

Report Requirements

Commemorative Works Site Selection

Concept Review

Project Overview

Description of the Project	Describe the tentative program for the commemorative work, the history of the project, the goals and objectives.
Description of the Alternative Sites	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.
Conformance	Describe each site's conformance with the policies in the <i>Comprehensive Plan for the National Capital</i> and the <i>Memorials and Museums Master Plan</i> .
Schedule	Provide a tentative schedule for NEPA, NHPA and the project design.
Project Cost	Provide a total estimated cost of the project and its funding status.

Outreach and Coordination

Public Engagement	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

General Site Plan	<p>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:</p> <ul style="list-style-type: none"> ✓ Approximate site boundaries; ✓ Existing man-made features to remain and related improvements immediately adjacent to each site, including, but not limited to access ways and driveways.
Surrounding Context	Describe the surrounding land uses, development, and the transportation network available for accessing the site.
Photographs	Provide photographs and aerial imagery of the alternative sites and impacted project areas.

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

Historic Preservation	Identify historic resources located within the project area for the alternatives, if known at this time.
Natural Resources	Identify natural resources within the project area for the alternatives, if known at this time.
Flooding	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.

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

Data Analysis	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.
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Community Engagement	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.
Physical Access	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.
Economic Development	Describe the economic impacts that the commemorative work could have in any underserved communities surrounding or directly adjacent to the alternative sites.
Cultural Affirmation and Diversity	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.)
Sustainability, Resilience, and Health	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.)