



# Steps for Establishing a Memorial in the Nation's Capital

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## Initiation

- 1 Memorial sponsor seeks National Capital Memorial Commission (NCMC) staff assistance to review the requirements and process established by the Commemorative Works Act (CWA) and its applicability to the proposed memorial.

## Legislation

- 2 Memorial sponsor seeks a Senator or Representative who is willing to draft and introduce a bill to authorize establishment of the memorial.
- 3 Staffs of NCMC, member of Congress who will introduce bill and authorizing committees draft a bill that conforms to the provisions of the CWA.
- 4 Congressman and/or Senator introduce bill authorizing the memorial and designating the sponsor as the entity responsible for its erection at no cost to the federal government.
- 5 NCMC considers proposed authorizing legislation to establish its views pursuant to CWA.
- 6 Chairmen of House and Senate authorizing subcommittees solicit views of NCMC, may hold hearings on proposed authorizing legislation, and take action on a bill before sending it to the full House and Senate for a vote on the bill.
- 7 President signs bill into law if passed by Congress.
- 8 Memorial sponsor organizes the structure of the entity that will establish the memorial and begins planning for fund-raising efforts.

## Site Selection & Approval

- 9 If requested by the sponsor, the Secretary of the Interior seeks the advice of NCMC to determine whether the memorial warrants placement in Area 1. Secretary, if requested, notifies Congress of a determination that the subject is of preeminent and lasting historical significance so that Congress can consider passage of legislation authorizing an Area 1 location.
- 10 Memorial sponsor works with staff of NCMC to identify potential sites and prepare alternative site study and accompanying preliminary environmental analysis.
- 11 Memorial sponsor submits alternative site study and accompanying preliminary environmental analysis to NPS for approval of preferred site. After consultation with NCMC, NPS approves a preferred site on behalf of the Secretary of the Interior.

- 12 NPS submits approved site to the National Capital Planning Commission (NCPC) and the Commission of Fine Arts (CFA) for approval and initiates consultation with the State Historic Preservation Officer (SHPO).

## Design Approval

- 13 After site approval by NCPC and CFA, and comment by SHPO, the design process begins.
- 14 Memorial sponsor selects (1) a designer, or (2) a coordinator for design competition, if a competition is to be held. Individual characteristics of proposals may require additional related actions, the combination of two or more actions, or a change in the order of steps as outlined in this guide.
- 15 Memorial sponsor selects preferred design concept and meets with NPS to discuss issues that design may present. After possible refinements, sponsor submits the design concept and accompanying environmental assessment to NPS for approval. NPS reviews design concept and, upon concurrence, submits it to NCPC, CFA, and SHPO.
- 16 NPS reviews design concept and, upon concurrence, submits it to NCPC, CFA, and SHPO.
- 17 Memorial sponsor, in close coordination with NPS, refines the design concept on the basis of agency comments and submits preliminary design to the landholding agency who, upon approval, submits it to NCPC, CFA, and SHPO.
- 18 Memorial sponsor, in close coordination with NPS, refines preliminary design on the basis of agency comments and submits final design to NPS who, upon approval, submits it to NCPC, CFA, and SHPO.
- 19 Memorial design team completes final drawings and specifications in close coordination with NPS.

## Fundraising & Construction

- 20 Memorial sponsor completes fund-raising.
- 21 Memorial sponsor submits to NPS final drawings and specifications, cost estimate, and evidence of funds on hand, plus 10 percent cash payment of design and construction costs for maintenance. The sponsor seeks final approval by the Secretary of the Interior.
- 22 NPS issues a construction permit on behalf of the Secretary of the Interior.
- 23 Memorial sponsor begins construction and preparation of operation, maintenance, and preservation plans for the memorial.
- 24 Memorial is dedicated and transferred to NPS for management with accompanying as-built operation, maintenance, and preservation plans.