



# JAPANESE AMERICAN CONFINEMENT SITES GRANT PROGRAM

## REQUEST FOR REIMBURSEMENT CHECK LIST

Please submit the following documentation with each request for reimbursement **PRIOR** to drawing down funds from the Automated Standard Application for Payments (ASAP):

Please note, as stated in the Grant Program Guidelines, “grant funds will be provided on a reimbursement basis only; that is, NPS will not provide advance payments. After the grantee successfully reaches a defined benchmark, completes an interim report and submits an invoice, the NPS will reimburse the grantee.” All reimbursement requests must cite the grant agreement number and modification number (if applicable). The NPS Grant Program Manager will review and approve reimbursement requests. After receiving approval for a reimbursement request by the NPS Grant Program Manager, the grantee will be able to draw down funds via ASAP.

**The SF-270 Request for Advance or Reimbursement form is no longer required.** However, if the form assists you in maintaining accurate financial records, you may continue to submit it with your reimbursement request package.

\_\_\_\_\_ 1) **Expense Table.** Include a table clearly identifying your reimbursement request amount and indicating your expenses (both federal and non-federal match) for the reporting period for which you are requesting reimbursement. A second table should reflect the cumulative expenses (both federal and non-federal match) to date. Please note, this may cover multiple reporting periods. *NPS approval of payment requests is based on satisfaction of grant conditions and documentation that matching funds have been expended at the same rate as federal funds are requested.*

\_\_\_\_\_ 2) **Cash Match documentation (as applicable).** Following are some examples of ways to demonstrate that your cash match has been secured:

- Pledge letters or emails from individuals or organizations promising to donate money to the project
- Copies of bank statements or checks
- Grant award letters
- Invoices for items secured for the project

\_\_\_\_\_ 3) **In-kind match valuation forms (as applicable):**

- Value of Donated Construction Labor/Materials Form
- Value of Donated Contractual Work Form
- Value of Donated Equipment Form
- Value of Donated Personnel & Fringe Benefits Form
- Value of Donated Supplies Form
- Value of Donated Travel and Per Diem Form

Please mail hard copies of all required documents listed above to the attention of the NPS Grant Program Manager to one of the mailing addresses listed below. Electronic submittals must be sent to both the NPS Grant Program Manager and the Assistant Program Manager: [kara\\_miyagishima@nps.gov](mailto:kara_miyagishima@nps.gov) and [alexandra\\_hernandez@nps.gov](mailto:alexandra_hernandez@nps.gov).

**By US Postal Service to:**

Kara Miyagishima, Program Manager, Japanese American Confinement Sites Grant Program, National Park Service, Intermountain Region, P.O. Box 25287, Denver, CO 80225-0287

**By FedEx, UPS, DHL, etc., to:**

Kara Miyagishima, Program Manager, Japanese American Confinement Sites Grant Program, National Park Service, Intermountain Region, 12795 W. Alameda Parkway, Lakewood, CO 80228

**If you have any questions, please contact Kara Miyagishima by email at [kara\\_miyagishima@nps.gov](mailto:kara_miyagishima@nps.gov) or by phone at (303) 969-2885.**