



## **EVERY 15 MINUTES PROGRAM REIMBURSEMENT CHECKLIST**

In order to be eligible for reimbursement, the reimbursement package shall consist of all of the following items. The package will be considered incomplete if all of the below documents and materials are not submitted:

- A cover letter on Contractor's official letterhead.
- A written, final report by the Contractor
  - The final report shall be at least one page in length and consist of an overview of the entire program, from the planning stages through the debriefing process, as well as the final conclusion.
- Additional materials shall include all of the following items:
  - Program operational plan,
  - Letters to parents/students/community,
  - Day 2 assembly program,
  - Copies of any newspaper or online articles that were published,
  - Pictures,
  - Press Release (if issued by Contractor or allied agency),
  - Program video (an online link will not be accepted),
  - Any other materials you feel will highlight your program.
- Agency Contract Claim for Reimbursement
  - Copies of all invoices/receipts being claimed for reimbursement

Reimbursement package is due within thirty (30) days of program completion. Contractor understands that an untimely submission of the reimbursement package may result in loss of grant funding.

The final report package should be mailed to:

California Highway Patrol  
Research and Planning Section  
Every 15 Minutes Program Coordinator  
PO Box 942898  
Sacramento, CA 94298-0001

