

**California Emergency Management Agency
Hazard Mitigation Branch
Award/Disaster # _____**

Reimbursement Request Form

Mail Reimbursement Request to:

California Emergency Management Agency
Hazard Mitigation Program Section
3650 Schriever Avenue
Mather, CA 95655

Applicant: _____

FIPS ID# _____

Please mark this box to indicate a change in the Authorized Agent's Mailing Address below

Project Number	Cumulative Expenditures to date	Reimbursement Request for the period of _____ to _____
	\$ _____	\$ _____
Total	\$ _____	\$ _____

Under penalty of perjury, I certify that:

- I am the duly authorized officer of the claimant herein
- This claim is in all respects true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances
- This claim is for costs incurred within the Grant Performance Period

Authorized Agent (Per Governing Body Resolution)

Printed Name

Phone No.

Fax No.

Title

E-Mail Address

Signature

Date

New Mailing Address Only

For Cal EMA Only (Cal EMA 400)

Obligated Amount: \$ _____	Date: _____
Expenditures To Date: \$ _____	Reviewer: _____
Cost Share (50% or 75%): \$ _____	Title: _____
Less Retention: \$ _____	Date: _____
Prior Payments Made: \$ _____	Approval: _____
Amount Allowable for Payment: \$ _____	Title: _____

Award # The award # can be found on the Notification of Approval Letter

Applicant The applicant is the entity, as identified in the original grant application. Do not identify any sub-departments or offices as the applicant

FIPS ID # This is the applicant's identification number as identified on the Notification of Approval Letter

Address Changes Indicate a change in address by checking the box shown and noting the new address in the area marked "mailing address"

Project Number The project number can be found on the Notification of Approval Letter

Expenditures To Date Identify total grant expenditures incurred to date for each project number (including local share)

Reimbursement Request for the Period of: The applicant may request reimbursement of all, or a portion of, *Grant Expenditures incurred since the last Reimbursement Request*. Indicate the month and year for the beginning of the period covered to the end of the period covered during which these expenditures were incurred. *This is not the Project/Budget Period listed on the subgrant*

HMGP Disasters Grants: No Fiscal Year restrictions

All Other Grants:
This request period cannot cross state fiscal years. Therefore, separate requests Must be submitted for expenditures incurred on or before June 30, and on or after July 1

Authorized Agent Information Complete all line items requested and ensure that the form is signed by an Authorized Agent named in the Governing Body Resolution

Mail Mail the original to the address identified at the top of the request form

Supporting Documents Supporting documents are not required to be submitted with the Reimbursement Request; however, California Emergency Management Agency reserves the right to request documentation at any time. Applicants are reminded to maintain documents that support the expenditures and reimbursement amounts shown on the request