

A background image showing two people, a woman with curly hair and a man, looking at a tablet together. The image is slightly blurred and has a dark overlay.

EGMS

Change Request — Award Increase/Decrease Reference Guide for Primary Users

Let's begin!

Revised August 2024

Log into EGMS



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



TIP: If you don't have a User, click the Register Here link.

DC | **HEALTH**
GOVERNMENT OF THE DISTRICT OF COLUMBIA

 **EGMS**
Enterprise Grants
Management System

Welcome to the Enterprise Grants Management System

1 Sign into your account

Username

Password

Login

[Forgot password?](#)
[Don't have an account? Register Here](#)

Locate the Grant



1 Click on the **Grant** tab.

2 Select the **Grant ID** from the list.

EGMS
Enterprise Grants Management System

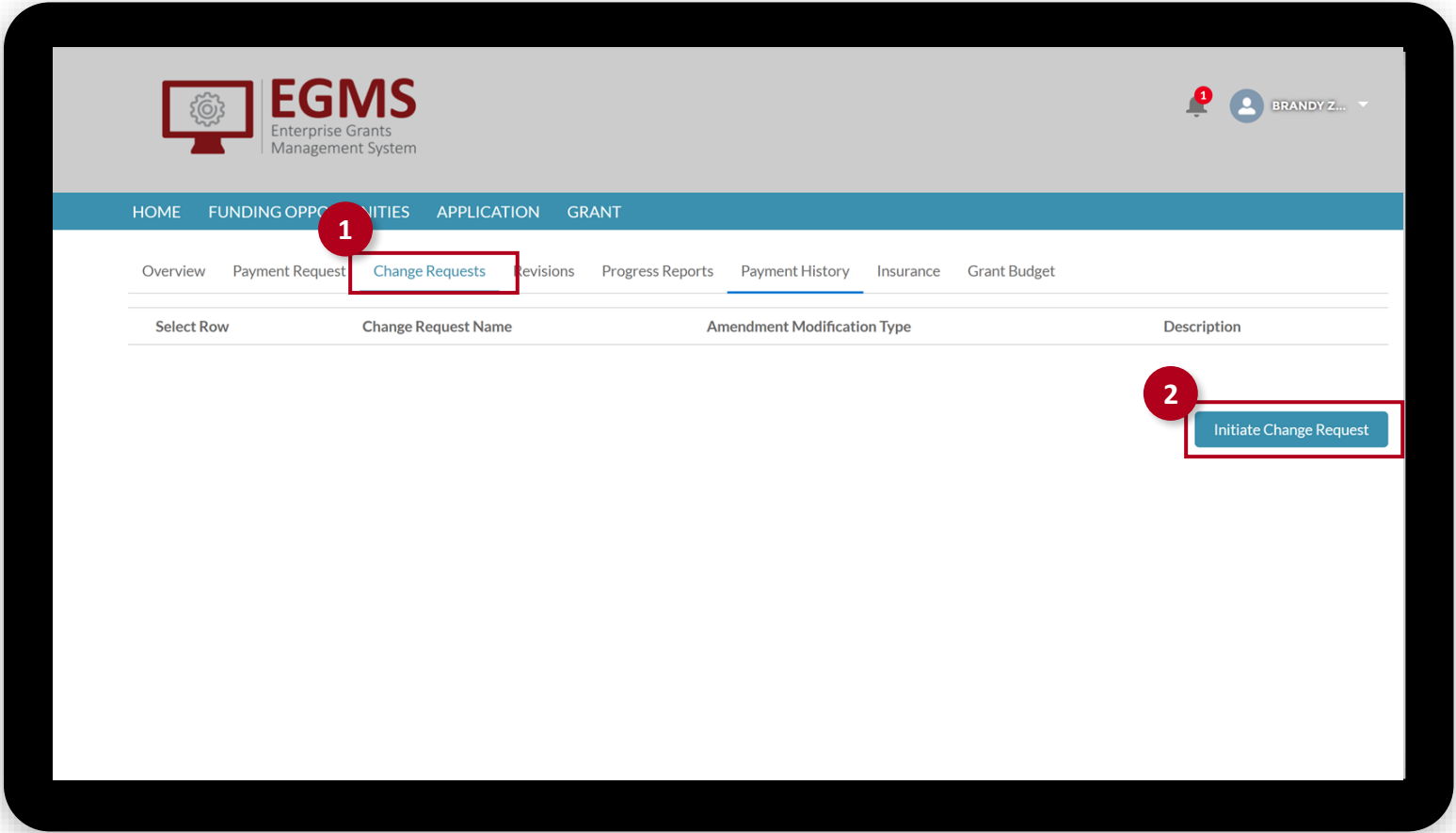
HOME FUNDING OPPORTUNITIES APPLICATIONS **GRANT**

Active Grants

Grant Id	Project Period End Date	Budget Period End Date	Legacy Grant Id
CHA-116	01-23-2023	01-24-2023	
-114	01-18-2023	01-19-2023	
CHA-113	02-28-2024	02-28-2024	
CHA-112	02-08-2023	02-11-2023	
CHA-111	01-31-2024	01-30-2024	
-110	08-06-2022	08-06-2022	
-109	08-06-2022	08-06-2022	
CHA2023-108	01-05-2024	01-05-2024	
CHA-107	11-10-2023	11-25-2022	
-086			
-083			
-080			
CHA2022-077			
-075			

Initiate Change Request

- 1 Click on the Change Request tab.
- 2 Click on the Initiate Change Request button.



Fill out the Change Request

1 Select Change Request Type from the drop-down menu:

- Award Increase/Decrease

2 Enter in a description for the request

3 Click Save once complete

The screenshot shows a web form for submitting a change request. At the top, it displays 'Grant ID' as 'CHA2023-123445'. Below this is a dropdown menu labeled 'Change Request Type' with a red circle and the number '1' next to it. The dropdown is open, showing options: '--None--' (selected with a checkmark), 'Cost-Extension', 'No Cost-Extension', 'Award Increase/Decrease', and 'Budget Revision'. Below the dropdown is a text input field labeled 'Description' with a red circle and the number '2' next to it. At the bottom right of the form is a 'Save' button with a red circle and the number '3' next to it.

Overview



1

The previously entered data will now be saved. Click the **Next** button to proceed.

Overview Categorical Budget Attachments

General Information (SA - 0012)

Grant ID	Change Request ID
CHA2023-123445	AMD_CHA2023-123445_5.8.24_028
Change Request Type	Description
Award Increase/Decrease	
Organization	
Test 3/23	
Project Period	
4/30/2023 to 7/5/2024	
Budget Period	
9/30/2023 to 7/5/2024	
Status	

Back Next Submit For Approval

1

Categorical Budget

- 1

In the **Categorical Budget** tab, enter the Adjustment amount
- 2

Click the **Enter Change Request Budget** button

Overview

Categorical Budget

Attachments

1

Grant ID SA - 0012
Summary Budget by Service Area

Service Area List

Service Area Name	Awarded Amount	Adjustment	Proposed Amount
Diabetes	\$1,828.00	\$500.00	\$2,328.00

2

Enter Change Request Budget

Current Budget

Category Name	Awarded Amount	Adjustment	Total
Salaries	\$126.00	\$500.00	\$626.00
Fringe Benefits	\$126.00	\$0.00	\$126.00
Consultants	\$139.00	\$0.00	\$139.00

Categorical Budget

- 1 Enter in the adjustment amounts per applicable line item
- 2 Click **Save** once complete

Diabetes

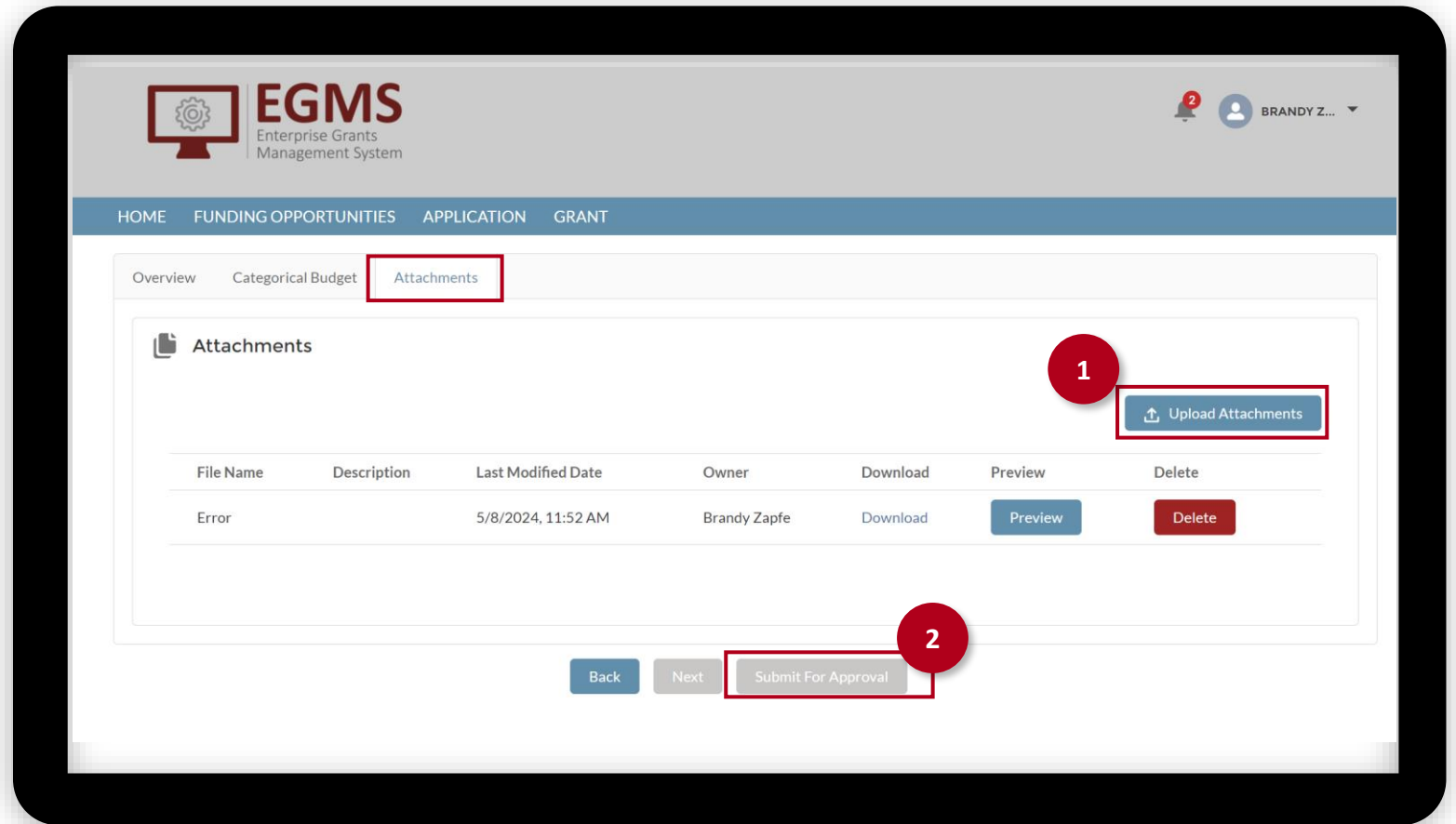
CATEGORY NAME	AWARDED AMOUNT	ADJUSTMENT AMOUNT
Salaries	\$1.00	<input type="text" value="\$2.00"/>
Fringe Benefits	\$1.00	<input type="text" value="\$2.00"/>
Consultants/Contractual	\$11.00	<input type="text" value="\$5.00"/>
Occupancy	\$12.00	<input type="text" value="\$9.00"/>
Travel	\$12.00	<input type="text" value="\$8.00"/>
Supplies	\$18.00	<input type="text" value="\$10.00"/>
Equipment	\$123.00	<input type="text" value="\$100.00"/>
Client Costs	\$31.00	<input type="text" value="\$25.00"/>
Communication	\$13.00	<input type="text" value="\$9.00"/>

Cancel

Save

Attach documents

- 1 Upload any applicable documents by clicking the **Upload Attachments** button
- 2 Click **Submit for Approval** button once complete



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

Thank you!