

## Chapter 4. Commemorative Works Submission Guidelines

### 4.1 Introduction

The Commemorative Works Act (CWA) of 1986 (40 U.S.C. §§8901 et seq.) governs the process for establishing commemorative works on National Park Service (NPS) and General Service Administration (GSA) lands in Washington, DC and the environs. There are more than 113 commemorative works on federal land in the National Capital Region (NCR), representing a number of themes, from military events to presidents. Congress authorizes each new work subject by separate law, usually in response to a request by a committed citizens group organized to honor an event or individual. The law authorizes the group to become the memorial sponsor and establish the memorial. Only Congress—not federal agencies—authorizes new commemorative works on NPS and GSA land.

The CWA assigns responsibility for approving and coordinating design, issuing construction permits, and conducting long-term maintenance to the Secretary of the Interior or the Administrator of General Services, and review and approval roles to NCPC, the National Capital Memorial Advisory Commission (NCMAC), and the U.S. Commission of Fine Arts (CFA). In general, NCPC's review focusses on site planning and development implications whereas CFA's review focusses on the aesthetic and design aspects of the commemorative work. When a memorial is proposed for federal land outside of the CWA process, such as the U.S. Air Force Memorial or the National 911 Pentagon Memorial, it follows the same review process for Building, Site, and Park Projects discussed in Chapter 2.

### 4.2 Overview of NCPC's Submission Process

While the larger review process for commemorative works involves NCMAC and CFA, the purpose of these guidelines is to describe NCPC's review process and the related submission guidelines. The submission guidelines for commemorative works share similarities with the guidelines for a typical project review; however, the overall process differs in that there are two main decision points: site selection and site design. NCPC is responsible for reviewing both. GSA or NPS will serve as the applicant depending on whether the commemorative work is on GSA or NPS land. NCPC's review process for commemorative works includes five steps:

- 1) Pre-Submission Briefing with staff
- 2) Concept Review of Site Selection
- 3) Concept Review of Commemorative Design
- 4) Preliminary Review of Site Selection and Commemorative Design
- 5) Final Review of Site Selection and Commemorative Design

### 4.3 Pre-Submission Briefing

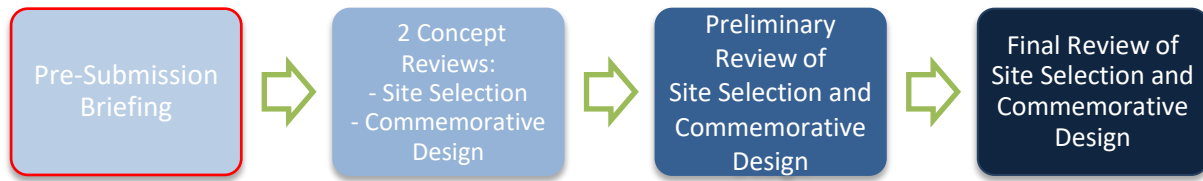


Figure 11: Commemorative Works Submission Stages: Pre-Submission Briefing

The Pre-Submission Briefing provides NCPC staff, the commemoration sponsor, and GSA or NPS, with an opportunity to informally discuss the site options and initial program, and identify potential issues and concerns early in project development. The Pre-Submission Briefing is also an opportunity to discuss anticipated environmental and historic preservation requirements, coordination with the Commission, and the project report submissions. Pre-Submission Briefings are informal and are required for all projects. GSA or NPS should contact the Director of the Urban Design and Plan Review Division, or the assigned NCPC staff member, if known, by phone or email, to request a briefing. Contact information is available on [NCPC's website](#). For particularly large and/or complex commemorative works projects, multiple briefings may be necessary.

During the Pre-Submission Briefing, NCPC staff, the commemoration sponsor, and NPS and/or GSA should discuss the following:

- Initial site options and program.
- Unique or complex issues applicable to the project.
- Plans and policies applicable to the project.
- Submission schedule.
- Standard submission materials and any additional information needed.
- NEPA/Section 106 processes.
- Community engagement plan and the appropriate level of engagement based on the project.

Table 18: Pre-Submission Briefing Requirements for Commemorative Works

Pre-Submission Briefing for Commemorative Works	
<b>Required?</b>	A Pre-Submission Briefing is required.
<b>Timing</b>	Briefings occur early in project development prior to site selection, design development, and the initiation of the National Environmental Policy Act (NEPA)/National Historic Preservation Act Section 106 (NHPA Section 106).
<b>Submission Content</b>	Applicants are not required to submit any information to NCPC staff prior to Pre-Submission Briefings. However, applicants should be prepared to discuss the subject matter identified above. Any information shared in advance will better prepare NCPC staff for the briefing.

#### 4.4 Concept Review of Site Selection

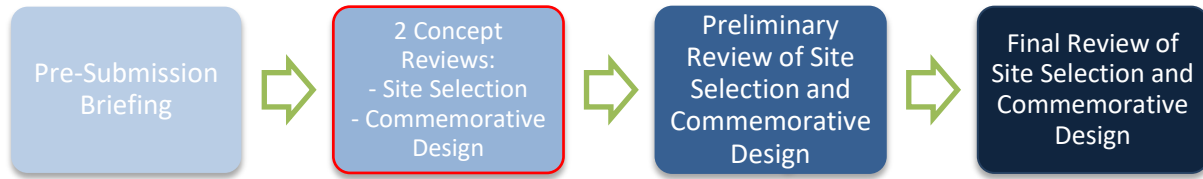


Figure 12: Commemorative Works Submission Stages: Concept Review of Site Selection

Concept Review enables the Commission to provide input into the range of proposed sites and potential design concepts and analyze the general consistency of the alternative sites with NCPC policies. During this stage of review is important to identify potential issues as early in the project development process as feasible and prior to the expenditure of substantial funds for more detailed project design. There are two concept reviews for memorial submissions.

The first Concept Review is for Site Selection. During this review the Commission will review the alternative sites and identify any major issues of concern (e.g. site suitability and any conflicts with plans and policies for the area). During Concept Review of Site Selection, the Commission focusses their review on questions such as:

- How do the alternative sites comply with the decision criteria outlined in the CWA?
- What are alternative site’s existing features and natural conditions?
- What are the opportunities and challenges of a commemorative work at each site?
- What is the tentative program for the commemorative work?
- What are the surrounding land uses?
- What are the transportation options for each site?
- Are any of the alternative sites located in or directly adjacent to underserved communities?

The following table summarizes the type of information that is useful for Concept Review of Site Selection.

Table 19: Concept Review of Site Selection Requirements for Commemorative Works

Concept Review of Site Selection Requirements for Commemorative Works	
<b>Required?</b>	Concept Review of Site Selection is required.
<b>Timing</b>	Concept Review of Site Selection occurs early in the environmental and historic preservation review, well before making substantive design and location decisions.
<b>Application Form</b>	The application form is required.
<b>NEPA</b>	GSA or NPS should have initiated the public scoping process (which is focused on site selection at this stage).
<b>NHPA Section 106</b>	GSA or NPS should have initiated the consultation process for Section 106.
<b>Project Report (content listed below)</b>	A project report (which will include a site selection analysis) is required. If the information below is not available, please describe why and whether it is forthcoming.  Note: All documents should be accessible and adhere to Section 508 of the Rehabilitation Act of 1973, as amended in 1998 (29 U.S.C. § 794 (d)).

Table 20: Project Report Content for Concept Review of Site Selection

<b>Project Report Content for Concept Review of Site Selection</b>	
<b>Project Overview</b>	
<b>Description of the Project</b>	Describe the tentative program for the commemorative work, the history of the project, the goals and objectives.
<b>Description of the Alternative Sites</b>	Provide a site selection analysis of multiple sites. Indicate the preferred alternative if one has been selected. For each site describe the overall context, location, opportunities and challenges, total area of the site to be impacted, and allocation of land to proposed uses/programming.
<b>Conformance</b>	Describe each site’s conformance with the policies in the <i>Comprehensive Plan for the Nation’s Capital</i> and the <i>Memorials and Museums Master Plan</i> located on <a href="#">NCPC’s website</a> .
<b>Schedule</b>	Provide a tentative schedule for NEPA, NHPA and the project design.
<b>Project Cost</b>	Provide a total estimated cost of the project and its funding status.
<b>Outreach and Coordination</b>	
<b>Public Engagement</b>	Describe the project’s public outreach component and whether any community or local coordination has been initiated.
<b>Project Information and Drawings</b>	
<b>General Site Plan</b>	Provide a conceptual site plan for the alternative sites to depict the relationships of proposed improvements and existing site features. Site plans should include the following information: <ul style="list-style-type: none"> <li>▪ Approximate site boundaries;</li> <li>▪ Existing man-made features to remain and related improvements immediately adjacent to each site, including, but not limited to access ways, driveways.</li> </ul>
<b>Surrounding Context</b>	Describe the surrounding land uses, development, and the transportation network available for accessing the site.
<b>Photographs</b>	Provide photographs and aerial imagery of the alternative sites and impacted project areas.
<b>Environmental and Historical Considerations</b> <b>(may be cross-referenced with any NEPA/NHPA documentation if available)</b>	
<b>Historic Preservation</b>	Identify historic resources located within the project area for the alternatives, if known at this time.
<b>Natural Resources</b>	Identify natural resources the project area for the alternatives, if known at this time.
<b>Flooding</b>	Describe any existing and future flood risks and identify floodplains. Describe the site selection process and the role that floodplain risk management played in decision-making. If sites outside the floodplain were not considered, or a site outside the floodplain was considered and rejected, please explain why.
<b>Equity Considerations</b> <b>(provide information as available at this submission stage)</b>	

<b>Data Analysis</b>	Identify if the alternative sites are located in or directly adjacent to an underserved community. If yes, include a brief profile of demographic information and indicators of any socioeconomic and/or environmental burdens and disparities present in the community.
<b>Community Engagement</b>	In addition to general outreach and coordination, describe how the agency has engaged with underserved communities who have historically been excluded from planning processes to select alternative sites. Include the methods, timeframe, and frequency of the project outreach and describe how outreach efforts were proactive in terms of meeting community needs and circumstances. Include evidence of outreach efforts such as meeting minutes, as applicable. Indicate how the agency has also coordinated with local jurisdictions to understand local equity issues and concerns.
<b>Physical Access</b>	Describe if the alternative sites would allow universal and equitable physical access for visitors and employees. Describe any physical barriers that the siting of the commemorative work could create between an underserved community and access to existing community amenities, services, and connections.
<b>Economic Development</b>	Describe the economic impacts that the commemorative work could have in any underserved communities surrounding or directly adjacent to the alternative sites.
<b>Cultural Affirmation and Diversity</b>	Identify any cultural resources of underserved communities located within the project area for the alternatives, if known at this time. (This may be cross-referenced with NHPA documentation.)
<b>Sustainability, Resilience, and Health</b>	Identify any natural resources in underserved communities surrounding or directly adjacent to the alternative sites, if known at this time. (This may be cross-referenced with NEPA documentation.)

#### 4.5 Concept Review of Commemorative Design

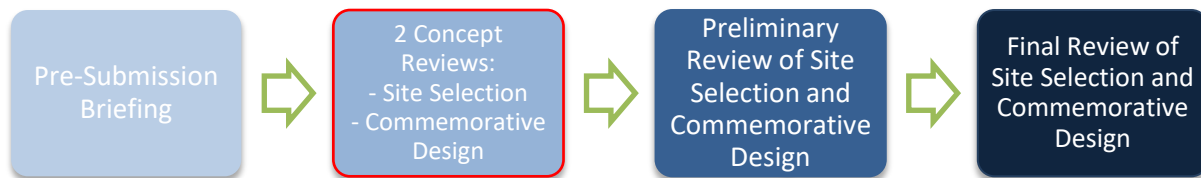


Figure 13: Commemorative Works Submission Stages: Concept Review of Commemorative Design

The purpose of Concept Review of Commemorative Design is to ensure that the Commission understands the general design direction at any particular site before approving the preferred site. At this stage in the process, the memorial sponsor has narrowed its selection to one or more preferred sites and has developed at least one and preferably multiple design alternatives.

During Concept Review of Commemorative Design, the Commission focusses their review on questions and issues such as:

- How do the alternative designs comply with the decision criteria in the CWA?
- What are the individual elements of the proposed program?
- Which site better accommodates the proposed program?
- What are the opportunities and challenges of the proposed program at each site?

- Does the program need to change for each alternative to work?

The following table summarizes the type of information that is useful for Commission Review of Commemorative Design for the alternative sites.

Table 21: Requirements for Concept Review of Site Selection

Requirements for Concept Review of Commemorative Design	
<b>Required?</b>	Concept review of Commemorative Design is required.
<b>Timing</b>	Concept Review of Commemorative Design occurs early in the environmental and historic preservation review, well before making substantive design and location decisions.
<b>Application Form</b>	The application form is required.
<b>NEPA</b>	GSA or NPS should have initiated the public scoping process (which is focused on commemorative design and the preferred site).
<b>NHPA Section 106</b>	GSA or NPS should have initiated the consultation process for Section 106. Submit the Area of Potential Effect (APE) if it is available.
<b>Project Report (content listed below)</b>	A project report is required. If the information below is not available, please describe why and whether it is forthcoming.  Note: All documents should be accessible and adhere to Section 508 of the Rehabilitation Act of 1973, as amended in 1998 (29 U.S.C. § 794 (d)).
<b>Additional Requirements</b>	In some instances, NCPC may require additional information/work such as models, durability testing, etc.

Table 22: Project Report Content for Concept Review of Commemorative Design

Project Report Content for Concept Review of Commemorative Design	
<b>Project Overview</b>	
<b>Description of the Project</b>	Describe the tentative program for the commemorative work, the history of the project, the goals, objectives, and proposed timeline.
<b>Description of the Alternative Sites</b>	Describe the alternative sites, including the total area of the site to be impacted and allocation of land to proposed uses/programming.
<b>Commemorative Work Program in Relation to Each Site</b>	Describe the commemorative work program in relation to each site and how the program/design may change depending on which site is selected. See Concept Design below.
<b>Schedule</b>	Provide a tentative schedule for NEPA, NHPA and the project design.
<b>Project Cost</b>	Provide a total estimated cost of the project and its funding status.
<b>Outreach and Coordination</b>	

<b>Project Report Content for Concept Review of Commemorative Design</b>	
<b>Public Engagement</b>	Describe the project’s public outreach component and whether any community or local coordination has been initiated.
<b>Project Information and Drawings</b>	
<b>Concept Design</b>	<p>Provide concept designs for the commemorative work site or sites. Staff and the applicant will discuss the number of designs required at the Pre-Submission Briefing. The designs should depict the relationships of proposed improvements and existing site features and include the following:</p> <ul style="list-style-type: none"> <li>▪ Site boundaries and approximate dimensions</li> <li>▪ Existing and proposed topography of each design alternative</li> <li>▪ Proposed commemorative work program</li> <li>▪ Additional information as requested by staff</li> </ul>
<b>Surrounding Context</b>	Describe the surrounding land uses, development, and the site’s transportation network.
<b>Photographs</b>	Provide photographs and aerial imagery of alternative sites and impacted project areas.
<b>Environmental and Historical Considerations (may be cross-referenced with any NEPA/NHPA documentation if available)</b>	
<b>Historic Preservation</b>	Identify historic resources located within the project area for the alternatives, if known at this time.
<b>Natural Resources</b>	Identify natural resources the project area for the alternatives, if known at this time.
<b>Flooding</b>	<p><u>If available:</u></p> <p>Describe if the project is a critical action and how the proposed action will generally (in terms of flooding) affect, or be affected by, neighboring properties. Describe how the proposed design will minimize flood risk to the proposed action and the operations it supports. Describe how the proposed design will minimize impacts to the floodplain. Does the proposed design make the project and its operations more resilient to flood impacts, and if so, describe how.</p>
<b>Equity Considerations (provide information as available at this submission stage)</b>	
<b>Equity Goals</b>	Describe how the project helps to implement the applicant agency’s equity goals.
<b>Data Analysis</b>	If known, describe any previous impacts on underserved communities caused by the development of the federal installation where the commemorative work site or sites are located and how they have been addressed previously (if at all) and/or in the current submission.
<b>Community Engagement</b>	Describe any negative outcomes identified by underserved communities that could result from the proposed design concepts including any visual impacts or incompatibility with the surrounding community.

Project Report Content for Concept Review of Commemorative Design	
<b>Physical Access</b>	Describe if the concept designs would allow universal and equitable physical access for visitors and employees. Describe any physical barriers that the designs would create between an underserved community and access to existing community amenities, services, and connections, and how those barriers would be mitigated.
<b>Economic Development</b>	Describe the economic benefits and opportunities that the commemorative work would provide in underserved communities. Describe potential negative economic impacts and how these will be addressed.
<b>Cultural Affirmation and Diversity</b>	Describe any efforts to partner with underserved communities to incorporate local and underrepresented cultural identities and traditions into the proposed commemorative work. Community stakeholders to engage may include residents as well as local community organizations, artists, and businesses. Through community consultation, methods such as programming, commemoration, arts, and education can be developed to support ongoing civic engagement and community enrichment.  Indicate any potential effects on the cultural resources of underserved communities and how those are addressed in the proposal. (This may be cross-referenced with NHPA documentation.)
<b>Sustainability, Resilience, and Health</b>	Describe how the design concepts address climate change and natural resource impacts to underserved communities. Identify if the project would affect health and environmental outcomes for surrounding underserved communities. (This may be cross-referenced with NEPA documentation.)

#### 4.6 Preliminary Review of Site and Design Approval

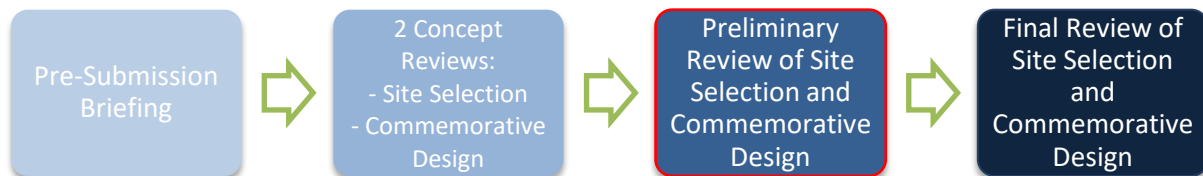


Figure 14: Commemorative Works Submission Stages: Preliminary Review of Site Selection and Commemorative Design

The purpose of Preliminary Review of Site Selection and Commemorative Design is for the NCPC to review the commemorative works project for consistency with the CWA criteria and Commission plans and policies including elements of massing, placement, parking, building heights, and site design. The Commission reviews and approves Preliminary Review submissions and often provides comments, requests, or recommendations to be addressed in the Final Review and approval. At this stage the Commission gives preliminary approval of the preferred site and proposed design.

The Preliminary Review is required for all projects and generally is the most extensive stage of review because the Commission can provide feedback on a project that has been developed to a reasonable degree of certainty, but also prior to the point where project decisions or direction are set. During Preliminary Review, the Commission focuses their review on questions and issues such as:

- How does the preferred site and design meet the CWA criteria?
- What is the preferred site and how does the proposed program work within the site?

## Submission Guidelines

- Is the plan or project appropriate for the site, given the site context? What is the overall footprint (building height and bulk, site elements)?
- How do the site’s various elements relate to one another, e.g., open spaces, buildings, and adjacent development?
- What is the landscape design strategy?
- Is the project consistent with the Comprehensive Plan’s Federal Elements, the Memorials and Museums Master Plan, and other NCPC plans?
- Does the proposed design address flooding and/or stormwater concerns?
- How will the project affect views/viewsheds?
- Does the commemorative work include placemaking elements or strategies?
- How will visitors access the site? Does the site selection support alternative modes of transportation?
- How will site circulation and linkages be constructed?
- What are the anticipated equity impacts of the proposed commemorative work?
- Are there strategies to mitigate unintended consequences impacting underserved communities?

The submission guidelines for Preliminary Review of Site Selection and Commemorative Design are listed below.

*Table 23: Requirements for Preliminary Review of Site Selection and Commemorative Design*

<b>Requirements for Preliminary Review of Site Selection and Commemorative Design</b>	
<b>Required?</b>	Preliminary Review of Site Selection and Commemorative Design is required.
<b>Timing</b>	Preliminary Review occurs when a preferred site has been identified and after tentative design decisions have been made but well before detailed design work begins (e.g., 25-35 percent complete development).
<b>Application Form</b>	The application form is required.
<b>NEPA</b>	At the time of Preliminary Review, applicant agencies (or NCPC if acting as the lead agency) must have issued or published a draft NEPA document (EA/Draft EIS) and initiated the required public comment period. Provide the draft NEPA document (EA or Draft EIS) with the submission.
<b>NHPA</b>	The applicant agency (or NCPC if acting as the lead agency) also must have issued its Assessment of Effects for the National Historic Preservation Act Section 106 (Section 106) consultation process. Provide the Assessment of Effects with the submission.
<b>Project Report</b>	The project report is required. See content below.  Note: All documents should be accessible and adhere to Section 508 of the Rehabilitation Act of 1973, as amended in 1998 (29 U.S.C. § 794 (d)).

Table 24: Project Report Requirements for Preliminary Review of Site Selection and Commemorative Design

<b>Project Report Content for Preliminary Review of Site Selection and Commemorative Design</b>	
<b>Project Overview</b>	
<b>Project Area</b>	<ul style="list-style-type: none"> <li>▪ Describe the existing conditions and the project area (including surrounding area) of the preferred alternative.</li> <li>▪ Describe how the project relates to the surrounding area/neighborhood.</li> </ul>
<b>Proposed Program</b>	<ul style="list-style-type: none"> <li>▪ Describe the proposed program for the commemorative work, the history of the project, the goals and objectives.</li> <li>▪ Discuss the design and scale of the commemorative work in the context of the project area.</li> <li>▪ Describe the extent of the improvements for the commemorative work related to other proposed improvements for the site.</li> <li>▪ Delineate the area for the commemorative work and the area for more general public use if applicable.</li> </ul>
<b>Schedule</b>	Provide a tentative schedule for NEPA, NHPA and the project design.
<b>Proposed Schedule / Project Cost Estimate</b>	Provide a proposed schedule and total estimated cost of the project and funding status.
<b>Outreach and Coordination</b>	
<b>Public Engagement</b>	Describe the project’s public outreach component and whether any community or local coordination has been initiated. This should include a summary of community views, if available.
<b>Detailed Project Information and Drawings</b>	
<b>Site Plan</b>	<p>Provide a site plan that shows the relationship of proposed improvements to existing site features. The site plan should include:</p> <ul style="list-style-type: none"> <li>▪ Site boundaries, including dimensions</li> <li>▪ Buildings to remain and be demolished</li> <li>▪ Proposed improvements part of the commemorative work</li> <li>▪ The area for the commemorative work and the area for more general public space.</li> <li>▪ Roadways entrances, and parking areas</li> <li>▪ Major utilities</li> <li>▪ Walkways</li> <li>▪ Fences</li> <li>▪ Walls and other man-made improvements</li> <li>▪ Substantial groupings of trees and shrubs</li> </ul>
<b>Vicinity Map</b>	<p>Show the project in its surrounding context. The vicinity map should contain:</p> <ul style="list-style-type: none"> <li>▪ Boundaries of proposed site, existing uses, building outlines, streets, and other physical features, both within the site and in the surrounding area extending at least 500 feet in all directions.</li> </ul>

<b>Project Report Content for Preliminary Review of Site Selection and Commemorative Design</b>	
	<ul style="list-style-type: none"> <li>▪ Existing zoning on non-federal lands surrounding the site and related master plans or proposals for the area if applicable.</li> </ul>
<b>Architectural and Design Program</b>	Describe the site’s existing architectural and design characteristics and the proposed architectural and design program and features proposed. The architectural program should be a general summary of major uses and allocation of space. Provide images or drawings, if available.
<b>Landscape and Streetscape Plan</b>	Describe the existing site landscaping and streetscape and the improvements proposed, including landscaping, perimeter security features, lighting, and signage and discussion of how the proposed improvements will relate to the adjacent public areas (e.g., streets). Provide as much detail as is currently available and images, or drawings if available.
<b>Transportation and Circulation</b>	<p>Describe the transportation and circulation plan for the proposed site. The description should include the following:</p> <ul style="list-style-type: none"> <li>▪ Analysis of existing and proposed transportation access to the site (including roads, transit, bicycle, and pedestrian), including expected changes in volumes and impact those changes are likely to have on existing infrastructure and mode share.</li> <li>▪ Describe planned onsite circulation improvements (walkways, access corridors).</li> <li>▪ Describe approach or strategies to encourage transit use and alternative modes of transportation to access the site.</li> </ul>
<b>Security</b>	Discuss the security requirements of the commemorative work, justification, and any improvements that will be necessary. Discuss any impacts the security infrastructure may have on the public realm, sidewalks, etc. Include the security requirements on the site plan and show diagrams/illustrations as necessary.
<b>Photographs</b>	Provide photographs and aerial imagery of proposed project site.
<b>Environmental and Historical Considerations (may be cross-referenced with any NEPA/NHPA documentation if available)</b>	
<b>Historic Preservation</b>	Identify the Area of Potential Effect (APE) and whether any historic resources are located within the APE and could be affected by the project. If known resources are present, describe the project’s approach to addressing the resource (e.g., avoidance, rehabilitation, preservation, restoration, or demolition).
<b>Natural Resources</b>	Describe the project’s anticipated effect on natural resources that could be present in the project area such as wetlands and waters, endangered and threatened species, unique or critical habitat, trees, migratory birds, etc.
<b>Energy and Sustainability</b>	Describe how the proposed project will be designed and constructed to meet energy conservation and sustainability objectives. Include a description of the proposed strategies to reduce energy use, promote resource conservation and recycling and/or meet sustainability standards such as LEED.

<b>Project Report Content for Preliminary Review of Site Selection and Commemorative Design</b>	
<b>Public Realm and View Sheds</b>	<p>In addition to the Landscape and Streetscape Plan, describe how the project would generally affect the public realm in the project area including a description of the addition or removal of trees; existing view sheds and how the project would affect views; and anticipated changes in light and shadow.</p>
<b>Flooding</b>	<p>If any information has changed from previous review stages, provide an update.</p> <ul style="list-style-type: none"> <li>▪ Describe if the project is a critical action and how the proposed action will generally (in terms of flooding) affect, or be affected by, neighboring properties. Describe how the proposed design will minimize flood risk to the proposed action and the operations it supports. Describe how the proposed design will minimize impacts to the floodplain.</li> <li>▪ Describe the applicant’s floodplain management compliance achieved to date.</li> </ul> <p><u>If the project involves investment in existing facilities:</u></p> <ul style="list-style-type: none"> <li>▪ Describe if the applicant considered relocation of existing functions. Does the proposed design make the existing facility and its operations more resilient to flood impacts, and if so, describe how.</li> </ul>

<b>Project Report Content for Preliminary Review of Site Selection and Commemorative Design</b>	
<b>Stormwater Management</b>	Describe the overall stormwater management approach and indicate whether the physical features of the stormwater management approach are sufficiently sized and located so that the site plan doesn't change. Confirm coordination with the applicable permitting agency.
<b>Equity Considerations</b>	
<b>Equity Goals</b>	Describe how the project helps to implement the applicant agency's equity goals.
<b>Data Analysis</b>	<p>Identify if the project is located in or directly adjacent to an underserved community. If yes, include a brief profile of demographic information and indicators of any socioeconomic and/or environmental burdens and disparities present in the community.</p> <p>If known, describe any previous impacts on underserved communities caused by the development of the federal installation where the commemorative work is located and how they have been addressed previously (if at all) and/or in the current submission.</p>
<b>Community Engagement</b>	<p>In addition to general outreach and coordination, describe how the agency has engaged with underserved communities who have historically been excluded from planning processes. Include the methods, timeframe, and frequency of the project outreach and describe how outreach efforts were proactive in terms of meeting community needs and circumstances. Include evidence of outreach efforts such as meeting minutes, as applicable. Indicate how the agency has also coordinated with local jurisdictions to understand local equity issues and concerns.</p> <p>Describe any negative outcomes identified by underserved communities that could result from the proposed project including any visual impacts or incompatibility with the surrounding community. Describe how the project has changed to address these issues and any plans for ongoing engagement.</p>
<b>Physical Access</b>	Describe if the project would allow universal and equitable physical access for visitors and employees. Describe any physical barriers that the project would create between an underserved community and access to existing community amenities, services, and connections, and how those barriers would be mitigated.
<b>Economic Development</b>	Describe the economic benefits and opportunities that the project would provide in underserved communities. Describe potential negative economic impacts and how these will be addressed.
<b>Cultural Affirmation and Diversity</b>	<p>Describe any efforts to partner with underserved communities to incorporate local and underrepresented cultural identities and traditions into the proposed project. Community stakeholders to engage may include residents as well as local community organizations, artists, and businesses. Through community consultation, methods such as programming, commemoration, arts, and education can be developed to support ongoing civic engagement and community enrichment.</p> <p>Indicate any potential effects on the cultural resources of underserved communities and how those are addressed in the proposal. (This may be cross-referenced with NHPA documentation.)</p>

Project Report Content for Preliminary Review of Site Selection and Commemorative Design	
<b>Sustainability, Resilience, and Health</b>	Describe how the project addresses climate change and natural resource impacts to underserved communities. Identify if the project would affect health and environmental outcomes for surrounding underserved communities. (This may be cross-referenced with NEPA documentation.)

#### 4.7 Final Review of Site and Design

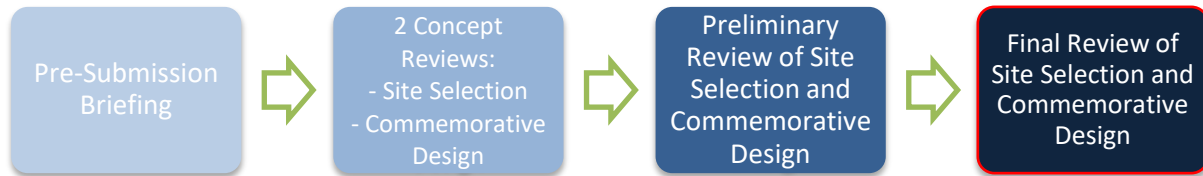


Figure 15: Commemorative Works Submission Stages: Final Review of Site Selection and Commemorative Design

The purpose of the Final Review is for the Commission to confirm the design details developed since Preliminary Review and understand how GSA or NPS have responded to comments at the Preliminary Review.

During Final Review, the Commission generally focuses their review on questions and issues such as:

- Does the final site selection and commemorative work design meet the CWA decision criteria?
- Has the applicant adequately addressed the Commission’s previous comments?
- Does the commemorative work meet accessibility requirements?
- What pedestrian and bicycle amenities will be provided?
- What does the landscaping plan include?
- Has the applicant addressed applicable stormwater management requirements?
- What are the streetscape, lighting, signage, and security design details?
- Does the site plan address the project’s relationship to open spaces and adjacent uses?
- What is the site’s final circulation and parking plan?
- Is the applicant confident that the site layout and design is not going to substantially change?
- How has the applicant addressed applicable equity considerations?

Table 25: Requirements for Final Review of Site Selection and Site Design

Requirements for Final Review of Site Selection and Commemorative Design	
<b>Required?</b>	Final Review is required.

Requirements for Final Review of Site Selection and Commemorative Design	
<b>Timing</b>	Final Review occurs when design decisions have been made (including building and landscaping materials) and prior to advertisement and award of construction contracts (e.g., 50-70 percent design development).
<b>NEPA</b>	Provide a copy of the final NEPA documentation (Categorical Exclusion determination, Environmental Assessment or Environmental Impact Statement) and the related Finding of No Significant Impact or Record of Decision. Refer to NCPC’s NEPA regulations for more information. Note: the MOA for Section 106 must be signed before a FONSI/ROD is issued.
<b>NHPA</b>	Provide a copy of the final executed documentation (e.g. Statement of Effects, memorandum of Agreement or Programmatic Agreement).
<b>Application Form</b>	The application form is required.
<b>Project Report</b>	The project report is required. See the project report content below.  Note: All documents should be accessible and adhere to Section 508 of the Rehabilitation Act of 1973, as amended in 1998 (29 U.S.C. § 794 (d)).

Table 26: Project Report Requirements for Final Review of Site Selection and Site Design

Project Report Content for Final Review of Site Selection and Commemorative Design	
Project Overview	
<b>Project Area</b>	<ul style="list-style-type: none"> <li>▪ Describe the existing conditions and the project area (including surrounding area) of the preferred alternative.</li> <li>▪ Describe how the project relates to the surrounding area/neighborhood.</li> </ul>
<b>Proposed Program</b>	<ul style="list-style-type: none"> <li>▪ Describe the proposed program for the commemorative work, the history of the project, the goals and objectives.</li> <li>▪ Discuss the design and scale of the commemorative work in the context of the project area.</li> <li>▪ Describe the extent of the improvements for the commemorative work related to other proposed improvements for the site.</li> <li>▪ Delineate the area for the commemorative work and the area for more general public use if applicable.</li> </ul>
<b>Previous Commission Contents</b>	Address how any changes incorporate the Commission’s comments from Preliminary Review. If the comments were not addressed, explain why.
<b>Schedule</b>	Provide a schedule for project construction and occupancy (if applicable).
<b>Proposed Schedule / Project Cost Estimate</b>	Provide a proposed schedule and total estimated cost of the project and funding status.

<b>Project Report Content for Final Review of Site Selection and Commemorative Design</b>	
<b>Outreach and Coordination</b>	
<b>Public Engagement</b>	Provide an update on public engagement activities, including a summary of public comments received on the draft NEPA document (if applicable) and Section 106 document and other comments or issues raised by the public since Preliminary Review.
<b>Detailed Project Information and Drawings</b>	
<b>Buildings</b>	Describe existing and proposed buildings, if any, including mass, height, and bulk.
<b>Site Plan</b>	<p>Provide a site plan that shows the relationship of proposed improvements to existing site features. The site plan should include:</p> <ul style="list-style-type: none"> <li>▪ Site boundaries, including dimensions</li> <li>▪ Buildings to remain and be demolished</li> <li>▪ Proposed improvements part of the commemorative work</li> <li>▪ The area for the commemorative work and the area for more general public space.</li> <li>▪ Roadways entrances, and parking areas</li> <li>▪ Major utilities</li> <li>▪ Walkways</li> <li>▪ Fences</li> <li>▪ Walls and other man-made improvements</li> <li>▪ Substantial groupings of trees and shrubs</li> </ul>
<b>Vicinity Map</b>	<p>Show the project in its surrounding context. The vicinity map should contain:</p> <ul style="list-style-type: none"> <li>▪ Boundaries of proposed site, existing uses, building outlines, streets, and other physical features, both within the site and in the surrounding area extending at least 500 feet in all directions.</li> <li>▪ Existing zoning on non-federal lands surrounding the site and related master plans or proposals for the area if applicable.</li> </ul>
<b>Architectural and Design Program</b>	Describe the site’s existing architectural and design characteristics and the proposed architectural and design program and features proposed. Provide as much detail as is currently available and images or drawings, if available.
<b>Landscape and Grading Plan</b>	<p>The landscape and grading plan must contain the following information:</p> <ul style="list-style-type: none"> <li>▪ Landscape and streetscape improvements, including, perimeter security features, lighting, and signage.</li> <li>▪ General locations of all existing-to-remain, existing-to-be-removed, and proposed tree shrubs, and other plant materials.</li> <li>▪ General identification of proposed plant materials, and, at the final stage, a list of the type, quantity, and size of proposed plant materials.</li> <li>▪ Depiction of the final grading plan for the site.</li> <li>▪ A description of how the proposed improvements will relate to the adjacent public areas/streets.</li> </ul>

Project Report Content for Final Review of Site Selection and Commemorative Design	
	Although a separate landscape and grading plan is preferable, it may be combined with the site plan if proposals are clear and readable. If submitted as a separate plan, the landscape and grading plan must be at the same scale as the site plan.
<b>Elevation</b>	<p>Indicate the elevation of all sides (facades) of proposed buildings or structures including:</p> <ul style="list-style-type: none"> <li>▪ Height, bulk, and massing of building or structure</li> <li>▪ Pedestrian and vehicular entrances</li> <li>▪ Fenestration</li> <li>▪ Identification of materials</li> <li>▪ Treatment of the roof and all related appurtenances, including features such as penthouses, ventilation shafts, chimneys, smoke stacks, antennas, and related screening.</li> </ul>
<b>Cross Sections</b>	Provide cross sections of proposed buildings and one or more exterior wall sections showing the proposed installation of principal exterior materials.
<b>Security</b>	Discuss the security requirements of the commemorative work, justification, and any improvements that will be necessary. Discuss any impacts the security infrastructure may have on the public realm, sidewalks, etc. Include the security requirements on the site plan and show diagrams/illustrations as necessary.
<b>Photographs</b>	Provide photographs and aerial imagery of proposed project site.
<b>Transportation and Circulation</b>	<p>Describe the transportation and circulation plan for the proposed site. The description should include the following:</p> <ul style="list-style-type: none"> <li>▪ Analysis of existing and proposed transportation access to the site (including roads, transit, bicycle, and pedestrian), including expected changes in volumes and impact those changes are likely to have on existing infrastructure and mode share.</li> <li>▪ Any parking proposed for the site.</li> <li>▪ Describe planned onsite circulation improvements (walkways, access corridors).</li> <li>▪ Describe approach or strategies to encourage transit use and alternative modes of transportation to access the site.</li> </ul>
<b>Environmental and Historical Considerations</b> (may be cross-referenced with any NEPA/NHPA documentation if available)	
<b>Historic Preservation</b>	<ul style="list-style-type: none"> <li>▪ Provide any updates to the previously submitted information regarding historic resources within the Area of Potential Effect, and any potential impacts.</li> <li>▪ Describe the project’s approach to addressing the resource (e.g., avoidance, rehabilitation, preservation, restoration, or demolition).</li> </ul>
<b>Natural Resources</b>	<ul style="list-style-type: none"> <li>▪ Provide any updates to the previously submitted information regarding the project’s anticipated effect on natural resources that could be present in the project area such as wetlands and waters, endangered and threatened species, unique or critical habitat, trees, migratory birds, etc.</li> </ul>

<b>Project Report Content for Final Review of Site Selection and Commemorative Design</b>	
	<ul style="list-style-type: none"> <li>▪ Describe the project’s strategies for minimizing avoiding impacts to these resources.</li> </ul>
<b>Energy and Sustainability</b>	Describe how the proposed project will be designed and constructed to meet energy conservation and sustainability objectives. Include a description of the proposed strategies to reduce energy use, promote resource conservation and recycling and/or meet sustainability standards such as LEED.
<b>Public Realm and View Sheds</b>	Based on a more developed project design, provide an updated description of the project’s effect on the public realm in the project area, including: <ul style="list-style-type: none"> <li>▪ Addition or removal of trees</li> <li>▪ Impacts on viewsheds</li> <li>▪ Changes in light and shadow</li> <li>▪ Addition of security features</li> </ul>
<b>Flooding</b>	<ul style="list-style-type: none"> <li>▪ Describe any changes to previously provided information, changes to the action since the preliminary review and steps taken to address issues raised by the Commission.</li> <li>▪ Describe the applicant’s floodplain management compliance achieved to date.</li> </ul>
<b>Stormwater Management</b>	Provide the following: <ul style="list-style-type: none"> <li>▪ A stormwater management narrative explaining how the master plan complies with all applicable federal (1.7" of rain per Section 438 of the Energy, Independence and Security Act), state, and local requirements (varied based on jurisdiction).</li> <li>▪ General calculations including required and provided volume.</li> <li>▪ Description/illustration of the reduction in impervious area.</li> <li>▪ Description of low impact development strategies, including capacity and size.</li> </ul>
<b>Equity Considerations</b>	
<b>Equity Impacts</b>	Provide any updates to the previously submitted information regarding equity considerations and steps taken to address issues raised by the Commission.
<b>Community Engagement</b>	Describe any engagement with underserved communities since Preliminary Review, and how the project has changed to address negative outcomes identified that could result from the proposal. Describe any plans for ongoing engagement.