

# Report Requirements

## Commemorative Works Design

### Concept Review

#### Project Overview

<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.

#### Outreach and Coordination

<b>Public Engagement</b>	Describe the project's public outreach component and whether any community or local coordination has been initiated.
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#### Project Information and Drawings

<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.

#### Environmental and Historical Considerations (may be cross-referenced with any NEPA/NHPA documentation if available)

<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 within 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>

#### Equity Considerations (provide information as available at this submission stage)

<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.
<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>	<p>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.</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>
<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.)