

GRANT GUIDELINES
NEBRASKA VIETNAM MEMORIAL

NOTICE

This guidance document is advisory in nature, but is binding on the Nebraska Department of Veterans' Affairs (NDVA) until amended. A guidance document does not include internal procedural documents that only affect the internal operations of NDVA and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

OVERVIEW & CONTACT INFORMATION

Jacye LaFayette-Dymacek
Nebraska Department of Veterans' Affairs
P.O. Box 95083
301 Centennial Mall South
Lincoln, NE 68508
(402) 310-7796
jacye.lafayette-dymacek@nebraska.gov

The funding for this grant is described in LB 814 as amended by AM 915 (2023).

Application Information

The Nebraska Legislature has provided funding of a grant to complete construction of a memorial to honor those Nebraska military personnel killed in action during the Vietnam War. The grant will be awarded to a non-profit entity and will be for an amount up to \$2.5 million. The grant will be administered by NDVA.

Information on how to apply for the NDVA grant, and other resources, are available on the [NDVA website](#).

Eligible Applicants

A non-profit entity that will complete construction of a memorial to honor Nebraska military personnel killed in action during the Vietnam War.

Eligible Projects

A Vietnam Memorial that will honor Nebraska military personnel killed in action during the Vietnam War. The Memorial will be located in Nebraska.

Award Amount

NDVA will award up to \$2.5 million through this grant. While there is no formal match requirement, preference will be given to Applicants who can demonstrate that other funds have been secured

for the project and to Applicants who have already invested in the cost of planning or construction of a memorial.

Important Deadlines

Applications for grant funding through the Nebraska Vietnam Memorial Grant Fund will be accepted through August 31, 2023. A review and evaluation of all eligible applications which are submitted will be conducted at that time. If a successful application is identified, a grant will be awarded. If a successful application is not identified, the Application period will be re-opened and additional applications will be received. Please monitor the [NDVA site](#) for additional information.

Grant Schedule

Application Open Date: August 9, 2023 at 9:00 a.m. CST

Application Deadline: August 25, 2023 at 5:00 CST

Anticipated Award Date: September 2023

Period of Performance: Funds must be expended before December 31, 2025

SECTION A: PURPOSE AND GENERAL INFORMATION

This Nebraska Vietnam Memorial Grant is funded through NDVA. This is a competitive grant, and NDVA shall have the sole discretion of awarding these grants, in furtherance of the best interests of the State of Nebraska.

The application and guidelines can be found at veterans.nebraska.gov/memorial or by contacting the Grant Manager.

1. Terms & Definitions:

- Memorial: A structure(s), park, and/or recreational area designated to recognize the Nebraska military personnel who gave their lives in the Vietnam War. The center piece of the project will be the Nebraska Vietnam War Memorial. The Memorial must be located in the State of Nebraska.
- Non-profit: This grant funding is to be awarded to a non-profit entity. The non-profit should be registered with the Nebraska Secretary of State and will be required to produce proof of registration.

2. Eligible Expenses

Qualified expenditures are costs associated with the planning, development, construction and dedication of the memorial including, but not limited to:

- Acquisition and installation of fixed equipment
- Appraisals
- Architectural and engineering services

- Creative and design services specific to the project
- Labor and services costs specific to the project
- Construction equipment and supplies (including, but not limited to, site trailers, signage, security costs during construction and appropriate safety accessories and equipment for those on-site)
- Construction related insurance
- Project management
- Site survey and investigation
- Site clearance (if included in application)
- NEPA and historic preservation analysis (if required)
- Legal fees directly attributable to the project
- Costs associated with obtaining and meeting the requirements of a Production Assistance Agreement
- Other costs of production in accordance with generally accepted entertainment practices

3. Ineligible Expenses

The following are examples of items not eligible for the grant. This is not intended to be a complete list and is only provided as reference for typical projects:

- Alcohol and tobacco
- Cell phone reimbursements
- Payments to adult oriented businesses
- Payments for entertainment, including but not limited to, parties, event tickets, movies, hotel mini-bar items, meals unrelated to the production and personal gifts
- Costs or fees associated with advertising, marketing, and financing of the project
- Payments for penalties or fines
- Fund-raising expenses

SECTION B: APPLICATION REVIEW AND APPROVAL PROCESS

1. Submission Instructions

Applications are submitted directly to the Grant Manager. Applicants should follow the Application Directions on the NDVA webpage.

Instructions for completing and submitting the application must be carefully followed to ensure accuracy and avoid unnecessary correction post-award.

Questions regarding the application process should be sent to:

Jacye LaFayette-Dymacek
Jacye.lafayette-dymacek@nebraska.gov
 (402) 310-7796

Application: [NDVA Grant Application](#)

Individuals who are hearing and/or speech impaired and have a TTY, may contact NDVA through the Statewide Relay System by calling 711 In-State or by calling (800) 833-7352 (TTY) or (800) 8330920 (voice). The relay operator should be asked to call NDVA at (402) 310-7796. Additional information can be found at the Nebraska Relay website <http://www.nebraskarelay.com/>.

Nebraska Relay offers Spanish relay service for our Spanish-speaking customers. Spanish-to-Spanish 711 or 1-888-272-5528/ Spanish-to-English 711 or 1-877-564-3503. Nebraska le ofrece el servicio de relevo a nuestros clients en español. Los consumidores de TTY pueden escribir por máquina en español y las conversaciones serán retransmitidas en español y inglés.

2. Required Documentation

The following documentation is required to be submitted electronically with the online application:

- A description of the proposed project
- An itemized budget detailing total budget

The title of each document should include the name of the Applicant.

3. Application Review Criteria

Applications must meet all program eligibility requirements and all required documentation must be received for an application to be reviewed. Submission of an application does not guarantee a grant will be awarded. Grants will be awarded based on the following general criteria:

Characteristic
Organizational Readiness
Financial and Administrative Readiness
Capacity
Project Readiness

SECTION C. AWARD PROCESS

1. Awarded Grant Overview

NDVA will issue a written Notice of Approval (NOA) to the grant award Recipient. The NOA will be sent to the Recipient at the email address provided in the Application. The NOA will outline the approved estimate of qualified expenditures and provide the anticipated grant amount. These funds will be reserved for the non-profit applying for the grant.

The NOA will be followed by issuance of an NDVA Grant Agreement, typically within 10 business days of the NOA. The Successful Applicant (Recipient) must review, sign, and submit the NDVA

Grant Agreement and meet any required special condition items before disbursement of any funds.

All costs charged to the grant must be incurred within the NDVA Grant Agreement effective dates. All such costs shall be supported by documentation (e.g., invoices, timesheets, etc.) and proof of payment/transfer to be considered allowable costs.

Recipient will receive additional instructions related to the management of the grant, including the various steps of grant implementation (e.g., sign agreement, submission of completed ACH form, submission of payment request, reporting, etc.). Recipient will be required to identify a Grant Manager who will receive, via email, additional information and notifications on required actions related to the implementation of the grant. The Recipient Grant Manager is the primary point of contact for all grant-related matters and all communication from NDVA related to the grant will be directed to the Grant Manager.

2. Agreement Requirements

Following the NOA, NDVA will issue an electronic copy of the NDVA Grant Agreement. The NDVA Grant Agreement is entered into between NDVA and the non-profit entity (i.e. Recipient). An authorized signatory for the Recipient.

Recipient must review, sign, date, and submit the agreement to receive the NDVA Grant. NDVA signs the agreement after it is signed by the Recipient.

Within 30 days of the executed grant agreement, the following schedule notifications and requirements must be provided to NDVA:

- Proof of project cost
- A copy of the insurance policy or policies related to construction
- Project design

Recipients are to notify NDVA immediately of any scheduling changes. If the start of construction is put on hold or indefinitely pushed back more than 60 days past the start date that was indicated in the initial application, Recipient should notify NDVA for potential review of the application.

Putting the project on hold due to holiday, injury, illness, or other unforeseen circumstance will not affect the status of the agreement so long as a revised completion date is submitted to NDVA as soon as possible. If project construction is put on hold indefinitely and no completion date is imminent, then the agreement will be terminated.

Recipient must notify NDVA of the completion of production within five (5) days of concluding construction close-out activities. This notification will start the 90-day timeline for submission of the final budget.

3. Budget Reporting Requirements

Throughout the project, Recipient is to maintain accounting and financial records related to the project expenses. In general, throughout and at the completion of the project, it should be possible

to compare estimated/budgeted project costs as identified at the time of application with the actual project costs. Recipient Reporting will be required every two months, in a format provided by NDVA, and will be submitted directly to the NDVA Grant Manager.

If the submitted information is incomplete or requires clarification by Recipient, NDVA will request missing items and/or request clarification from Recipient. To avoid delays, be sure to submit complete source documentation, which may include but may not be limited to paid invoices and check images (or other proof of transfer).

Upon Recipient's submission of Reporting meeting the terms of the NDVA Grant Agreement, NDVA may process a full or partial payment for any Qualified eligible expenses which were submitted during the two month reporting period. Payments will be made by direct deposit upon completion of the review process. NDVA will complete the review process within 30 days of having a complete submission; however, actual transmittal of payment may take up to 45 days from payment approval.

4. Final Award and Payment

NDVA will issue the payment of the grant on a reimbursement basis. A final budget report must be submitted to demonstrate compliance with the grant. The final budget must be submitted within 90 days of project completion. Recipient must submit source documentation including receipts, invoices, or similar documentation verifying qualified expenditures.

Additionally, the Recipient must submit an [Affidavit of Completion](#) to NDVA after the Memorial is completed certifying that all of the requirements in the grant have been met.

Recipients must complete all reports on a form or manner provided by NDVA. Upon submission, NDVA reviews Recipient's reports for compliance and performance, initiating the grant closeout process.

Upon Recipient's submission of materials meeting the terms of the NDVA Grant Agreement, NDVA may process a full or a partial payment of the remaining grant award total.

If the submitted information is incomplete or requires clarification by Recipient, NDVA will request missing items and/or request clarification from Recipient. To avoid delays, be sure to submit complete source documentation, which may include but may not be limited to paid invoices and check images (or other proof of transfer).

Payments will be made by direct deposit upon completion of the review process. NDVA will complete the review process within 30 days of having a complete submission; however, actual transmittal of payment may take up to 45 days from payment approval.

The Recipient will initiate Grant Closeout by completing all reports and tasks that are outstanding under the Grant Agreement.

To the extent that it is discovered that grant funds already disbursed to a Recipient were expended ineligibly, or Recipient failed to conform to any applicable grant requirements as outlined in the

Agreement, NDVA shall have the ability to recapture all grant funds disbursed to Recipient and deobligate any additional grant funds not yet disbursed.

SECTION D: CONFIDENTIALITY

1. Public Records Requests

Applicants should be aware that NDVA is subject to public records requests under the Nebraska Public Records Statutes. Neb. Rev. Stat. § 84-712.01 et seq. Certain information exchanged with NDVA, including application materials, communications, agreements, and funds received pursuant to the NDVA Grant, may be subject to public records requests. To the degree such information is deemed responsive to a public records request, NDVA will respond with documents including, but not limited to the following information:

- a. Non-profit entity name and address;
- b. Where the Memorial will be located;
- c. Expenditures on goods and services for the project.

Neb. Rev. Stat. §84-712.05 exempts certain information, including trade secrets and other proprietary or commercial information which if released would give advantage to business competitors and serve no public purpose. Neb. Rev. Stat. §84-712.05(3). Applicants may request that certain information shared with NDVA be exempted from public disclosure pursuant to Neb. Rev. Stat. §84-712.05(3), or any other applicable basis under the statute. Such a request must be made in writing to NDVA, it must specify the information to be withheld and state the reasons for the requested exemption. NDVA reserves the right to determine whether information submitted by the Applicant will be withheld from disclosure. Applicants may submit a request for non-disclosure of information with their application via the [Request for Non-Disclosure Exemption](#) form.

