

## Instructions for Grant Reimbursement

*Review all instructions completely.*

1. Read the Memorandum of Agreement form (MOA) and complete the Verification portion at the end of the document. Your agency will need to E-Sign this document and upload to OEMS within sixty days after receiving the Award Letter. The Office of EMS (OEMS) will E-Sign sign the form and upload the document to E-Gift, please keep a copy for your file.
2. **NEW REGULATION:** As per State of Virginia audit requirements, grantees must submit the front page of the letter provided by the IRS issuing their Federal Identification Number (FIN). If your organization has recently become a Not-For-Profit organization and has not received a FIN, reimbursement cannot be processed until documentation showing the issuance of a FIN can be submitted. Your agency must scan this document and upload through E-Gift with your grant reimbursement documents.
3. All items awarded funding must be ordered from the vendor **within 60 days of the award date**. Submit invoices and any other documents, **within six months of award date**, required for reimbursement through E-Gift by scanning in the documentation and uploading to OEMS. You must comply with any special conditions attached to your Award Page and all terms on the Memorandum of Agreement form. Purchase(s) **must** be made after the commencement of the grant period and completed prior to the end of the grant cycle. Grant periods are twelve (12) months in length and expire on either June 30 or December 31 of each year. Confirm grant period on your Award Page. You must contact OEMS prior to the 60 day deadline if your agency has encountered difficulties in meeting these deadlines.
4. Reimbursement of grant awards – Upload a copy of an itemized, dated, numbered vendor invoice(s) to OEMS for reimbursement through E-Gift. Invoice(s) are to be submitted to OEMS after the item(s) are received by grantee. Any grant for which appropriate proof of purchase has not been received within 6 months of the award date must contact OEMS to discuss alternatives for not meeting these deadlines.
5. Equipment Status/Final Report Form must be submitted to OEMS within sixty days after the equipment /project is received/completed by grantee. All items must be listed on your report form with a serial number provided if applicable. **If a vehicle was awarded, a copy of the title must be provided.** All documents must be scanned and uploaded through E-Gift.
7. Item(s) awarded can't be sold, transferred or disposed of within five (5) years of purchase, without **prior** approval from OEMS. See award page for additional grant conditions.
8. Any questions can be directed to Amanda Davis, Grant Manager at (804) 888-9106 or Linwood P. Pulling, Grant Specialist at (804) 888-9105.

### Federal Identification Number Information

To obtain information on becoming a 501c3 agency, you should request Publication 557, "Tax-Exempt Status For Your Organization." This publication can be obtained by contacting the IRS at [www.irs.gov](http://www.irs.gov) or you can order it by calling 1-800-829-3676.