

## CHECKLIST OF MAJOR REQUIREMENTS FOR STATE OR TRIBAL GOVERNMENT CEMETERY CONSTRUCTION GRANTS

STATE OR TRIBAL GOVERNMENT CEMETERY PROJECT LOCATED AT	DATE RECEIVED (Grants.gov)
	TIME RECEIVED (Grants.gov)

DESCRIPTION OF PROJECT
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**SECTION A - PREAPPLICATION PHASE** *(Deadline is July 1 each year for VA receipt)*

NO.	REQUIREMENT	CHECK RECEIPT	DATE
1.	Form SF 424, 424C, and 424D and project narrative submitted through grants.gov.	<input type="checkbox"/>	
2.	State or Tribal Government Application Identifier Number <small>NUMBER (If applicable)</small>	<input type="checkbox"/>	
3.	Federal Application Identifier (FAI) Number <small>FAI NUMBER (To be assigned by VA)</small>	<input type="checkbox"/>	
4.	DUNS Number	<input type="checkbox"/>	
5.	VA Receipt Notification Letter to Applicant	<input type="checkbox"/>	
6.	Governor's or Tribal Government's designation of authorized official.	AUTHORIZED OFFICIAL	
7.	Governor's or Tribal Government's designation contact person.	CONTACT PERSON	
8.	State or Tribal Government authorization for the project (copy of the legislation)	<input type="checkbox"/>	
9.	Certification of matching A&E funds to be ranked in highest priority grouping. VA must have on file, by August 15, a copy of the Act appropriating the funds and certification from an authorized state or tribal government budget official that the funds are available, how long the funds will remain available, and that no further action is required by the state or tribal government to make such funds available.	<input type="checkbox"/>	
10.	Title to the State or Tribal Government Cemetery Property	<input type="checkbox"/>	
11.	Phase I Environment Survey: site plan/map, site survey, and soil investigation <i>(if applicable)</i>	<input type="checkbox"/>	
12.	Phase II Environmental Assessment <i>(if applicable)</i>	<input type="checkbox"/>	
13.	Letter from state or tribal government historical preservation officer	<input type="checkbox"/>	
14.	State Clearinghouse Comments <i>(E.O. 12372)</i> or Tribal Government Comments	<input type="checkbox"/>	
15.	Master Plan for facility approved	<input type="checkbox"/>	
16.	Schematic drawings for the proposed project <i>(if applicable)</i> approved	<input type="checkbox"/>	
17.	Design development drawings and specifications <i>(35 percent)</i> approved	<input type="checkbox"/>	
18.	Updated Form SF 424 and SF 424C	<input type="checkbox"/>	
19.	A schedule of when each of the remaining requirements will be met	<input type="checkbox"/>	
20.	Building Space Program Analysis <i>(if applicable)</i>	<input type="checkbox"/>	
21.	Final drawings and specifications <i>(100 percent)</i> approved	<input type="checkbox"/>	

**SECTION A - PREAPPLICATION PHASE (Deadline is April 1 each year for VA receipt) (Continued)**

NO.	REQUIREMENT	CHECK RECEIPT	DATE
22.	Updated Form SF 424, SF 424C, SF 424D	<input type="checkbox"/>	
23.	Updated schedule when each of the remaining requirements will be met.	<input type="checkbox"/>	
24.	VA Notification to Precede to Bid the Project to Applicant	<input type="checkbox"/>	
<b>NOTE: The following certifications from the authorized state or tribal government official must be submitted to VA as part of the Preapplication Phase.</b>			
25.	A. Compliance with VA Form 40-0895-2, Certification of Compliance with Provisions of the Davis-Bacon Act	<input type="checkbox"/>	
26.	B. Compliance with VA Form 40-0895-7, Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions (State or Tribal Government)	<input type="checkbox"/>	
27.	C. Compliance with VA Form 40-0895-8, Certification Regarding Drug-Free Workplace Requirements for Grantees other than individuals	<input type="checkbox"/>	
28.	D. Compliance with VA Form 40-0895-9, Certification Regarding Lobbying	<input type="checkbox"/>	
29.	E. Compliance with VA Form 40-0895-15, Certification of Cemetery Maintained in Accordance With National Cemetery Administration Standards.	<input type="checkbox"/>	
<b>SECTION B - APPLICATION PHASE (Deadline is July 15 for that FY Grant Award)</b>			
30.	Advertisement for bids	<input type="checkbox"/>	
31.	Bid tabulations	<input type="checkbox"/>	
32.	VA Form 40-0895-10, Certification of Compliance with Federal Requirements-State or Tribal Government Cemetery Construction Grant.	<input type="checkbox"/>	
33.	Final application - SF 424, based on bids and consistent with SF 424C	<input type="checkbox"/>	
34.	Revised budget page (SF 424C) based on bids	<input type="checkbox"/>	
35.	Compliance with VA Form 40-0895-12, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions ( <i>Contractor</i> )	<input type="checkbox"/>	
36.	Three (3) signed copies of the Memorandum of Agreement (VA Form 40-0895-11)	<input type="checkbox"/>	
<b>SECTION C - POST GRANT AWARD</b>			
37.	Submit a written request to the Director, State Cemetery Grants Service (41E), requesting the Department of Veterans Affairs to schedule a final grant program review. Include the name and telephone number of the local point of contact for the project.	<input type="checkbox"/>	
38.	Submit the project equipment list; (if there is no equipment involved in the grant, please make a statement to that effect in the request for a final grant program review.	<input type="checkbox"/>	
39.	Add the following statement to the SF 271, Outlay Report and Request for Reimbursement for Construction Programs and add the statement to the HHS final reimbursement request. "IT IS HEREBY AGREED THAT THE MONETARY COMMITMENT OF THE FEDERAL GOVERNMENT WILL HAVE BEEN MET AND THE PROJECT WILL BE CONSIDERED TERMINATED UPON PAYMENT OF THIS VOUCHER."	<input type="checkbox"/>	
40.	Compliance with the Single Audit Act requirements	<input type="checkbox"/>	
41.	Final Master Plan (one copy for SCGP and one copy for state cemetery), if appropriate.	<input type="checkbox"/>	
42.	As Built Drawings (one copy for SCGP and one copy for state cemetery)	<input type="checkbox"/>	
43.	Custody and Transfer Receipt Final Release of Claims Final Invoice - one copy for SCGP, if appropriate.	<input type="checkbox"/>	
44.	Close out grant.	<input type="checkbox"/>	