November 1997

GENERAL INVESTIGATIONS STUDY FACT SHEET

II-1. General. The General Investigations Study Fact Sheet (See Figure II-1) is used as a primary source of study or project specific information for Congressional hearings. It should be written in a clear and succinct manner designed to answer questions not raise them.

II-2. Submission Requirements. Refer to Appendix H of ER 1105-2-100. Fact sheets will be provided to HQUSACE, via the electronic mail system.

II-3. General Instructions.

a. The completed Fact Sheet should be concise, and should not exceed six (6) pages, when using Times News Roman font, 12 point type, and one inch margins.

b. Each page except the first should be numbered in the center bottom. The use of bold type should be avoided.

II-4. Specific Instructions.

a. Item 1.

(1) Name of Report: This is the complete official name used in all correspondence concerning the project.

(2) Congressional District(s): NJ- 4 ["AL" (At-Large) as appropriate] should be listed on a subsequent line. Be sure to include all pertinent districts and states, if more than one are involved.

b. Item 2. Type of Report: This refers to the primary purpose of the proposed project and should refer to the names in the budget categories such as; Flood Damage Reduction, Watershed/Ecosystem, Navigation, etc. Include a phase indicator such as; "Interim", "Final", "PED" or "Construction" as appropriate. Also, indicate if it is a LRR or GRR.

c. Item 3. Location of Study Area: One or two sentences, sufficient to locate the vicinity of the study/project area. Use major (generally well-known and recognized) cities as reference points to smaller towns and villages or areas. When the study/project area is in a major (generally well-known and recognized) city, indicate its general location in the State and city. Do not use river miles as the only reference point in locating a study area.

d. Item 4. <u>Authority for Report:</u> Cite applicable legislation or Committee resolution(s) in chronological order, ending with the most recent resolution. For LRRs/GRRs associated with PACs, provide the Public Law, date and authorized cost of the project for which new authorization is being sought. The following sentence must be included when new authorization is required due to exceeding the limits in Section 902 of WRDA 86, “However, authorization for an increased project cost is necessary since the cost of the project now exceeds the project cost limit provisions of Section 902 of WRDA 86.”

e. Item 5. <u>Dates of Corps Reports:</u> This item is fairly self explanatory. However, if the fact sheet is prepared prior to completion of the Chief's Report, then only estimate the next scheduled date and enter "N/A" for the remaining items. For PACs, only the date of the PAC report needs to be included.

f. Item 6. <u>Problems and Opportunities Identified in the Study:</u> This section should be no longer than four or five sentences. Briefly describe the problem and the scope of the investigation in general terms. If the purpose of the study is flood damage reduction, then the number of recent flooding events and the maximum flood of record should be mentioned, as well as flood damage estimates. Indicate any recent events or conditions which highlight the problems or opportunities. Flood recurrence intervals should be discussed in terms of percent probability. Do not use the term “100 year flood.”
For PACs, this is where the project cost increase and the rationale for the increase should be discussed. The following sentence must be included, “The project cost has increased from the authorized project cost of $_______ to $_______, an increase of $______.” The differences between the authorized project and the current plan need to be clearly described. This may be done with a list or table of significant items and associated costs. The status of the authorized project should be mentioned, including the date the LCA or PCA was executed and the percent of the project which is complete as of the date of the fact sheet.

g. Item 7. <u>Alternative Plans Considered:</u> Brief narrative description of the final array of alternative plans considered to alleviate the problems and take advantage of the opportunities in the planning area. Discuss only the types of alternatives without going into specific design details. "No action" need not be described in this item. For PACs, only discuss alternatives considered since the original authorization. “Not Applicable” may be an appropriate entry.

h. Item 8. <u>Description of Recommended Plan:</u> Brief narrative description of the recommended plan in non-technical terms without detailed quantitative data.

(1) The following statements should be used when stating the expected performance of flood damage reduction projects (avoid the use of the word “protection”).

(a) When a project meets the Federal Emergency Management Agency’s National Flood Insurance Program (FEMA/NFIP) requirements, use:

“Once it is in place, the proposed project will meet the National Flood Insurance Program requirements as administered by the Federal Emergency Management Agency. It will have a _______% chance of being exceeded in any one year.”

(b) When a project does not meet the FEMA/NFIP requirements, use:

<u>For Levee Projects:</u>

“The proposed project will not exempt the protected area from the Federal Emergency Management Agency’s National Flood Insurance Program. It will have a ___% chance of being overtopped in any one year.”

<u>For Channel Projects:</u>

“The capacity of the proposed project will have a ___% chance of being exceeded in any one year. The proposed project will reduce the areal extent of the Federal Emergency Management regulatory flood plain throughout the project area. Remapping of the flood plain will clearly identify that portion of the flood plain which will be removed from the flood hazard potential, and any portion which remains subject to the National Flood Insurance Program.”

For PACs, provide a very brief summary of the authorized project and highlight any significant changes in scope or design.

i. Item 9. Physical Data on Project Features: Only discuss and include in the fact sheet the significant features. If required to clarify the description, a tabular display depicting major features and pertinent quantities and outputs may be displayed in addition to the narrative. For PACs, concentrate on significant changes to major features, quantities and outputs.

j. Item 10. New Policy Directions Recommended: If there are none simply enter "None".

k. Item 11. Views of States, Non-Federal Interests and Other Countries: Provide date and type of support from non-Federal interests for recommended cost-sharing. If available, discuss the views, and indicate responses to, proposed COE report and NEPA documentation. Indicate if there are no known significant issues. Be sure that the resolution to any issue raised is clear.

l. Item 12. Views of Federal, and Regional Agencies: Brief summary of major or significant views expressed by agencies formally reviewing the recommended plan through NEPA, E.0. 12372, or Fish and Wildlife Coordination Act procedures. Indicate any action taken in response to these views. Be sure that the resolution to any issue raised is clear.

m. Item 13. Status of National Environmental Policy Act Compliance: Indicate status of EA, dates of filing of draft and final EIS, date of FONSI, date of the ROD, or dates of any supplements, as appropriate. Only the date of the most recent action is required. For PACs discuss the applicability of the original compliance documents or the preparation of an EA and FONSI, or other documentation as appropriate.

n. Item 14. Estimated Implementation Costs:

(1) List the primary project purposes and the Federal and non-Federal costs allocated to each purpose. These costs reflect the amounts required to be appropriated and

include construction costs, engineering and design (which includes plans and specifications), supervision and administration, and Public Law 91-646 costs. These costs are constant dollar value (not the "fully funded costs") and will not include interest during construction, interest charges on reimbursements, or reconnaissance and feasibility phase study costs.

(2) All Federal costs are assumed to be Corps of Engineers costs unless specifically noted otherwise. If other Federal agency costs are involved (e.g. US Coast Guard), list on a separate line.

(3) All estimated costs should be displayed only to the third significant figure. No estimated costs will be carried below the $100 place in any circumstance.

(4) The price level must be no older than October of the FY in which the fact sheet is prepared.

(5) If the proposed project includes long term, recurring, construction costs, such as periodic beach nourishment or ecosystem restoration elements associated with beneficial uses of dredged material from a navigation project, the associated construction costs should be shown as "Deferred Construction" and presented as average annual costs over the _______ year life of the project, and the ______price level. This is in addition to the initial construction costs which would be presented as for all other projects. The Federal and Non-Federal average annual costs for deferred construction would be shown separately, similar to the initial construction costs.

o. Item 15. <u>Description of Non-Federal Implementation Cost:</u> Note the estimated value of LERRD, the non-Federal share of the project cost (including cash contributions and repayments, if applicable) and if, after LERRD, there will be any reimbursement of costs to the non-Federal sponsor. Any other separately listed significant non-Federal associated costs, such as dredging of berthing areas, which are identified in the report should be mentioned.

p. Item 16. <u>Estimated Annual O&M Costs:</u> This item should be self explanatory. Follow the guidance for item 14, above regarding rounding.

q. Item 17. <u>Description of Non-Federal O&M Cost:</u> Briefly describe the types of activities covered in the estimated O&M costs.

r. Item 18. <u>Estimated Effects:</u>

(1) Benefit-Cost Ratio (BCR) is displayed as a single number (i.e., use 2.1 instead of 2.1 to 1), carried to one decimal place unless BCR is less than 1.1, in which case it will be displayed to two decimal places.

(2) Projects which have environmental restoration as the primary purpose or which have environmental features should be discussed as follows:

(a) For single purpose environmental restoration projects no benefit/cost ratio is reported. Describe in the text the positive and negative (if any) environmental effects (outputs). Discuss the outputs in terms of significance, quality and quantity. Additionally, the following sentence must be included: “A benefit/cost ratio is not reported since environmental benefits are not quantified monetarily.”

(b) For multiple purpose projects having environmental restoration as a purpose, and single purpose projects having specific restoration costs, present the benefit/cost ratio calculated exclusive of restoration specific costs. Restoration specific costs must be shown separately. Describe in the text the positive and negative (if any) environmental effects (outputs). Discuss the outputs in terms of significance, quality and quantity. The benefit/cost ratio will be asterisked and explained as follows: “*Environmental benefits are not quantified monetarily and therefore environment specific costs are not included in the project benefit/cost ratio.”

(3) If the recommended plan is not the NED plan indicate why the NED plan was not chosen. If the recommended plan involves higher costs than the NED plan, indicate that the non-Federal sponsor is willing to pay those costs, or that ASA(CW) has granted an exception.

(4) Only NED effects are required to be discussed. Effects in other accounts such as Regional Economic Development, Environmental Quality, or Other Social Effects, should be summarized if these significantly affected the recommended plan.

s. Item 19. Direct Beneficiaries: Identify major direct beneficiaries of the project in general terms. This might be the number of businesses that no longer need flood insurance, or the primary users of a harbor, especially those using the last added increment on a harbor deepening or extension project.

t. The following two items should only be completed for those projects dependent on features not included in the proposed authorization to achieve the benefits claimed. Some examples might include upstream reservoirs to be constructed by the N.R.C.S., work to be accomplished by the non-Federal sponsor, or previous harbor dredging. This is especially important, if the report involves modification of a previously authorized Corps project.

(1) Item 20. Relationship to other Plans: Brief narrative description of how recommended plan fits into related plans. Include status of other plans, e.g.. not authorized, completed, under construction, preconstruction planning and engineering.

(2) Item 21. Cumulative Funds Expended To Date on Previous/ Related Project(s): The Federal and non-Federal expenditures for the related features should be discussed.

u. Item 22. Current Status of Chief of Engineers Report: This will be completed by HQUSACE.