



**STATE OF VERMONT**  
LEGISLATIVE JOINT FISCAL OFFICE

MEMORANDUM

TO: Joint Fiscal Committee

FROM: Maria Belliveau, Associate Fiscal Officer

Handwritten initials 'MB' in black ink.

DATE: July 16, 2015

SUBJECT: JFO #2769 – Request for Expedited Approval of Veterans Administration Grant for Expansion of Vermont Veterans Cemetery

The Military Department, Office of Veterans Affairs, has requested expedited approval of a \$5.69 million grant from the U.S. Veterans Administration, National Cemetery Administration, for the purpose of expanding the Vermont Veterans Cemetery in Randolph. The project is 100% federally funded and will include a visitor center, interments for an approximate ten year period, and the transition to a year-round operation. Senator Kitchel, Chair of the Joint Fiscal Committee, has agreed to consider the request for expedited approval, which would waive the customary 30 day approval process. In order to waive the 30 approval period at least seven affirmative responses to the request must be received from members of the Joint Fiscal Committee. In the event that any member of the Joint Fiscal Committee objects to expediting the request the 30 day review period shall not be waived .

The reason for the request to expedite the approval process is that in order for the Military Department to be awarded the federal funds for the cemetery the contractor had to be selected first. For that reason, all of the sub-contractors are in-place and are ready to start work. The project is planned to be completed the summer of 2016 which is also when the current cemetery is projected to run out of space. The Military would like to start construction as soon as possible, avoiding the risk of losing the contractor and the vetted subs.

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Please respond to me by July 23, 2015 regarding whether you agree to expedite the request and whether you agree to approve the \$5.69 million grant.



**STATE OF VERMONT**  
**OFFICE OF THE ADJUTANT GENERAL**  
789 Vermont National Guard Road  
Colchester, Vermont 05446-3099

**TO:** Senator Jane Kitchel  
Chair, Joint Fiscal Committee  
State of Vermont

**Date:** 14 JULY 2015

**Subject:** Request for Approval of Vermont Veterans Cemetery Major Construction Grant

The Military Department – Office of Veterans Affairs has received 100% federal funding for a major expansion project at the Vermont Veterans Cemetery in Randolph Center to support future interment needs. The project is designed to support interments requirements for the next decade, provide a visitors center and transition the cemetery to a year-round operation. The grant award is for \$5.69M with federal FY2015 funds. The contractor for the project was selected in June 2015 and is ready to get underway with completion scheduled the fall of 2016.

The Military Department request expedited consideration of the grant for \$5.69M. The contractor had to be selected and vetted before the National Cemetery Administration would award the federal grant. The contractor has secured all their sub-contractors and any delay in award of the contract and notice to proceed puts the state at risk of losing the vetted contractor and subs.

A delay in grant acceptance will put the state at risk of losing the contractor and it delays construction start during prime construction season. In addition, without the expansion the Veterans Cemetery runs out of head space in the summer of 2016.

Respectfully Submitted,

**Kenneth W.**

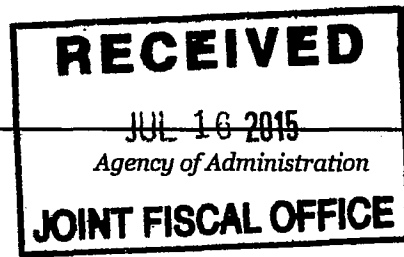
Digitally signed by  
Kenneth W. Gragg Jr.  
Date: 2015.07.14 13:16:20  
-04'00'

**Gragg Jr.**

Kenneth W. Gragg Jr.  
Financial Manager  
Military Department

State of Vermont  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

[phone] 802-828-2376  
 [fax] 802-828-2428



**STATE OF VERMONT  
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>		Vermont Veterans Cemetery Expansion Grant			
<b>Date:</b>		7/15/2015			
<b>Department:</b>		Military			
<b>Legal Title of Grant:</b>		Veterans Administration - National Cemetery Administration Award			
<b>Federal Catalog #:</b>		CFDA 64.203			
<b>Grant/Donor Name and Address:</b>		US Dept. of Veterans Affairs, Veterans Cemetery Grant Services, 810 Vermont Ave. NW 40A3, Washington DC, 20420			
<b>Grant Period:</b>		From: 7/1/2015		To: 11/1/2016	
<b>Grant/Donation</b>		\$5,695,359			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$4,271,519	\$1,423,840	\$	\$5,695,359	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b> Funding totals from Grant Award letter match totals listed on AA-1. Everything appear to be in order and necessary grant documents are attached.					
<b>Department of Finance &amp; Management</b>				7/15/15	(Initial)
<b>Secretary of Administration</b>				7/15/15	(Initial)
<b>Sent To Joint Fiscal Office</b>					<b>Date</b>



**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

<b>1. Agency:</b>			
<b>2. Department:</b>		Military	
<b>3. Program:</b>			
		Vermont Veterans Cemetery Expansion Project Phase 1	
<b>4. Legal Title of Grant:</b>			
		Veterans Administration - National Cemetery Administration Award ID VT-05-04	
<b>5. Federal Catalog #:</b>			
		CFDA 64.203	
<b>6. Grant/Donor Name and Address:</b>			
US Department of Veterans Affairs, Veterans Cemetery Grant Services, 810 Vermont Ave NW 40A3, Washington, DC 20420			
<b>7. Grant Period:</b>		<b>From:</b>	<b>To:</b>
		7/1/2015	11/1/2016
<b>8. Purpose of Grant:</b>			
100% Federal Reimbursement for the expansion of the Vermont Veterans Cemetery			
<b>9. Impact on existing program if grant is not Accepted:</b>			
Construction will not be able to proceed, will run out of head space for interment by Summer 2016.			

	SFY 1	SFY 2	SFY 3	Comments
	FY 2016	FY 2017	FY	
<b>Expenditures:</b>				
Personal Services	\$4,271,519	\$1,423,840	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
<b>Total</b>	\$4,271,519	\$1,423,840	\$	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$4,271,519	\$1,423,840	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	\$4,271,519	\$1,423,840	\$	

<b>Appropriation No:</b>	2150050000	<b>Amount:</b>	\$5,695,359
			\$
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$5,695,359

JUL 15 2015

# STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

Has current fiscal year budget detail been entered into Vantage?  Yes  No

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  
 Appointing Authority Name: Michael T. Heston, BG, Deputy Adjutant General Agreed by: HESTON.MICHAELTHOMAS.1012243770 (initial)

12. Limited Service Position Information:	# Positions	Title
	0	
<b>Total Positions</b>		

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: HESTON.MICHAELTHOMAS.1012243770	Digitally signed by HESTON.MICHAELTHOMAS.1012243770 DN: c=US, ou=LLA, o=Department, ou=DO, ou=POL, ou=USA, cn=HESTON.MICHAELTHOMAS.1012243770, Date: 2015.07.14 12:27:01 -0400	Date:
Title: Michael T. Heston, BG, Deputy Adjutant General		
Signature:		Date:
Title:		

**SECRETARY OF ADMINISTRATION**

Approved: (Secretary or designee signature) *Michael T. Heston* Date: 07/15/15

Check One Box: Accepted (Governor's signature) *[Signature]* Date: 7/16/15

Rejected

**Required GRANT Documentation**

- |   |  |
|---|--|
| <input type="checkbox"/> Request Memo<br><input type="checkbox"/> Dept. project approval (if applicable)<br><input checked="" type="checkbox"/> Notice of Award<br><input checked="" type="checkbox"/> Grant Agreement<br><input type="checkbox"/> Grant Budget | <input type="checkbox"/> Notice of Donation (if any)<br><input type="checkbox"/> Grant (Project) Timeline (if applicable)<br><input type="checkbox"/> Request for Extension (if applicable)<br><input type="checkbox"/> Form AA-1PN attached (if applicable) |
|---|--|

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).



**DEPARTMENT OF VETERANS AFFAIRS**  
**UNDER SECRETARY FOR MEMORIAL AFFAIRS**  
**WASHINGTON DC 20420**

July 7, 2015

Mr. Robert E. Burke  
Director  
Vermont Office of Veterans Affairs  
118 State Street  
Montpelier, VT 05620

Dear Mr. Burke:

I am pleased to inform you that the Department of Veterans Affairs (VA) is awarding a grant in the amount of \$5,695,359 for 100 percent of allowable costs associated with the expansion of the Vermont Veterans' Memorial Cemetery in Randolph Center, Vermont (FAI: VT-05-04). The Vermont Office of Veterans Affairs submitted a formal Application for Federal Assistance for the project on June 4, 2015. I am enclosing the signed Memorandum of Agreement.

Your participation in the Veterans Cemetery Grants Program is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Ronald E. Walters".

Ronald E. Walters  
Interim Under Secretary for Memorial Affairs

Enclosure

**Memorandum of Agreement for A Grant  
at An Existing Veterans Cemetery**

This Memorandum of Agreement is hereby made by and between  
The Department of Veterans Affairs (VA)  
810 Vermont Avenue, N.W. Washington, DC 20420, and  
**Vermont Office of Veterans Affairs**  
**118 State Street**  
**Montpelier, Vermont 05620-4401**

The **Vermont Office of Veterans Affairs** has submitted to VA an application for a grant to **expand** a Veterans cemetery for Veterans in **Randolph Center, Vermont**, (Federal Application Identifier: FAI: **VT-05-04**). The parties agree that this application meets the requirements of Federal law for this grant. The estimated total cost of construction, including any approved equipment; in which VA will participate is **\$5,695,359.00**. The VA grant will total up to **\$5,695,359.00**, but will not exceed the actual cost of construction as determined by the final audit. In consideration of the foregoing, the parties hereto mutually agree as follows:

(1) **Vermont Office of Veterans Affairs** certifies that the plans and specifications included in the application meet all applicable Federal requirements.

(2) **Vermont Office of Veterans Affairs** agrees that it will fund the construction of a main entrance, a public information center, a maintenance facility, roads, preplaced crypts, cremains burial areas, columbaria, landscaping, a memorial walkway, and supporting infrastructure. The project will develop approximately 12 acres. The construction will include 410 pre-placed crypts; 390 cremains gravesites and 840 columbarium niches. The cemetery is in Randolph Center, located on 113.41 acres of land adjacent to Furnace Street. The cemetery will be completed in accordance with the documentation submitted by the State Government.

(3) **Vermont Office of Veterans Affairs** agrees to comply strictly with the assurances contained in the application.

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(4) **Vermont Office of Veterans Affairs** agrees to enter into a contract within 90 days of the date on which both parties have signed this agreement to fund the construction of a main entrance, a public information center, a maintenance facility, roads, preplaced crypts, cremains burial areas, columbaria, landscaping, a memorial walkway, and supporting infrastructure. The project will develop approximately 12 acres. The construction will include 410 pre-placed crypts; 390 cremains gravesites and 840 columbarium niches. The cemetery is in Randolph Center, located on 113.41 acres of land adjacent to Furnace Street.

The cemetery will be completed in accordance with the documentation submitted by the State Government.

(5) **Vermont Office of Veterans Affairs** agrees to periodically inspect the project and certify to the Director, Veterans Cemetery Grants Program (41E), Washington, DC 20420, for payment of such sums which it deems are payable by VA.

(6) **Vermont Office of Veterans Affairs** agrees to furnish any additional State Government funds needed to complete the project.

(7) **Vermont Office of Veterans Affairs** agrees that, upon completion of the project, it will provide adequate financial support to maintain and operate the cemetery.

(8) **Vermont Office of Veterans Affairs** agrees that it will use the cemetery principally to furnish burial services only to veterans, spouses and eligible dependents, in accordance with NCA standards and eligibility requirements.

(9) **Vermont Office of Veterans Affairs** agrees that it will operate and maintain the cemetery in conformance with State Government standards and with all applicable State Government and local laws, codes, regulations and ordinances, and in conformance with the standards prescribed by VA.

(10) **Vermont Office of Veterans Affairs** agrees that it will make such reports in such form and containing such information as the Director, Veterans Cemetery Grants Program may from time to time reasonably require, and give the Director, Veterans Cemetery Grants Program, upon demand, access to the records upon which such information is based.

(11) After **Vermont Office of Veterans Affairs** certifies its construction costs as set forth in paragraph (5) above, the Director, Veterans Cemetery Grants Program agrees to make partial payments of the grant to cover the costs certified. VA payments will be limited to unpaid obligated balance of the grant for actual incurred costs for this project. If all funds have not been utilized by the State government for the purpose of the project within three years after being so made available, the United States shall be entitled to recover any such unused funds.


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(12) This grant is subject to the recapture provisions as stated in 38 CFR 39.10

(13) The **State Government** is responsible for organizational-wide financial and compliance audits on an annual basis under Public Law 98-502 and Public Law 104-156. The single audits must be performed by an independent auditor using generally accepted audit standards and the standards for financial and compliance audits of the U.S. General Accountability Office's "Standards for

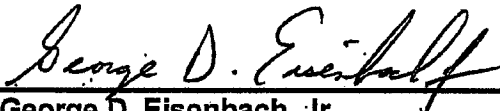


Audit of Governmental Organizations, Programs, Activities, and Functions," the provisions of the Office of Management and Budget (OMB) Circulars A-102 and A-133; and compliance supplements for single audits of State and local governments published by OMB.

 6/11/2015  
IN WITNESS WHEREOF the parties have hereunto affixed their signature on the dates indicated:

  
ROBERT E. BURKE  
Director, Vermont Office of Veterans Affairs

6/11/15  
Date

  
George D. Eisenbach, Jr.  
Director, Veterans Cemetery Grants Program

6/15/2015  
Date