



STATE OR TRIBAL GOVERNMENT CEMETERY PLAN PREPARATION (39.32 and 39.82)

Respondent Burden: Public reporting burden for this collection of information is estimated to average 640 hours per grant. Statutory authority for a State Cemetery Grant is 38 U.S.C. 2408. The information requested is necessary to ensure the State or Tribal government has complied with the required planning preparation in order to be eligible to receive a VA grant.. VA may not conduct or sponsor and you are not required to respond to this collection of information unless it displays a valid OMB number. Respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspects of this collection of information, including suggestions for reducing the burden to VA Clearance Officer (005R1B), 810 Vermont Avenue NW, Washington, DC 20420. SEND COMMENTS ONLY. Please do not send applications for a grant to this address.

The plan preparation and the various independent submissions that together meet the appropriate project development are in support of a State or Tribal government grant. The overall process may take from 12 to 18 months to complete, depending on the project complexity and includes submissions by the State and review comments by SCGS. Not all projects will require submission of every requirement listed below and SCGS will provide guidance to the applicant. The plans and specifications must be approved by the SCGS prior to the State or Tribal government's solicitation for construction bids and be in accordance with 38 CFR Part 39.

§ 39.32 Plan preparation requirements may include:

- (1) Boundary and site survey. The State or Tribal government agency shall provide a survey of the site and furnish a legal description of the site.
- (2) Soil investigation. The State or Tribal government shall provide a soil investigation of the scope necessary to ascertain site characteristics for construction and burial or to determine foundation requirements and utility service connections.
- (3) Topographical survey. A topographical survey in 1-foot contour intervals shall be prepared for projects establishing new cemeteries and for significant expansion projects in previously undeveloped land.
- (4) Master plan. A master plan showing the proposed layout of all facilities-including buildings, roadways, and burial sections-on the selected site shall be prepared for all new cemetery establishment projects for approval by the SCGS.
- (5) Preliminary or "design development" drawings. Following VA approval of the master plan, the State or Tribal government must submit design development drawings that show all current phase construction elements to be funded by the grant.
- (6) Final construction drawings and specifications. Funds for the construction of any project being assisted under this program will not be released until VA approves the final construction drawings and specifications. If VA approves them, VA shall send the State or Tribal government a written letter of approval indicating that the project's plans and specifications comply with the terms and conditions as prescribed by VA. This does not constitute approval of the contract documents. It is the responsibility of the State or Tribal government to ascertain that all State or Tribal government and Federal requirements have been met and that the drawings and specifications are acceptable for bid purposes.
- (7) Final working drawings. The State or Tribal government shall prepare final working drawings so that clear and distinct prints may be obtained.
- (8) Architectural, equipment and layout drawings. The State or Tribal government shall submit architectural drawings, the equipment list including location of fixed equipment and the layout drawings. The State or Tribal government shall submit a layout plan that shows:
 - (A) All proposed features such as roads, buildings, walks, utility lines, burial layout, etc.
 - (B) Contours, scale, north arrow, and legend showing existing trees.
 - (C) A graphic or keyed method of showing plant types as well as quantities of each plans.
 - (D) Plant list with the following: key, quantity, botanical name, common name, size, and remarks.
 - (E) Typical tree and shrub planting details.
 - (F) Areas to be seeded or sodded.
 - (G) Areas to be mulched.
 - (H) Gravesite section layout with permanent section monument markers and lettering system.
 - (I) Individual gravesite layout and numbering system. If the cemetery is existing and the project is expansion or renovation, show available, occupied, obstructed, and reserved gravesites.
 - (J) Direction the headstones face.

(9) Structural drawings. The State or Tribal government shall submit complete foundation and framing plans and details.

(10) Mechanical drawings. The State or Tribal government shall submit heating, ventilation and plumbing drawings.

(11) Electrical drawings. The State or Tribal government shall submit separate drawings for lighting and power.

(12) Final specifications. Final specifications (to be used for bid purposes) shall be in completed format.

(13) Cost estimates. The State or Tribal government shall show in convenient form and detail the estimated total cost of the work to be performed under the contract, including provisions of fixed equipment shown by the plans and specifications, if applicable, to reflect the changes of the approved financial plan.

§ 39.82 Plan preparation requirements may include:

(1) The State or Tribal government must successfully complete its plan preparation under this section before submitting a grant application for an Operation and Maintenance Project. The State or Tribal government may be required to undertake some or all of the following requirements of this section:

(A) Obtain bids and determine the successful bidder;

(B) Establish procedures for determining that costs are reasonable, necessary and can be allocated (OMB Circular No. A-87); and

(C) Comply with the uniform requirements for grants-in-aid (OMB Circular No. A-102, Revised).

(2) Depending on the scope of the project, the SCGS will work with the State or Tribal government to determine which of the following will be required prior to submission of an application. As determined by VA, these may include:

(A) Boundary and site survey. The State or Tribal government agency shall provide a survey of the site and furnish a legal description of the site;

(B) Project drawings indicating the cemetery section(s) to be impacted by the Operation and Maintenance Project, gravesite section layout with permanent section monument markers and lettering system, and the total number of gravesites to be impacted;

(C) Project specifications (to be used for bid purposes), which shall include the invitation for bid, cover or title sheet, index, general requirements, form of bid bond, form of agreement, performance and payment bond forms, and detailed descriptions of materials and workmanship for the work to be performed to meet VA's national shrine standards;

(D) A detailed estimate of the total cost of the work to be performed under the contract; or

(E) A site Environmental Assessment meeting the provisions of § 39.34(b) to determine if an Environmental Impact Statement is necessary for compliance with section 102(2)(C) of the National Environmental Policy Act of 1969, as amended (42 U.S.C. 4332), as a result of the work to be performed on the headstones and markers, gravesites, or turf conditions.

(3) If VA determines that the project's plans and specifications comply with the terms and conditions prescribed by VA, VA will send the State or Tribal government a written letter of approval indicating that the project's plans and specifications comply with the terms and conditions as prescribed by VA. This does not constitute approval of the contract documents. It is the responsibility of the State or Tribal government to ascertain that all State or Tribal government and Federal requirements have been met and that the drawings and specifications are acceptable for bid purposes.