

Report Requirements

Master Plan

Concept Review

Project Overview

Description of Agency/Mission	Describe the agency, its mission, and existing employment and parking amounts.
Master Plan Goals and Objectives	Provide an overview of the master plan goals and objectives.
Description of Master Plan Area	Describe the master plan area (including surrounding context) and existing site conditions, including sensitive environmental resources onsite (e.g., natural habitat areas, wetlands, forested areas, etc.).
Description of the Proposed Program and Master Plan Alternatives	Describe what is proposed for the master plan, including the program needs, employment changes over time, land uses, as well as parking amounts. Describe the alternatives that have been or are being considered for the project.
Site Acquisition Information	If the submission is for review of a site acquisition project, provide information regarding the location under consideration (i.e. transit accessibility, proximity to federal agencies and amenities, etc.) and the proposed program for the site.
Implementation Schedule and Phasing	Provide a general schedule for implementing the master plan as well as any phasing.

Outreach and Coordination

Public Engagement	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.
Coordination with Federal, State, and Local Jurisdictions	Provide the status of coordination with affected federal agencies and state and local governments. If known, describe what coordination with federal, state, and local jurisdictions will be required or conducted voluntarily.

Project Information and Drawings

Regional Context	Provide an overview of the surrounding area and the region in terms of local plans and requirements; land use and development; and natural features.
Campus and Facilities Overview	Describe the campus/installation's mission, land uses, historic structures, and the different agencies/facilities that operate within the campus. This can be a combination of narrative, photos, and drawings.
Existing Conditions	<p>Describe existing conditions through plans and narrative, to include:</p> <ul style="list-style-type: none"> ✓ Natural resources, including topography; ecological habitats; vegetation (including trees and forests); water features (wetlands, streams, floodplains); viewsheds; and historic landscapes (individual trees and forests). ✓ The existing transportation and circulation network, including the transit and road network; site access and circulation (bike, auto, pedestrian, shuttle within the campus); and existing parking. ✓ Other existing infrastructure, including stormwater management, security and other critical systems.
Master Plan Alternatives	Describe the master plan alternatives, if applicable. This should include plans and narrative for each; renderings or massing diagrams may be helpful in conveying the proposed master plan approach.
Proposed Development/Land Use Plan	<ul style="list-style-type: none"> ✓ Illustrate/describe proposed development/redevelopment on the campus. ✓ Discuss the overall land use plan. ✓ Identify change in the agency's mission, uses, number of employees and visitors, and operations.

Phasing and Implementation Plan	Provide an overview of the phasing and implementation of projects within a 20-year timeframe. Master plans are typically divided into short-term (approximately five years) and long-term (20-plus years) components, with more probable, funded projects contained within the short-term component and more aspirational, unfunded projects in the long-term component.
Sustainability Approach	Describe how energy conservation and sustainability objectives are incorporated into the plan and the design and construction of proposed projects.
Environmental and Historical Considerations (may be cross-referenced with any NEPA/NHPA documentation)	
Historic Preservation	Identify whether any historic resources are located within the project area or could be affected by the project.
Natural Resources	Describe 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.
Flooding	Describe any existing and future flood risks and identify floodplains.
Stormwater Management	Include a description of existing characteristics of the site and unique features or conditions that would affect stormwater management.
Equity Considerations (provide information as available at this submission stage)	
Equity Goals	Describe how the master plan helps to implement the applicant agency's equity goals.
Data Analysis	<p>Identify if the proposed plan area 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, and how they have been addressed previously (if at all) and/or in the current submission.</p>
Community Engagement	<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 plan 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 plan including any visual impacts or incompatibility with the surrounding community. Describe how the plan has changed to address these issues and any plans for ongoing engagement.</p>
Physical Access	Describe if the plan would allow universal and equitable physical access for visitors and employees to onsite public amenities, and to services in the surrounding community. Describe any physical barriers that the plan or project would create between an underserved community and access to existing community amenities, services, and connections, and how those barriers would be mitigated.
Economic Development	Describe the economic benefits and opportunities that the plan would provide in underserved communities such as increasing investment, enhancing community-serving establishments, connecting residents with construction jobs, and providing long-term employment opportunities. Describe potential negative economic impacts and how these will be addressed.
Cultural Affirmation and Diversity	<p>Describe any efforts to partner with underserved communities to incorporate local and underrepresented cultural identities and traditions into the proposed plan. 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>

**Sustainability,
Resilience, and Health**

Describe how the plan addresses climate change and natural resource impacts to underserved communities. Identify if the plan would affect health and environmental outcomes for surrounding underserved communities. (This may be cross-referenced with NEPA documentation.)