BUREAU OF RECLAMATION
WEB SITE REQUEST FORM

Name _____ Phone _____

Office or Division _____ E-mail _____

Manager or supervisor authorizing site development _____

Interagency: ☐ Yes ☐ No

1. Project Name_____
2. Target date for launching site _____ 3. Duration of site _____
4. This site will be: ☐ A component of an overall activity (e.g., CVPIA, CALFED, TROA) ☐ A project or program under _____ DC/CO/Regional/Area Office ☐ A temporary, single-purpose project

   Additional Comments:_____

   _____

5. What is the objective of this Web site?

   _____

   _____

   _____

6. Who is the target audience for this site (i.e., water users, contractors, environmental groups)? _____

   _____

7. Will your site need to utilize any type of multimedia (i.e. audio, streaming video or downloading of video clips)?

   _____

8. List the main subject areas of your site

   _____

9. Would the content require interactive access (i.e., forms, mailing list) or use applications or databases? ☐ Yes ☐ No
   What applications will the site utilize? (i.e. Coldfusion, Javascript, Oracle database, etc.) _____
10. Who will be providing updates for your website? Name _____ Phone _____
    Email _____ When (weekly/monthly)? _____ How (electronically, hard copy)? _____
    List all those who will need access to the Web site on the server: _____

    _____

11. Who will be providing the annual certification (508/515/Reclamation Standards) for your Web site? Name _____
    Phone _____ Email _____
12. Security: Is there any content to be placed on your Web site that may be potentially considered a security issue: ☐ Yes ☐ No
13. What is the web address/url that you are requesting for this Web site? _____

Any additional comments:

_____

All Web sites are required to comply with the web Publishing Guidelines/Standards and utilize the Visual Identity Web template.	Information on Web site Guidelines/Standards/Templates can be found at: www.intra.usbr.gov/web/

Signature: _____Date:_____ Signature: _____Date:_____
Individual submitting Web site application Supervisor/manager approving Web site

Signature: _____ Date: _____
DC, CO, or Regional Public Affairs

Signature: _____ Date: _____
IT Review (If you answered Yes to #9)

Signature: _____ Date: _____
SSLE (If you answered Yes to #12)

Signature: _____ Date: _____
Reclamation Web Manager

Version 7/1/09