

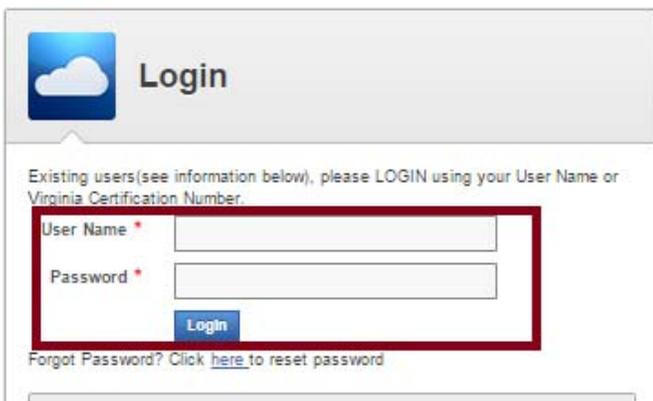
E-GIFT USER GUIDE FOR GRANTEES

Once your agency has been approved for funding from RSAF, all documents MUST BE submitted and received through E-GIFT. This means your agency must:

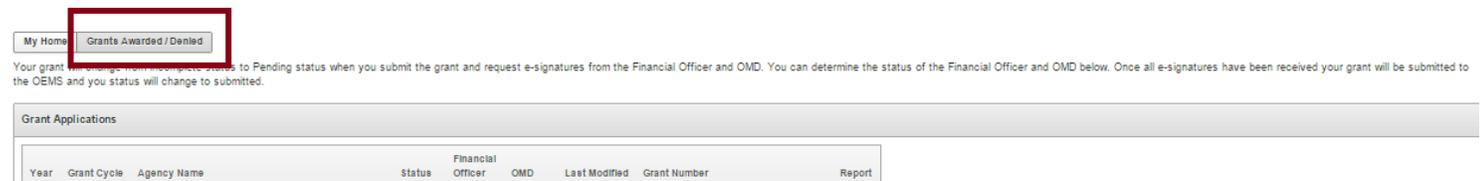
- Submit Extension and Modification Requests through E-Gift
- Submit the Memorandum of Agreement (MOA) through E-Gift
- Submit all reimbursement documents (invoices) through E-Gift
- Submit all IRS and tax documents through E-Gift
- Submit RSAF final report through E-Gift
- View the award letter and award page from OEMS through E-Gift
- View signed MOA through E-Gift

OEMS will not accept any emailed, faxed or mailed documents for RSAF beginning with the 12/14 grant cycle. **All prior grant cycles will be able to submit all documents through E-Gift**, follow the guidelines documented below to submit your invoices and other required documentation.

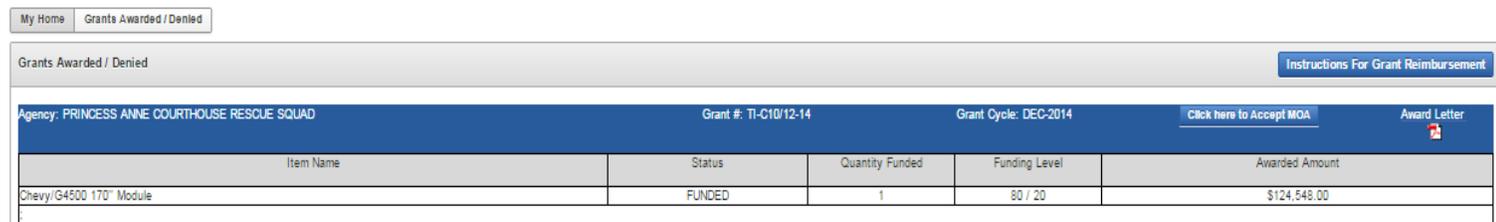
To access your E-Gift grant information log onto the E-Gift link at <https://vdhems.vdh.virginia.gov/egift/f?p=147> and log on using your



Once logged in, select the GRANTS AWARDED/DENIED tab, a table will appear similar to the one below.



You will then be able to view your grant application with all items awarded, including quantity, funding level and amount awarded amount.





You will be able to view your award letter and award page by selecting the AWARD LETTER icon

In order to submit your Memorandum of Agreement (to accept your grant award) you will need to select the

[Click here to Accept MOA](#)

as shown below.

My Home Grants Awarded / Denied

Grants Awarded / Denied Instructions For Grant Reimbursement

Agency: PRINCESS ANNE COURTHOUSE RESCUE SQUAD	Grant #: TI-C10/12-14	Grant Cycle: DEC-2014	Click here to Accept MOA	Award Letter
Item Name	Status	Quantity Funded	Funding Level	Awarded Amount
Chevy/G4500 170' Module	FUNDED	1	80 / 20	\$124,548.00

Complete your MOA by checking the box, typing in the name of the authorized agent (shown in first red box) and select the SUBMIT tab.

My Home Grants Awarded / Denied

OEMS Grant Program Memorandum of Agreement

As a grantee under the terms of the Office of the Emergency Medical Services (OEMS), Financial Assistance for Emergency Medical Services (EMS) Grant Program, known as the Rescue Squad Assistance Fund (RSF), the undersigned hereby agrees to abide and comply by the following requirements, per Virginia Emergency Medical Services Regulations (2VAC5-31 Part VIII) Financial Assistance for Emergency Medical Services:

1. Responsibilities of the Grantee:

- Grantee shall not discriminate in the provisions of its services or in the conduct of its business affairs on the basis of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law. By accepting this grant, the grantee certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act.
- Grantee must comply with Part VIII Financial Assistance for Emergency Medical Services regulations. The grantee shall be responsible for ensuring that item(s) purchased in whole or in part with the use of state moneys comply with these regulations.
- Grantee shall be responsible for the preparation and maintenance of proper accounting records that shall be maintained for a period six (6) years from the end of the grant period. These records shall be subject to and available for inspection by this agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- Grantee shall continue to provide services to the citizens and community served within the Commonwealth that meet the goals and objectives of the Code of Virginia §32.1-111.3 in developing a comprehensive, coordinated, statewide emergency medical care system.
- Grantee shall meet the requirements pursuant to the Code of Virginia §32.1-111.12, "No moneys shall be disbursed directly to any rescue squad or other emergency medical services organization unless such squad or organization operates on a nonprofit basis exclusively for the benefit of the general public."

2. Use of Funds:

- Funds must be used only for the specific items, service, or programs for which they were awarded, including any conditions placed upon a grant award. Should any audit reveal that funds were disbursed for item(s) not awarded funding, the grantee shall be held responsible for repayment, subject to possible enforcement actions under the Virginia Administrative Code or criminal prosecution.
- By signing this "Memorandum of Agreement" from the grantee attests that the award funds will be used as granted and meets all conditions placed upon the award.
- Sale, trade, transfer, or disposal, within five (5) years of vehicles or items specified by OEMS in the notice of award purchased in whole or in part with the use of state moneys requires prior approval by OEMS. The date of the invoice submitted by the grantee determines the start date of the five year period.
- Funds must not be used for expenditures or commitments made before the date of the grant award or after the conclusion of the grant period. All items awarded funding must be ordered from the vendor within 60 days of the grant award; invoices for all items awarded funding must be submitted to OEMS within 90 days (150 days) of the grant award date. You must contact OEMS if your agency has encountered difficulties in meeting these deadlines. Grant periods conclude on either June 30 or December 31.
- Funds returned to localities under the Code of Virginia §40.2-994 and provided to the grantee cannot be used as the matching share of any grants pursuant to §4
- Funds will not be approved or disbursed for

Agency Information

Name of Grantee (Agency): * PRINCESS ANNE COURTHOUSE RESCUE SQUAD Federal Identification Number (FIN): * 54-1139299
 Grant Number: * TI-C10/12-14 Name and Title of Authorized Agent: * Gary Wilks
 Daytime Phone #: * Email Address: * GWLKS5008_AOL.COM

MEMORANDUM OF AGREEMENT

as the Authorized Agent, affirm that the grantee agrees to abide by all items listed in the Memorandum of Agreement, and by signing below attests to this fact.
 Any fraudulent submissions for payment (or misrepresentations of any kind) may be considered sufficient cause for ant revocation, repayment and possible prosecution of both the Grantee and the Authorized Agent, whose name appears below.
 Furthermore, I acknowledge that specific grant conditions may have been placed upon this grant award and that these conditions must be met in order to receive the grant funds.

Signature *

Once your MOA has been submitted to OEMS, your agency status will change to pending

MOA Status: Pending OEMS Approval

Once your MOA has been approved by OEMS, you can log into your account on E-GIFT and the MOA icon will appear at

that time you may view your signed MOA by selecting the MOA icon



Once the MOA has been approved by OEMS your agency may upload their invoice documents needed for reimbursement. **Your agency can not upload invoices until the MOA has been approved by OEMS.**

Once approved, your agency can upload the invoices for reimbursement along with the IRS letter or any tax documents.

Upload Invoice

My Home Grants Awarded / Denied

Grants Awarded / Denied Instructions For Grant Reimbursement

Agency: PRINCESS ANNE COURTHOUSE RESCUE SQUAD Grant #: TI-C10/12-14 Grant Cycle: DEC-2014 **Upload Invoice** MOA Award Letter

Item Name	Status	Quantity Funded	Funding Level	Awarded Amount
Chevy/G4500 170" Module	FUNDED	1	80 / 20	\$124,548.00

To upload an invoice(s) and /or tax documents, IRS letter, extension/modification request, etc...

Select ADD DOCUMENT tab

My Home Grants Awarded / Denied

Grant Application Invoices Save Changes

Agency Name: PRINCESS ANNE COURTHOUSE RESCUE SQUAD
Grant Number: TI-C10/12-14
Grant Cycle: DEC-2014

Invoices **Add Document**

Name	Doc Type	Description	Size	Status	Comments	Delete
No supporting documents are available for this item.						

Choose the file from your saved documents, select the document type (invoice, IRS letter, special condition) and type in a description of the document. Select SAVE CHANGES

My Home Grants Awarded / Denied

Grant Application Invoices Save Changes

Agency Name: PRINCESS ANNE COURTHOUSE RESCUE SQUAD
Grant Number: TI-C10/12-14
Grant Cycle: DEC-2014

Invoices **Add Document**

Name	Doc Type	Description	Size	Status	Comments	Delete
Choose File No file chosen	Invoice Invoice IRS Letter / 990 / W9 Condition Documentation					

Your document has now been uploaded to OEMS and your status will remain as PENDING until OEMS approves your payment.

My Home Grants Awarded / Denied

Grant Application Invoices Save Changes

Agency Name: PRINCESS ANNE COURTHOUSE RESCUE SQUAD
Grant Number: TI-C10/12-14
Grant Cycle: DEC-2014

Invoices **Add Document**

Name	Doc Type	Description	Size	Status	Comments	Delete
F1000/rsaf.richmondofire1212.pdf	Invoice	invoice	233.61 KB	Pending	View	

check on any E-GIFT status for your agency, please log in to E-GIFT using your user ID and password.