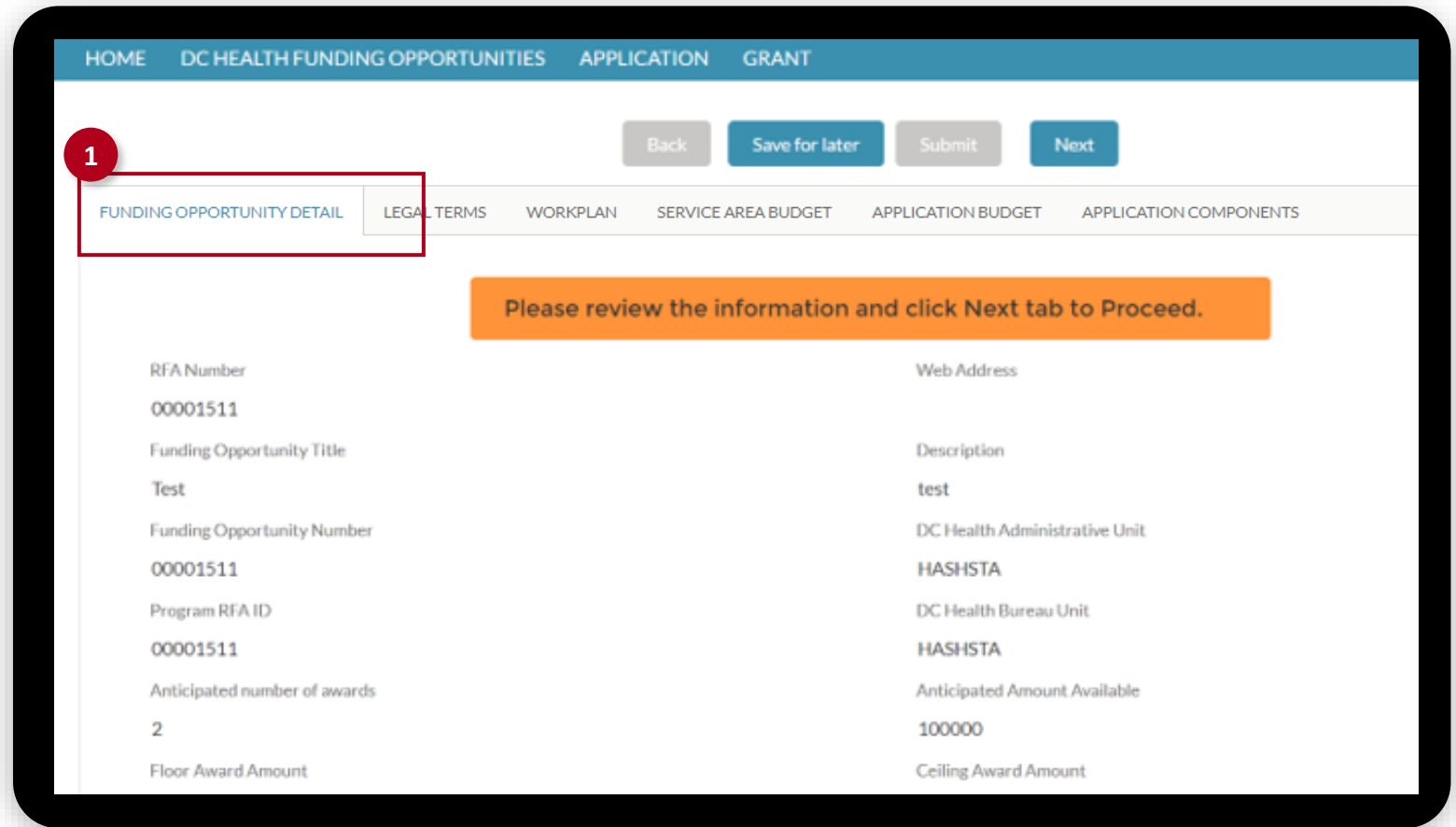
Apply for a Funding Opportunity

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

Funding Opportunity Detail tab

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

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

Legal Terms tab

1 Go to the **Legal Terms** tab. Read the **Certification, Terms and Conditions and Assurances**. Select the **I read the terms and agree** checkbox. Click the **Next** button to continue.
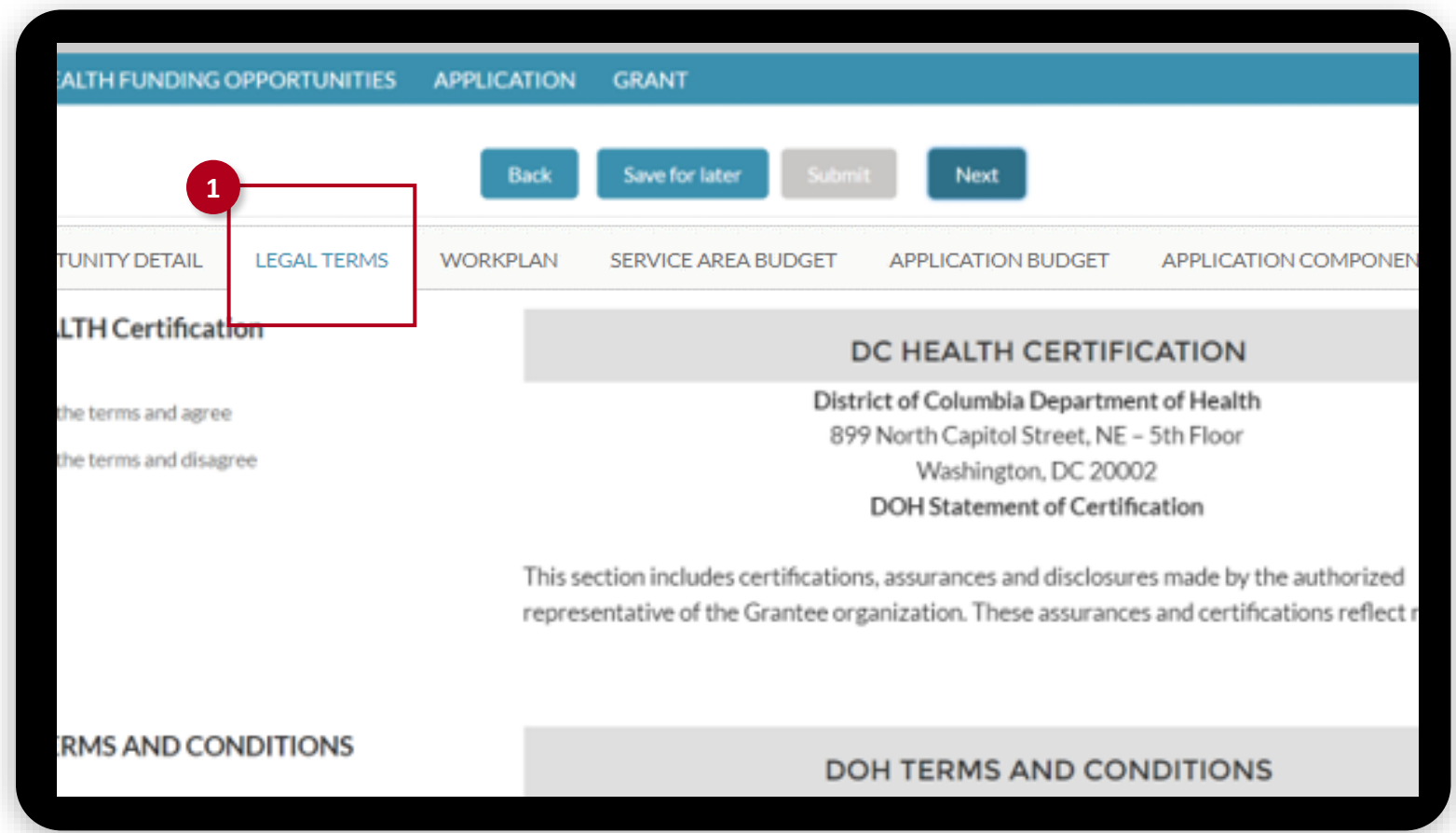
The fields marked with ******* *are mandatory and must be filled out to continue.*

Workplan

1 Click on the **Workplan** tab and 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.*

Service Area Budget

1 Go to 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 Navigate to the **Application Budget** tab and fill all the fields. 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**.

3 Click on the **Submit** button. Your application submission is complete.
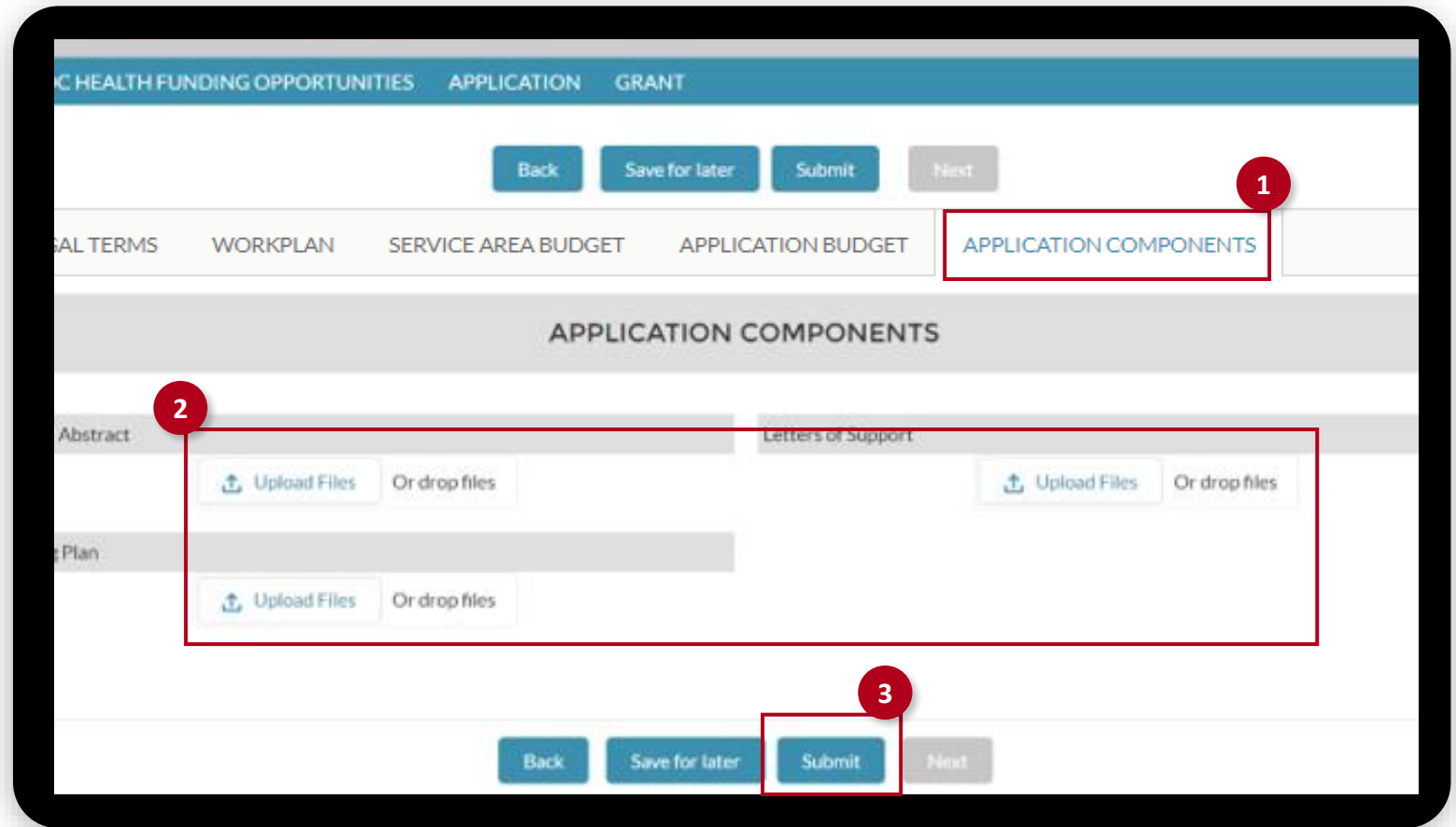
If you still have questions, please contact OGM at doh.grants@dc.gov

Thank you!