



EGMS 2.0

Application Submission

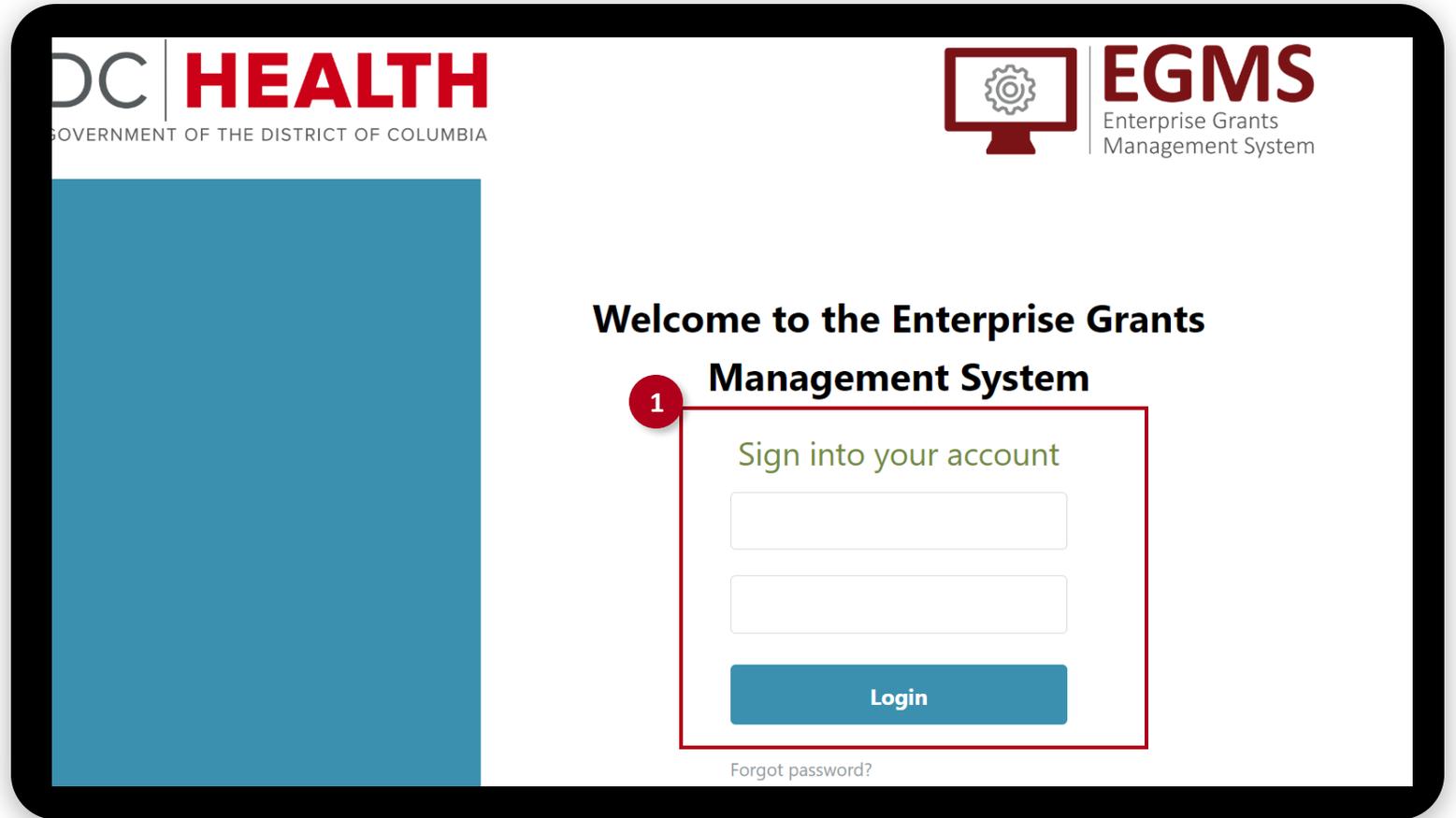
Reference Guide

Let's begin!

Revised July 2024

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.

EGMS
Enterprise Grants Management System

HOME **FUNDING OPPORTUNITIES** APPLICATION GRANT

WELCOME TO THE ENTERPRISE GRANTS MANAGEMENT SYSTEM!

My Tasks

Record Name	ID	Task Subject	Assignment
PD-0009	CHA-113	Payment Authorization Notification for PD-0009	Brandy zapfee
SA - 1057	CHA2022-058	Payment request for CHA2022-058 is overdue	Brandy zapfee
SA - 1110	CHA-111	Payment request for CHA-111 is overdue	Brandy zapfee
SA - 1076	CHA2022-077	Payment request for CHA2022-077 is overdue	Brandy zapfee
SA - 1106	CHA-107	Payment request for CHA-107 is overdue	Brandy zapfee
a0x35000001Cu0c		Payment request for null is overdue	Brandy zapfee
a0x35000001ChF9		Payment request for null is overdue	Brandy zapfee
SA - 1082	-083	Payment request for -083 is overdue	Brandy zapfee
SA - 1113	-114	Payment request for -114 is overdue	Brandy zapfee

Apply for a Funding Opportunity

1 To begin your application, click the Apply link.

The screenshot shows the EGMS interface with a navigation bar containing 'FUNDING OPPORTUNITIES', 'APPLICATION', and 'GRANT'. Below the navigation bar is a table titled 'Funding Opportunities'. The table has columns for 'Number', 'RFA Title', 'Administration', 'NOFA Release', 'RFA Release Date', 'Application Deadline', and 'Action'. The first row is highlighted, and the 'Apply' link in the 'Action' column is enclosed in a red box with a '1' in a red circle next to it.

Number	RFA Title	Administration	NOFA Release	RFA Release Date	Application Deadline	Action
PG-1.13.23	Improving Colorectal Cancer Screening Rates in the District	CHA	12/30/2022	1/13/2023, 05:00 PM	12/1/2023, 08:00 PM	View Apply
PG-11.25.22	Advancing Health Literacy to Reduce Health Disparities Related to COVID-19 and Beyond	CHA	11/11/2022	11/10/2022, 05:00 PM	11/3/2023, 04:00 PM	View Apply
PG-2.10.23	Maternal and Child Health Services Block Grant to States Program	CHA			3/10/2023, 11:00 PM	View Apply

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.

1

Back Save for later Submit **Next**

FUNDING OPPORTUNITY DETAIL LEGAL TERMS WORKPLAN SERVICE AREA BUDGET APPLICATION BUDGET APPLICATION COMPONENTS

Please review the information and click Next tab to Proceed.

Program Number	CHA-PG-1.13.23	Funding Opportunity Title	Improving Colorectal Cancer Screening Rates in the District
Anticipated number of awards	3	Description	Funding under this RFA will support the implementation of evidence-based interventions (EBIs) that increase colorectal cancer screening (based on The Community Guide to Community Preventive Services) from the community-based...
Anticipated Amount Available	\$75,000.00	DC Health Administrative Unit	CHA
Floor Award Amount	\$50,000.00	DC Health Bureau Unit	CHA
Ceiling Award Amount	\$75,000.00	Multiple applications allowed	No
RFA Release Date	13-01-2023	Application Deadline Date	2023-12-01T23:00:00.000Z

Back Save for later Submit Next

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.

Back Save for later Submit **Next**

FUNDING OPPORTUNITY DETAILS **LEGAL TERMS** WORKPLAN SERVICE AREA BUDGET APPLICATION BUDGET APPLICATION COMPONENTS

Mandatory Disclosures

1. Per OMB 2 CFR 200.501, any recipient that expends \$750,000 or more in federal funds within the recipient's last fiscal, must have an annual audit conducted by a third party. In the Applicant/Grantee's last fiscal year, were you required to conduct a third-party audit?

Decision:

Yes

No

2. Covered Entity Disclosure - During the two-year period preceding the execution of the attached Agreement, were any principals or key personnel of the Applicant/Grantee/Recipient organization or any of its agents who will participate directly, extensively and substantially in the request for funding (i.e. application), pre-award negotiation or the administration or management of the funding, nor any agent of the above, is or will be a candidate for public office or a contributor to a campaign of a person who is a candidate for public office, as prohibited by local law.

Decision:

Yes

No

3. Executive Compensation: For an award issued at \$25,000 or above, are ALL of these statements true: The Applicant/Grantee's top five executives receive more than 80% of their annual gross revenues from the federal government; and The Applicant/Grantee's revenues are greater than \$25 million dollars annually; and The Applicant/Grantee's compensation information is not already available through reporting to the Security and Exchange Commission.

If Yes, the Applicant/Grantee shall provide the names and salaries of the top five executives, per the requirements of the Federal Funding Accountability and Transparency Act P.L. 109-282.

Decision:

Yes

No

4. The Applicant/Grantee organization has a federally-negotiated Indirect Cost Rate Agreement. If yes, insert the issue date for the IDCR and the name of the cognizant federal agency.

Workplan

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

The screenshot shows the 'DC HEALTH FUNDING OPPORTUNITIES' application interface. At the top, there are navigation tabs for 'DC HEALTH FUNDING OPPORTUNITIES', 'APPLICATION', and 'GRANT'. Below these are buttons for 'Back', 'Save for later', 'Submit', and 'Next'. A red circle with the number '1' highlights the 'WORKPLAN' tab, which is also enclosed in a red box. The 'WORKPLAN' tab is active, showing a form with the following fields: 'Organization Name' (pre-filled with 'Jennifer Hospital Test'), 'Project Title', 'Project Description' (marked with a red asterisk), 'Financial Request', 'Primary Target Population', and 'Estimated Reach' (marked with a red asterisk). The 'Submit' button is disabled.

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 screenshot displays a user interface for managing goals and objectives. At the top, there are navigation arrows. Below them, a section titled 'Measurable Objectives /Activities' contains several elements:

- An 'Add Goal' button, highlighted with a red box and a red circle containing the number '1'.
- An 'Add Objective' button, highlighted with a red box and a red circle containing the number '2'.
- A 'Delete' button located to the left of the 'Add Objective' button.
- A 'Delete' button located to the right of the 'Add Objective' button.
- Input fields for 'Description', 'Priority', and 'Partner(s)', each with a 'Delete' button.

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 **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 screenshot shows a web application interface with a navigation bar at the top containing tabs: FUNDING OPPORTUNITY DETAIL, LEGAL TERMS, WORKPLAN, SERVICE AREA BUDGET (highlighted), APPLICATION BUDGET, and APPLICATION COMPONENTS. Below the navigation bar is a section titled "SELECT SERVICE AREA FOR APPLICATION". This section contains two columns of information: "Funding Opportunity Number" (00001589) and "Funding Opportunity Title" (Improving Colorectal Cancer Screening Rates in the District). Below this is a "Select Service Area" section with an "Available Service Area Budget" list containing "Colorectal Cancer Control" and "Evidenced Based Intervention". A red box labeled "1" highlights this list. To the right is a "Selected Service Area Budget" list, which is currently empty, with a red box labeled "1" highlighting the list itself. Below the "Select Service Area" section is a "SERVICE AREA BUDGET" table with two columns: "Service Area Name" and "Amount". A red box labeled "2" highlights the "Amount" column. At the bottom of the form are four buttons: "Back", "Save for later", "Submit", and "Next". A red box labeled "3" highlights the "Next" button.

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.

Back Save for later Submit Next

OPPORTUNITY DETAIL LEGAL TERMS WORKPLAN SERVICE AREA BUDGET **APPLICATION BUDGET** APPLICATION COMPONENTS

Personnel

Name of Staff	Position Title	Percent Charge to Grant	Annual Salary	Salary Charged	Fringe Benefits Rate	Fringe Benefits Cost	Total Salary and

Non-Personnel Costs

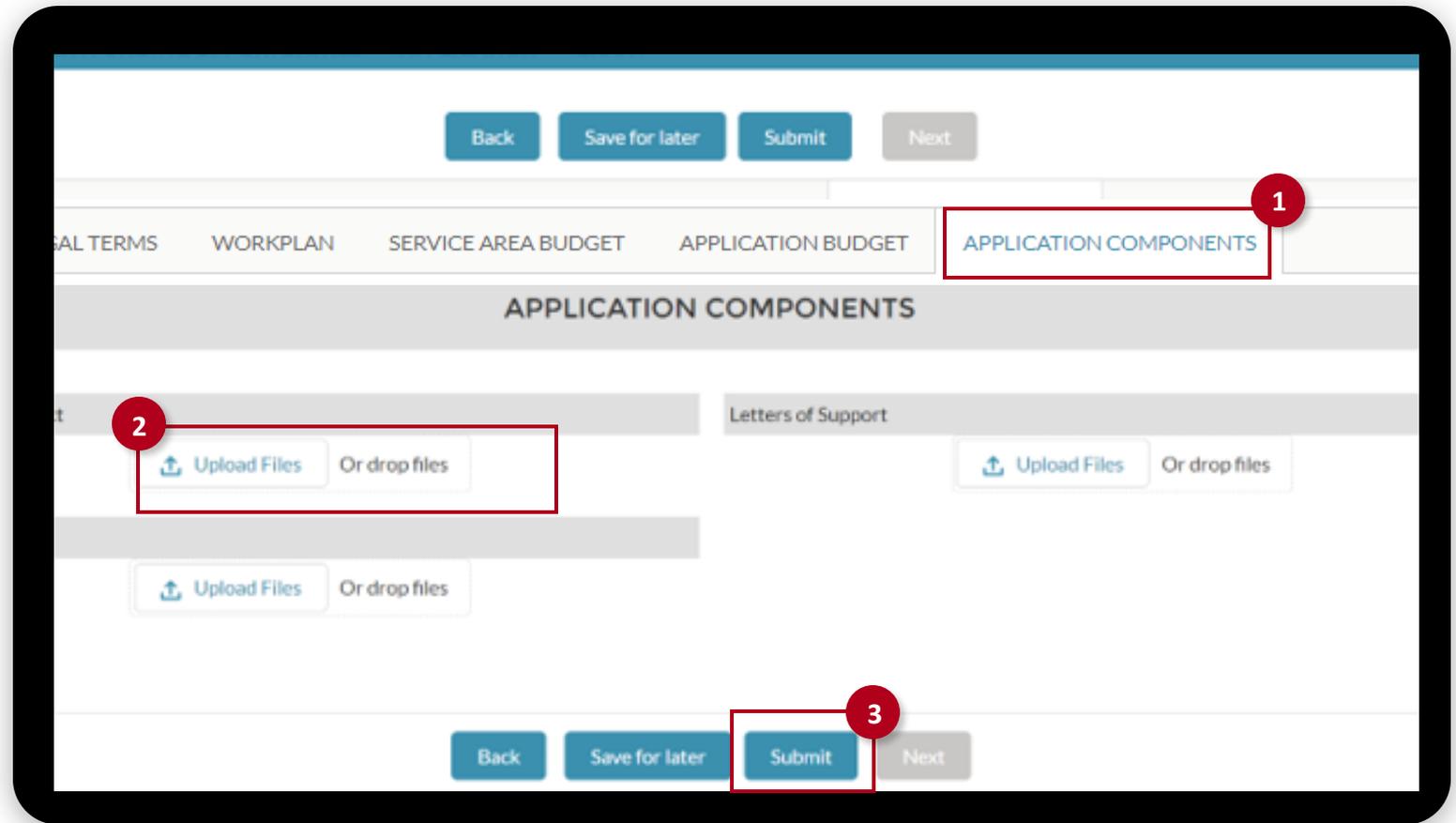
Consultants/Contractual	Total
Consultants/Contractual Total	0

Occupancy (List the location of each service below)	Cost	Monthly	Total
Occupancy Total			0

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.

Action	Document type	Date/Time Stamps	File Name
	Current Business License/Certificate	07/31/2023 9:49 PM	Test
	Current Certificate of Insurance	07/31/2023 9:49 PM	Test
	Project Narrative	07/31/2023 9:50 PM	Test
	Proposal Abstract	07/31/2023 9:49 PM	Test
	Assurances and Certifications	07/31/2023 9:49 PM	Test
	Budget Justification	07/31/2023 9:50 PM	Test
	Certificate of Clean Hands dated within 60 days of the application deadline	07/31/2023 9:49 PM	Test

Application Submission (Date/Time)

Submitted By

Back Save for later **1** Submit Next

Error!

Please upload required files under the following sections

- Copy of Cyber Liability Policy
- Organization Chart
- Risk Self Assessment

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

Thank you!