Japanese American Confinement Sites Grant Program

Fiscal Year 2015 Grants for the Preservation and Interpretation of the Historic Confinement Sites Where Japanese Americans were Detained during World War II

Grant Program Guidelines and Requirements

Applications are invited for Japanese American Confinement Sites grants, administered by the National Park Service (NPS). Grants are awarded through a competitive process and require a 2:1 Federal to non-Federal match ($2 Federal to $1 non-Federal match). The minimum grant request is $5,000 Federal share.

Application Deadline: Wednesday, November 12, 2014.

Applicants may submit either a hard copy or electronic copy of their grant application package to one of the addresses listed at the end of this document.

1) What is the purpose of the grant program?

Congress established the Japanese American Confinement Sites grant program (Public Law 109-441, 16 USC 461) for the preservation and interpretation of U.S. confinement sites where Japanese Americans were detained during World War II. The law authorized up to $38 million for the entire life of the grant program to identify, research, evaluate, interpret, protect, restore, repair, and acquire historic confinement sites in order that present and future generations may learn and gain inspiration from these sites and that these sites will demonstrate the Nation’s commitment to equal justice under the law.

2) Who may apply?

- Organizations and entities working to preserve historic Japanese American confinement sites and their history, including: private nonprofit organizations; educational institutions; state, local, and tribal governments; and other public entities. Non-Federal entities who are partnering with Federal agencies that own eligible historic resources may submit applications regarding the Federal property.

- The term historic Japanese American confinement sites is defined as the ten War Relocation Authority internment camps (Gila River, Granada, Heart Mountain, Jerome, Manzanar, Minidoka, Poston, Rohwer, Topaz, and Tule Lake), as well as other historically significant locations, as determined by the Secretary of the Interior, where Japanese Americans were detained during World War II. The following list shows the sites identified in Confinement and Ethnicity: An Overview of World War II Japanese American Relocation Sites, published by the Department of the Interior, National Park Service, Western Archeological and Conservation Center, in 1999. This document may be seen at www.nps.gov/history/history/online_books/anthropology74 and at other internet sites.
War Relocation Authority
- Gila River, Arizona
- Granada, Colorado
- Heart Mountain, Wyoming
- Jerome, Arizona
- Manzanar, California
- Minidoka, Idaho
- Poston, Arizona
- Rohwer, Arkansas
- Topaz, Utah
- Tule Lake, California

Citizen Isolation Centers
- Moab, Utah
- Leupp, Arizona

Additional War Relocation Authority Facilities
- Antelope Springs, Utah
- Cow Creek, Death Valley, California
- Tule Lake, California

Assembly Centers and Sites
- Bainbridge Island/Eagledale Ferry
- Dock, Washington
- Fresno, California
- Marysville, California
- Mayer, Arizona
- Merced, California
- Pinedale, California
- Pomona, California
- Portland, Oregon
- Puyallup, Washington
- Sacramento, California
- Salinas, California
- Santa Anita, California
- Stockton, California
- Tanforan, California
- Tulare, California
- Turlock, California

Department of Justice Facilities
Temporary Detention Stations:
- Angel Island, California
- Cincinnati, Ohio
- East Boston, Massachusetts
- Ellis Island, New York
- San Pedro, California
- Seattle, Washington

Internment Camps:
- Crystal City Internment Center, Texas
- Kenedy Internment Center, Texas
- Kooskia Work Camp, Idaho
- Fort Lincoln, North Dakota
- Fort Missoula, Montana
- Fort Stanton, New Mexico
- Santa Fe, New Mexico
- Seagoville, Texas
- Sharp Park, California
- Tuna Canyon, California

U.S. Army Facilities
- Camp Florence, Arizona
- Camp Forrest, Tennessee
- Camp Livingston, Louisiana
- Camp Lordsburg, New Mexico
- Camp McCoy, Wisconsin
- Fort Meade, Maryland
- Fort Richardson, Alaska
- Fort Sam Houston, Texas
- Fort Sill, Oklahoma
- Haiku camp, Maui, Hawaii
- Honouliuli, Hawaii
- Sand Island, Hawaii
- Kalaheo stockade, Kauai, Hawaii
- Stringtown, Oklahoma

Federal Bureau of Prisons
- Catalina Federal Honor Camp, Arizona
- Leavenworth Federal Penitentiary, Kansas
- McNeil Island Federal Penitentiary, Washington
3) **What kinds of projects may be funded?**

Projects must benefit one or more historic Japanese American confinement sites. Project categories include:

- Capital projects: including construction of new interpretive centers, restrooms, and interpretive trails.
- Documentation: including identification, research, and evaluation of historic confinement sites; projects may include archeological surveys, National Register of Historic Places nominations, and National Historic Landmark nominations.
- Oral history interviews: including recording, transcribing, digitally processing and sharing the interviews.
- Interpretation and education related to historic confinement sites: projects may include wayside exhibits, creative arts and educational curricula.
- Preservation of confinement sites and related historic resources: projects may include stabilization, rehabilitation, restoration, acquisition, relocation of historic buildings and structures to their original locations, reconstruction of key structures, and collections conservation.
- Planning projects: such as interpretive plans for new exhibits and programs, land use plans, and resource management plans.
- Non-Federal real property acquisition: allowed only with the owner’s written permission at only Heart Mountain, Honouliuli, Jerome, Rohwer, and Topaz, per stipulations of Public Laws 109-441 and 111-88.

4) **What may not be funded?**

- Projects that have already been completed
- Establishment of Friends groups
- Fundraising or the formulation of fundraising plans
- Lobbying
- Long-term maintenance, operations, or curatorial work beyond the grant period
- Organizational operations / permanent staff positions
- Land acquisition at sites other than: Heart Mountain, Honouliuli, Jerome, Rohwer, and Topaz.

5) **What are the grant amounts and funding requirements?**

The minimum request is $5,000 Federal share (resulting in a total project cost of at least $7,500). Please note that grant awards may be lower than the amount requested by the applicant; in this situation the applicant will be notified during the evaluation process.

Each grant requires a 2:1 Federal to non-Federal match; that is, to receive two dollars of Federal funds at least one dollar non-Federal match is required. The match may be composed of cash, supplies/materials/equipment, land, or in-kind contributions. The non-Federal match may be raised and spent during the grant period; it does not have to be “in the bank” at the time of the application.
Over the entire life of the Japanese American Confinement Sites grant program, each applicant may receive no more than $3.8 million total (that is, 10% of the congressionally authorized amount of $38 million).

6) **What are the requirements for the matching share?**

The non-Federal match (cash and in-kind contributions) must meet the criteria summarized below. Please refer to the appropriate OMB Circulars for additional guidance.

**The non-Federal match must:**

- Directly benefit and be specifically identifiable to the project or program;
- Be necessary and reasonable for proper and efficient accomplishment of project or program objectives;
- Be verifiable from the grant recipient’s records (e.g., timesheets to track how much time an employee spends on the Japanese American Confinement Sites grant-assisted project); and
- Be allowable under cost principles defined in OMB Circulars (see OMB Circular A-87 (2 CFR 225) for cost principles for grants to state, tribal and local governments; OMB Circular A-21 (2 CFR 220) for cost principles for grants to institutions of higher education; or OMB Circular A-122 (2 CFR 230) for cost principles for grants to non-profit institutions).

**The non-Federal match must not be:**

- Included as contributions for any other Federally assisted project or program (i.e., the same item cannot be used to match two different Federally assisted projects or programs); or
- Paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching (i.e., Federal funds or Federally supported costs cannot be used as matching share).

7) **What types of match are acceptable?**

Acceptable types of a non-Federal match could be composed of cash or in-kind contributions (such as services, supplies, materials, equipment, buildings, or land*) provided by the grant recipient or non-Federal third parties. *Please note that land applies only to those sites identified in Public Law 109-441: Jerome, Rohwer, Topaz and Honouliuli.

In-kind contributions are eligible only to the extent that they represent actual necessary costs to which Federal grant funds could be applied. In-kind contributions must be reasonable, allowable, and allocable. For example, fundraising costs are not allowable costs for Federal grant funds, and therefore, fundraising costs cannot be counted towards the required non-Federal matching share.
8) **How should I place a value on in-kind contributions?**

In-kind contributions of services, supplies, materials, equipment, buildings, and land*, will be evaluated relative to value based on guidelines established in the OMB Circulars A-102 and A-110 (see below for additional information on the OMB Circulars). The basis for determining the valuation of these in-kind contributions must be documented. In some cases, it may be necessary for an independent appraiser to establish the fair market value of the in-kind contribution, and that the value or rate be certified by the grant recipient.

Below is a summary of valuing in-kind contributions:

**Volunteer services**
Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as a non-Federal match if the service is an integral and necessary part of an approved project. Rates for volunteer services shall be consistent with those paid for similar work in the grant recipient's organization. In those instances in which the required skills are not found in the grant recipient's organization, rates shall be consistent with those paid for similar work in the labor market in which the grant recipient competes for the type of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.

**Donated services**
When an employer other than the grant recipient furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits that are reasonable, allowable, and allocable but exclusive of overhead costs), provided these services are in the same skill for which the employee is normally paid.

**Donated supplies & materials**
Donated supplies may include such items as expendable equipment, office supplies, laboratory supplies, workshop or classroom supplies, and construction materials such as bricks and lumber, needed to perform the grant-assisted work. Value assessed to donated supplies included in the non-Federal match shall be reasonable and shall not exceed the fair market value of the supplies at the time of the donation.

**Donated equipment**
Donated equipment shall not exceed the fair market value of equipment of the same age and condition at the time of donation.

**Loaned equipment**
Loaned equipment shall not exceed its fair rental value.

**Donated space**
Donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.
**Donated buildings**

Donated buildings shall not exceed the fair market value at the time of donation to the recipient as established by an independent appraiser and certified by a responsible official of the recipient.

**Donated land***

Donated land for the preservation of these sites will be considered as a non-Federal match if the land is an integral part of the grant proposal, is part of the historic site, and will be accessible to the general public. Donations of land value must be supported by an appraisal, meeting the Uniform Standards for Federal Land Acquisitions (available at [www.usdoj.gov/enrd/land-ack/](http://www.usdoj.gov/enrd/land-ack/)), and must be certified by a responsible official of the recipient. *Please note that land only applies to those sites identified in Public Law 109-441: Jerome, Rohwer, Topaz and Honouliuli.

9) **Can cash or in-kind contributions that were obtained before the grant award be counted towards the non-Federal match?**

Cash that was obtained but not expended prior to the effective date of the grant award may be used as a non-Federal match. However, if the applicant has expended funds to acquire goods or services, see the section below on costs incurred prior to the grant award. Likewise, a commitment for an in-kind contribution (e.g. a third party promises to print a document at no cost to the applicant) may be considered as a non-Federal match. However, if the in-kind good or service has been utilized or acquired prior to the award (e.g. volunteer work has already been performed, or land has already been purchased), see the section below on pre-agreement costs.

10) **Where can I learn more about matching share requirements?**

The National Park Service (NPS) administers the Japanese American Confinement Sites grant program in keeping with Federal-wide grant-making requirements. These requirements are contained in grants management circulars issued by the Office of Management and Budget (OMB). For grants to state, tribal and local governments, OMB Circular A-102 (codified by the Department of the Interior in 43 CFR 12.64), stipulates matching share requirements. For grants to institutions of higher education and non-profit institutions, OMB Circular A-110 (see 43 CFR 12.923) contains matching share requirements that are quite similar to those in Circular A-102.

11) **What types of costs can be covered by the grant award?**

Costs covered by the Federal share of the grant award must be: 1) directly related, 2) necessary, and 3) reasonable for the proper and efficient accomplishment of project objectives. Please refer to the following OMB Circulars to help answer questions about specific types of allowable costs for Federal grants. For grants to state, tribal and local governments, OMB Circular A-87 (2 CFR 225) delineates allowable costs. For grants to institutions of higher education see OMB Circular A-21 (2 CFR 220). OMB Circular A-122 (2 CFR 230) delineates allowable costs for non-profit institutions.
12) May we apply for a grant to fund a project that we are currently working on?
   It is the intent of NPS that funds be awarded to assist work not yet undertaken, rather than to help pay for work already begun or completed. However, work to be performed on subsequent phases of a project, which have not been performed at the time of the award of the grant, may be proposed.

13) What are the administrative requirements?
   - Each applicant may submit up to 3 applications annually (for 3 separate projects), but each applicant can receive only 2 grants per fiscal year grant cycle.
   - The grant period is generally 1 to 2 years.
   - If the applicant intends to undertake work on a property or collection that the applicant does not own, the applicant MUST include a letter from the owner of the property or collection giving consent to the applicant to undertake the work described in the JACS Project Proposal.
   - If the applicant requires the approval of another organization for the completion of the project identified in the JACS Project Proposal, the applicant MUST include a letter of support from the organization giving consent to the applicant for this specific project. For example, the applicant must provide a letter of support from an organization giving the applicant permission to attend a pilgrimage event or work with artifacts in a collection.
   - Applicants submitting a proposal for a film project MUST include a sample of previous work by the filmmaker. This sample must be mailed as a playable DVD with the application. Sample footage should be no more than 5-10 consecutive minutes in length. For all other projects, supplemental information to explain the project is strongly encouraged, but is not required.
   - Applicants MUST have a DUNS number. To determine if your organization has a DUNS number, contact your institution’s grant administrator or chief financial officer, or go to Dun & Bradstreet’s website at www.dnb.com/US/duns_update/index.html. Applicants may request a free number at the website by following the steps for federal government contractors and grantees, or by calling 1-866-705-5711.
   - All grant applicants and recipients MUST register in the System for Award Management (SAM) in order to obtain grant funding in Fiscal Year 2015. Register now at https://www.sam.gov. Please note that you MUST have a DUNS number in order to register with SAM. IMPORTANT: The SAM registration process is a FREE service provided by the government. You do not need to pay fees to outside, commercial websites to update your SAM account.
   - IMPORTANT: In previous grant cycles, JACS required applicants to register in the Central Contractor Registration (CCR) system, however, this system has been migrated into SAM and retired as of July 2012. If your organization previously registered in CCR, please make sure that all organizational information successfully migrates to SAM. Please see the JACS website for additional guidance on migrating your CCR information to SAM.
   - Grant recipients MUST competitively select all contractual work paid for with Federal grant funds. This requirement is applicable for all contractual work, even if the contractor is identified within the grant proposal at the time of submission. Documentation of this competition must be retained and available upon NPS request. Examples of contractual work include: website design transcription services, film
production, architectural and engineering services, etc. Competition in selecting a consultant/contractor is required by regulations governing federal financial assistance. Additional information is available at: http://www.whitehouse.gov/omb/circulars_default and on the grant program website: http://www.nps.gov/jacs/manual.html.

- Grant recipients may charge costs for time and/or materials only directly related to performing project work.
- Interim and final project status reports will be required.
- 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.
- Selected applicants must sign a grant agreement with the NPS, and agree to all attachments, certifications and assurances. The grant recipient is solely responsible to the NPS for carrying out all of the requirements identified in the grant agreement and for completing all of the deliverables identified in the project’s approved scope of work. It is not acceptable for the grant recipient to function solely as a “fiscal sponsor” or “fiscal agent” for the project.
- The National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA) apply to any federal activity including the expenditure of federal funds, undertakings on federal lands, and activities using federal permits. In terms of compliance with the National Historic Preservation Act, the grant recipient must complete the consultation process with the NPS and appropriate State Historic Preservation Office (SHPO) or Tribal Historic Preservation Office (THPO) prior to the commencement of all grant-assisted construction or ground disturbance on the property. If the grant recipient moves forward with project activities in advance of the final NEPA and NHPA decisions, the grant recipient is at risk of not receiving Federal funding and such costs may not be recognized as allowable cost share. Consultation procedures and regulations regarding Section 106 of the National Historic Preservation Act can be found on the Advisory Council for Historic Preservation’s website: http://www.achp.gov/work106.html. Contact information for the SHPO can be found on the National Conference of State Historic Preservation Officers website: http://www.ncshpo.org/find/. Contact information for the THPO can be found on the National Association of Tribal Historic Preservation Officers website: http://www.nathpo.org/map.html.
- For more information on federal financial assistance, please visit the Office of Management and Budget (OMB) website at: http://www.whitehouse.gov/omb/circulars_default . Applicable OMB circulars include the following: OMB Circular A-21, Cost Principles for Educational Institutions; OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments; OMB Circular A-102, Grants and Cooperative Agreements With State and Local Governments; OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations; OMB Circular A-122, Cost Principles for Non-Profit Organizations; and OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.
14) How will projects be selected?

The Japanese American Confinement Sites Grants Selection Panel, a panel of Federal agency experts representing applicable preservation, history, education, and conservation disciplines, will review and evaluate all eligible applications according to the criteria below. The panel will provide recommendations to the Secretary of the Interior for final project selection. The Secretary of the Interior will select the successful proposals.

Grant Criteria:
A. Need:
   i. A critical problem exists and needs to be addressed.
   ii. The desired outcome is identified and the project addresses the critical problem with an appropriate solution.

B. Impact:
   i. The project will have an impact(s) on the interpretation and/or preservation of the confinement site experience and will reach an audience. The project impact(s) will be widespread and the project will be publicized and shared with others.
   ii. Public Law 109-441 (16 USC 461) – the grant program’s authorizing legislation – states that the program was created for the purpose of identifying, researching, evaluating, interpreting, protecting, restoring, repairing, and acquiring historic confinement sites in order that present and future generations may learn and gain inspiration from these sites and that these sites will demonstrate the Nation’s commitment to equal justice under the law. The project meets the purpose of the grant program’s authorizing legislation, and addresses how these messages will be conveyed and shared with the public.

C. Feasibility: The applicant has the ability to successfully complete the project.
   i. The project budget is reasonable.
   ii. Selected personnel have the qualifications and ability to complete the project in a timely and professional manner.
   iii. The project will be effectively managed and completed.

D. Sustainability: The project will be sustained over time. The applicant demonstrates the ability for long-term maintenance, operation, distribution, and/or follow-up of the project.

E. Support: The project has support and participation from former internees, stakeholders, and/or the public.

After six years of grants, and taking into consideration the public concerns that were shared with the NPS during the development of the grant program, the review panel will take into account geographic distribution, the need to tell the full spectrum of the national story of the Japanese American internment, and the range of small, medium and large projects for funding during their evaluation. These factors will be weighed by the review panel after the initial
criteria are rated with the hope that critical projects addressing these factors are given full consideration.

**15) When will grants be announced and awarded?**
The NPS anticipates that the grant recipients and projects will be announced in late spring 2015, and the grant agreements will be awarded soon after that. JACS grants will be awarded dependent on funds appropriated by Congress. Information on funds available for the FY2015 grant cycle will be posted on the grant program website as soon as it becomes available.

**16) Who can I contact for more information?**
For information about the grant program, visit [http://www.nps.gov/JACS/](http://www.nps.gov/JACS/)

Please contact one of the NPS regional representatives if you have any questions about the grant program, application, or selection process.

**Intermountain Region**
AZ, CO, MT, NM, OK, TX, UT, WY
Kara Miyagishima
303.969.2885
kara_miyagishima@nps.gov

Alex Hernandez
303.969.2846
alexandra_hernandez@nps.gov

**Midwest Region**
AR, IA, IL, IN, KS, MI, MN, MO
Rachel Franklin Weekley
402.661.1928
rachel_franklin-weekley@nps.gov

ND, NE, OH, SD, WI

**Pacific West Region**
AK, CA, ID, NV, OR, WA,
and other states not listed
Tom Leatherman
510.232.1542, ext. 6301
tom_leatherman@nps.gov

Hawaii
Paul DePrey
808.266.0826
paul_deprey@nps.gov

**17) How do I apply for a grant?**
Application forms are available on the internet at [http://www.nps.gov/JACS](http://www.nps.gov/JACS) or you may request an application by contacting one of the NPS regional representatives.

Applications must be **received** (not postmarked) by **Wednesday, November 12, 2014**.

Send completed grant application packages to:
Email: nps_jacsgrants@nps.gov

OR

Postal Service delivery:
National Park Service
ATTN: Kara Miyagishima
P.O. Box 25287
Denver, CO 80225-0287

Express delivery:
National Park Service
ATTN: Kara Miyagishima
12795 West Alameda Pkwy.
Lakewood, CO 80228-2838