



Respond to Pre-Award Negotiation Task

Reference Guide for Primary Users

Let's begin!

Revised July 2024

Notification e-mail

- 1 Click the **link** in the notification e-mail to start completing the Pre-Award task.



Log into EGMS

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



Navigate to the task

- 1 Navigate to the task from your home page.

The screenshot shows the EGMS interface. At the top left is the EGMS logo (Enterprise Grants Management System). At the top right is a user profile for 'BRANDY Z...' with a notification bell icon showing '2' notifications. The navigation bar includes 'HOME', 'FUNDING OPPORTUNITIES', 'APPLICATION', and 'GRANT'. The main heading reads 'WELCOME TO THE ENTERPRISE GRANTS MANAGEMENT SYSTEM!'. Below this is a table of tasks:

ID	Task Subject	Due Date
APP-PG-0269	Complete pre-award task	07-05-2024
PR-3033	A progress report task has been created for you	07-03-2024
PR-2928	A progress report task has been created for you	07-03-2024
CHA2023-668-PD-18703-June-2024	Payment request CHA2023-668-PD-18703-June-2024 task for CHA2023-123445 has been created.	07-15-2024
HAHSTA2024-783-PD-18711-June-2024	Payment request HAHSTA2024-783-PD-18711-June-2024 task for HAHSTA-783 has been created.	07-15-2024
PR-2764	A progress report task has been created for you	06-03-2024
CHA2023-668-PD-18516-May-2024	Payment request CHA2023-668-PD-18516-May-2024 task for CHA2023-123445 has been created.	06-15-2024
CHA2023-123445-039	Review draft of award CHA2023-123445-039	05-11-2024
CHA2023-123445-038	Review draft of award CHA2023-123445-038	05-11-2024

Fill out the Service Area Budget Information

1 Click the Enter Service Area Budget button.

DC HEALTH GRANTS PORTAL

HOME DC HEALTH FUNDING OPPORTUNITIES APPLICATION GRANT

APPLICATION DETAILS

Project Title Project Description
Submitter First Name Submitter Last Name

PRE AWARD SUBMIT REQUEST

Description Request Type
Due Date * Request Completed by Applicant

APPLICATION BUDGET

Requested Amount For Related Service Areas

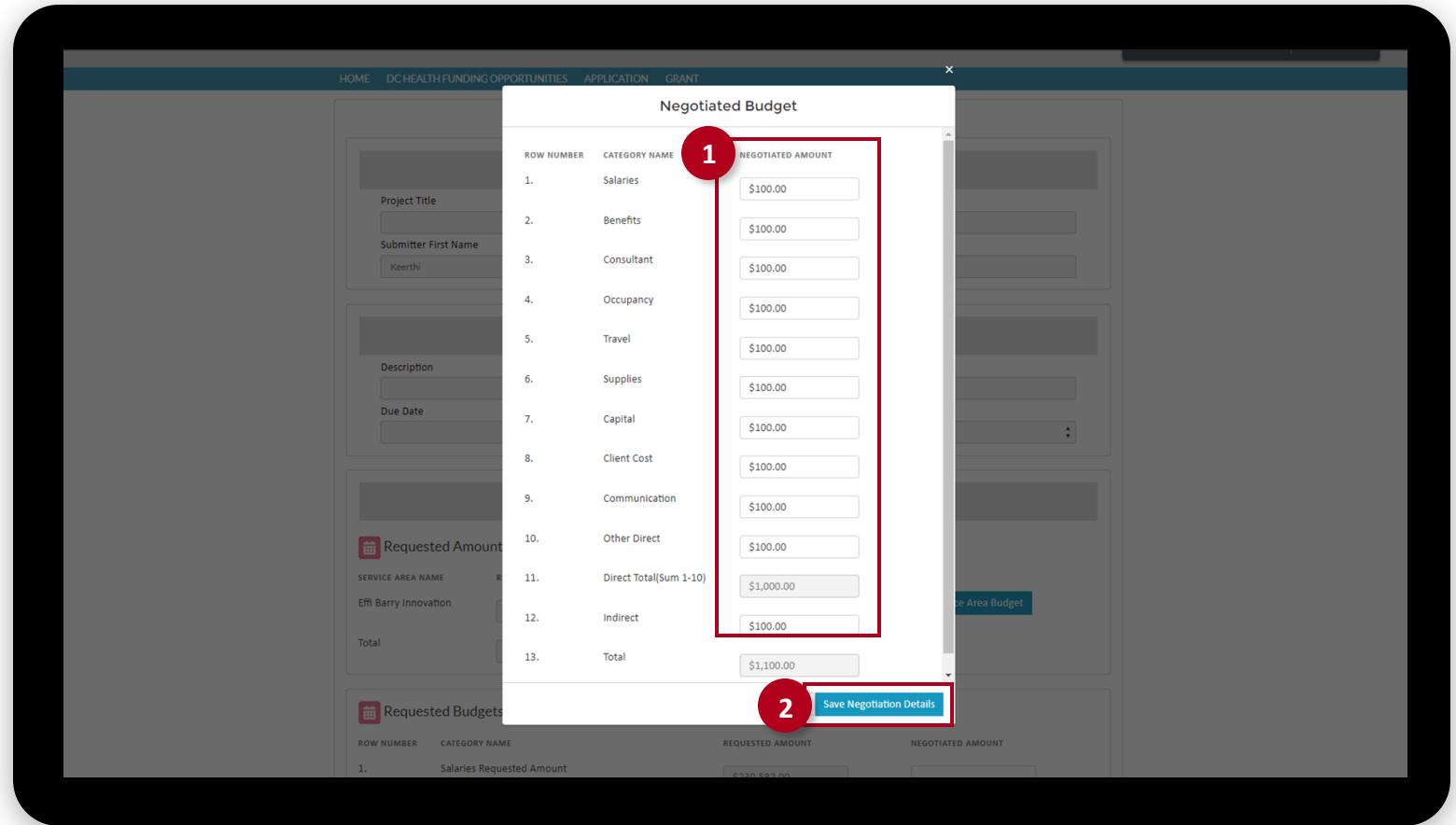
SERVICE AREA NAME	REQUESTED AMOUNT	NEGOTIATED AMOUNT
Effi Barry Innovation	<input type="text" value="\$111.00"/>	<input type="text" value="\$23.00"/>
Total	<input type="text"/>	<input type="text"/>

Requested Budgets

ROW NUMBER	CATEGORY NAME	REQUESTED AMOUNT	NEGOTIATED AMOUNT
1.	Salaries Requested Amount	<input type="text" value="\$230,582.00"/>	<input type="text"/>

Fill out the Service Area Budget Information

- 1 Complete all the fields in the Request Amount column.
- 2 Click the Save Negotiation Details button.



Fill out the Service Area Budget Information

- 1 Upload the documents requested in this request.
- 2 Once all the relevant fields are completed, click the **Submit** button.

6.	Supplies Requested Amount	\$54,543.00	\$100.00
7.	Equipment Requested Amount	\$43,264.00	\$100.00
8.	Client Cost Requested Amount	\$455,343.00	\$100.00
9.	Communication Requested Amount	\$5,432.00	\$100.00
10.	Other Direct Requested Amount	\$4,342.00	\$100.00
11.	Direct Total(Sum 1 - 10)		\$100.00
12.	Indirect Requested Amount	\$432,323.00	\$100.00
13.	Total Requested Amount		\$100.00

FILE UPLOAD

1 Upload a File

2 Submit

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

Thank you!