



Policy Note
 Notice of Federal
 Grant Assistance

400 Centennial Building
 658 Cedar Street
 St. Paul, Minnesota 55155

Contact your agency Executive Budget Officer if you have questions. NOTE: If filling this out electronically, make sure you are in "typeover" mode and not "insert" mode. This is vital for structural and format integrity.

1. Department Name: Veterans Affairs Title of Project/Proposal: New Veterans Cemetery / SE MN Federal Catalog Number: 64.203 – State Cemetery Grants		2. Type of Grant: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
3. Request is in the following state: <input checked="" type="checkbox"/> Pre-Application <input type="checkbox"/> Application <input type="checkbox"/> Negotiation <input type="checkbox"/> Awarded	4. If revision, is it because of a grant increase or change in purpose? Increase in Grant _____ Change in Purpose _____ Increase in Match _____ When was the original approved? What was the original total federal grant amount? \$ Amount: _____	5. Grant Award/Proposal: Start Date: July 2011__ End Date: Jun 2014__ Total Federal Grant Amount: \$7.9M_____ Indicate the break-down below by fiscal year: State FY:12_____ \$ Amt.: 500,000 (est.) State FY:13_____ \$ Amt.: 5.5M (est.) State FY:14_____ \$ Amt.: 1.9M (est.) State FY:_____ \$ Amt.:_____
6. Describe the discretion or flexibility your agency was allowed in preparing the federal grant application. Discretion may be in the administration/staffing or program selection area. The MN Department of Veterans Affairs has no discretion or flexibility under the terms of this grant agreement.		
7. Summarize the purpose of the proposed grant, including a brief statement of the goals and objectives. Also, specify the activities, which will take place and any products (reports, plans, etc.) that will result from the program. To establish a new MN State Veterans Cemetery in southeastern MN. A veterans cemetery in this area would provide burial space for nearly 40,000 veterans who reside within a 75 mile radius of the Rochester area. Using statistical formulas provided by the National Cemetery Administration it is believed up to 500 veterans per year may seek burial at this new cemetery. The 2009 (amended 2011) appropriation provided for design funding which allowed us to begin site suitability and preliminary design work on a potential cemetery site in Fillmore County near Preston. This site is being offered as a donation to the State by Fillmore County so it is anticipated no acquisition dollars for property will be required in this region. The process for a construction grant from the National Cemetery Administration (NCA) requires the State to front all design costs. At the completion of design and bid tabs, the final grant application is submitted to NCA for award. The design expenditures plus the bid tab become the \$\$ basis for the grant award. Due to the fact that we are early in the design process and a few unknowns that remain in terms of site suitability, timing of a final grant application is unknown at this time.		

8. Describe how the proposed program relates to, or differs from, existing state programs, both within your agency and within other agencies and units of government. State how the proposed program will be coordinated with existing programs.

The operation of a new State Veterans Cemetery in southeastern MN would be very similar in nature to the MDVA's operation of the current State Veterans Cemetery in the Little Falls area. In an expanded role, the supervisor of the current State Veterans Cemetery in the Little Falls area would manage both operations.

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9. Is a hard (cash contributions) or soft (in-kind contributions) required? Yes _____ No _____

If match required, estimate the total project amount by state fiscal year for each year of the grant; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the grant runs longer than four years, include information for each additional year.

1st year Total Project \$ _____	Hard Match \$ _____	Soft Match \$ _____
2nd year Total Project \$ _____	Hard Match \$ _____	Soft Match \$ _____
3rd year Total Project \$ _____	Hard Match \$ _____	Soft Match \$ _____
4th year Total Project \$ _____	Hard Match \$ _____	Soft Match \$ _____

Cash contributions account information (fund/appropriation org/unit) _____

10. Does the grant contain a maintenance of effort requirement? No _____ Yes _____
If yes, please provide the base year _____ and the amount \$ _____ and account information (fund/appropriation org/unit) _____

11. What short and long-term commitments is the state making by acceptance of this grant?

Short term commitments include up-front costs for design, estimated to be up to 10% of the grant amount. Up-front costs incurred will be reimbursed by the federal government upon approval of grant application.

Long term commitments include state funding for the operation and maintenance of the new cemetery according to National Cemetery Administration standards. The approximate cost per year based on current revenues and expenditures at the State Cemetery in Little Falls are as follows:

ESTIMATED ANNUAL CEMETERY OPERATION, MAINTENANCE AND DEVELOPMENT (not including inflation)

Revenues

General Fund	\$425,000
Federal VA reimbursement for veteran burials, departmental fees for dependent burials and interest	\$150,000

Expenses

Salary expenditures	\$425,000
Non salary expenditures	\$150,000

Additional one time equipment purchases may be necessary for the initial start-up.

12. Are indirect costs included in the proposal? _____ Yes _____ No.

Undetermined at this time because we are currently in the pre-application phase.

- a. If indirect costs are not included in the proposal, provide justification and supporting documentation. If appropriate attach a copy of the Department of Finance waiver approval.

b. If indirect costs are included in the proposal, indicate the indirect cost rate. _____ %

c. If rate charged is different than agency's approved rate, specify the reason.

13. How many FTE(s) are needed to carry out this project/proposal? 6__ New _____ Existing

14. a. Will the state be asked to pick up the positions when federal funds are discontinued? Yes ___ No

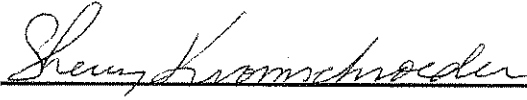
b. Is continuation of positions a condition of receiving the federal grant? Yes ___ No

15. Legal authority to apply for and accept grant.

MN Statute 197.236

2009 Bonding Bill (Sec 1. Laws 2009, chpt 93, article 1, sec. 14, sub. 3 - amended 2011) provides design funding

16. Will the program involve new rules or changes to existing rules? ___ Yes No



Accounting Coordinator's Signature

1-17-12

Date



Executive Budget Officer's Signature

1-18-12

Date

