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 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/?p=147](https://vdhems.vdh.virginia.gov/egift/?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 as shown below.

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

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.
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.

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

Select ADD DOCUMENT tab
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**

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

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