

# Report Requirements

## Commemorative Works

### Preliminary Review

#### Project Overview

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| <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.   |

#### Outreach and Coordination

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| <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. |
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#### Detailed Project Information and Drawings

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| <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. 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.  |

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| <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>   | <p>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.</p>   |
| <b>Photographs</b>  | <p>Provide photographs and aerial imagery of proposed project site.</p>  |
| <b>Environmental and Historical Considerations</b><br>(may be cross-referenced with any NEPA/NHPA documentation if available) |  |
| <b>Historic Preservation</b>  | <p>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).</p>   |
| <b>Natural Resources</b>  | <p>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.</p>   |
| <b>Energy and Sustainability</b>  | <p>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.</p>   |
| <b>Public Realm and Viewsheds</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>Stormwater Management</b>  | <p>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.</p>   |
| <b>Equity Considerations</b>  |  |
| <b>Equity Goals</b>   | <p>Describe how the project helps to implement the applicant agency's equity goals.</p>  |
| <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>   |

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| <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>   |
| <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.)   |