Planning for Your Community was written to support community leaders in rural Alaska who are actively engaged in or considering a planning project. The information presented here is designed to help familiarize community leaders with the basics of planning.
Contents
BACKGROUND .............................................................................................................................................. 5
  What Type of Plan is Needed? ................................................................................................................. 6
  What is Community Planning? .................................................................................................................. 10
  Why is Community Planning Important? ............................................................................................... 11
  History of Planning in Alaska .................................................................................................................... 12
  Community Planning at TCC .................................................................................................................... 13
  Community Planning Coordinator Duties ................................................................................................. 14
  Is your Community Ready to Plan? ......................................................................................................... 15
    You are ready when: .................................................................................................................................. 15
  Pre-planning Survey .................................................................................................................................. 16
COMMUNITY PLAN OUTLINE ................................................................................................................... 17
  Components of a Community Plan ......................................................................................................... 18
PART 1 THIS IS WHO WE ARE Community Profile ................................................................................. 21
  Engaging Community Members .............................................................................................................. 22
  History and Culture ................................................................................................................................. 22
  Location ................................................................................................................................................... 23
  Population ................................................................................................................................................ 24
  Governance .............................................................................................................................................. 24
    [Tribal Council] ....................................................................................................................................... 24
    [City] .................................................................................................................................................... 25
    [VPSO/ Law Enforcement] ..................................................................................................................... 25
    [Village Corporation] ............................................................................................................................. 26
  Public Utilities .......................................................................................................................................... 27
    [Water and Sewer] ................................................................................................................................. 27
    [Solid Waste] ....................................................................................................................................... 28
    [Communications] ............................................................................................................................... 29
    [Power/Energy] ..................................................................................................................................... 29
  Public Facilities ......................................................................................................................................... 31
    [Municipal: Tribal Council/ City Office Buildings] ................................................................................ 31
Reflection............................................................................................................................................ 55
APPENDICES........................................................................................................................................ 56
Advice on Hiring a Planning Professional/Consultant................................................................. 56
   Should a community hire a consultant?......................................................................................... 56
Who to Involve in the Planning Process.......................................................................................... 57
Neighborhood Skills Survey............................................................................................................ 58
Sample Planning Evaluation............................................................................................................. 59
RESOURCES....................................................................................................................................... 60
   Additional Planning Resources.................................................................................................... 60
   Works Cited ..................................................................................................................................... 61
BACKGROUND
What Type of Plan is Needed?

Stage 1: Visioning

Its purpose is to set a general direction. Anyone can initiate this stage in planning. Vision is meant to be long term, the time frame can vary anywhere from 1-100 years. Implementation of the vision is dependent on the scope and purpose.

Stage 2: Community & Comprehensive Plans

Stage 3: Project, Strategic & Business Plans

Stage 4: Specialized Plans

Additional Resources:
- Creating a Community Vision
- Building Our Future: A Guide to Community Visioning
- Example: Nisqually Indian Tribe Community Vision Plan

Stage 2: Community Plan

Its purpose is to guide community development (social, economic, physical, and cultural). Planning is usually initiated by the tribe or city governments. The time frame for these documents is 5-10 years, giving the local government time to complete the goals and objectives outlined in the plan. Implementation of the Community Plan is dependent on funders and leaders.

Stage 2: Comprehensive Plan

Its purpose is to guide physical development in the context of other community goals. Planning is usually initiated by the city, borough, or corporation (land owners). The time frame for these plans is 10-20 years giving time for large infrastructure projects to
be completed. Implementation is dependent on public leaders and public entities.

Stage 3: Project/Business Plan This plan details specific action to complete projects. It can be initiated by anyone and varies in timeframe. Implementation is dependent on funders, leaders, contractors, project managers, staff, etc.

Stage 4: Strategic/Specialized Plan This plan focuses on key issues and action steps. It can be initiated by the tribe, city, corporation, church, school, clinic, nonprofit, volunteer group, etc. The timeframe for these plans is 1-5 years detailing specific goals and actions that are assigned to specific groups/individuals. Examples of strategic plans include:

1. [Comprehensive Economic Development Strategy] creates a detailed action plan focusing on economic development including: existing businesses and cultural, governmental, and non-governmental institutions; Workforce education and training; Infrastructure; and A diverse economy that encourages small business development.

2. [Capital Improvement Plans] ensures that the community has the necessary facilities, equipment and infrastructure to foster community growth and improvement.
3. **[Utility studies]** such as a Village Safe Water Feasibility Study; and Power Cost Equalization Program

   Additional Resources:
   - Village Safe Water Program
   - Power Cost Equalization Program

4. **[Environmental assessment]** developed by a village U.S. Environmental Protection Agency (EPA) and Indian General Assistance Program (IGAP)

   Additional Resources:
   - Community Example: Point Barrow Environmental Assessment Plan
   - Regional Example: Alaska Costal Management Plan
   - TCC Office of Environmental health offers assistance in contaminated site investigations

5. **[Long-Range Transportation]** developed through the U.S. Bureau of Indian Affairs (BIA) Indian Reservation Roads (IRR) program. Contact the Alaska Tribal Technical Assistance Program for further assistance

   Additional Resources:
   - Alaska Tribal Technical Assistance Program

6. **[Housing]** developed by regional housing authorities. Contact TCC Housing Department or the IRHA Planning Specialist for further assistance.

   Additional Resources:
   - TCC Housing Department
   - IRHA Indian Housing Plan [http://irha.org/Indian_Housing.php](http://irha.org/Indian_Housing.php)
   - IRHA Planning Specialist [http://irha.org/Staff.php](http://irha.org/Staff.php)

7. **[Energy]** purpose for community-based energy projects.

   Additional Resources:
8. [Hazard Mitigation] Projects that will reduce the amount of damage in case of a natural disaster, such as raising houses before a flood. Contact the State Hazard Mitigation Officer to begin the process. (link available below)

   Additional Resources:
   - State Hazard Mitigation Office
     http://ready.alaska.gov/plans/mitigation.htm

9. [Emergency Preparedness] establishes a community-wide emergency response plan so that a local disaster response is faster, more organized, and more effective

   Additional Resources:
   - Alaska Emergency Response Guide for Small Communities
   - The Small Community Emergency Response Plan (SCERP). Download the SCERP toolkit, fill it out, send it back to the State, and the State will complete your plan! http://ready.alaska.gov/plans/SCERP

10. [Resource Management] purpose is to manage natural resources. Initiated by resource users, tribe, regional non-profit corporations, village corporations.

    Additional Resources:
    - Land Use Planning Handbook
    - Example: Stevens Village Land Use Plan
    - TCC Forestry department provides additional assistance with: Forest Management Plans for Native Allotments, Fire Management Plans for Native Allotments, Forest Stewardship plans
What is Community Planning?

There are many different kinds of plans out there; project plans, business plans, water & sewer plans, and many more that look at one project and the specific steps to carry it out. A Community Plan is a little different; it takes a bird’s eye view of the whole community.

A good Community Plan consists of three main parts:

- The community’s vision for the future, what people want the community to look like in years to come.
- Description of the community, such as its history, culture, infrastructure, demographics and economy. This description can vary from being detailed to only including a few main highlights.
- Community’s goals for the future and different strategies on how to achieve those goals.

The planning is a process directed by the community to identify what is essential for the future health of the community. The plan provides an important foundation for more detailed project plans later on, but most importantly, it is a chance for the community to identify community values and cast a vision for the years to come.

[Asset Planning]

All parties involved in the planning process should focus on the strengths (assets) of the community. In only focusing on “needs” or “problems” in the communities, the tasks created can seem overwhelming and/or community members become discouraged. Asset planning ensures that there is a positive experience for community members as they go through the planning process.

<table>
<thead>
<tr>
<th>Needs Based</th>
<th>Asset Based</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undermines a community’s problem solving ability</td>
<td>Doesn’t ignore needs</td>
</tr>
<tr>
<td>Encourages a cycle of dependency by focusing on deficiencies and relying on external resources</td>
<td>Can shift the power of change into the hands of the community members rather than placing the power on programs and agencies</td>
</tr>
<tr>
<td>Puts the responsibility on someone else</td>
<td>Builds on community wisdom &amp; encourages a community’s problem-solving capacity</td>
</tr>
<tr>
<td>Only considers deficiencies and what is wrong with the situation</td>
<td>Encourages self-reliance by focusing on internal assets first and external assets second</td>
</tr>
<tr>
<td>By only focusing on the needs it is easy to lose sight of what is actually good about the community</td>
<td>Can take more time but consistently provides better long-term results</td>
</tr>
<tr>
<td></td>
<td>Distributes the responsibility and capability of change to the community at large</td>
</tr>
</tbody>
</table>
Why is Community Planning Important?

“Imagine the planning involved in traveling from Nome to Fairbanks by dogsled. The musher has to plan ahead to make sure he has enough food and supplies to keep himself and his dogs fed, safe, and warm. He would have to carefully plan the route and anticipate potential obstacles along the way. While the musher cannot control all of the factors to ensure a successful journey, he can increase his chances of success by preparing through thoughtful planning.

In the most basic terms, planning is a process of determining where an individual or group wants to go and how to get there. Like the musher, villages in rural Alaska must plan for the journey ahead. Many villages desire a future where residents have access to jobs, local traditions and language thrive, and the youth are happy and healthy.

Yet as compelling as that desired future is, it is almost always challenged by present-day realities including the high cost of energy, lack of rural economic development opportunities, etc. Without a plan in place to help villages anticipate and plan, their desired future becomes more of a distant dream”.

–Krista Herriniga, Previous TCC Community Planning Specialist

[Planning process] provides a valuable opportunity to come together and identify what is beneficial for your community’s future. The planning process can help build a strong and healthy community that is working towards a shared vision.

- It reflects a community’s story
- It brings people together to address challenges and opportunities to create holistic goals.
- Promotes action through prioritization, problem-solving and identifying funding.

[Planning product]
- Assists a community with creating a shared vision and identifying top priorities
- Inform current and new tribal council members about what the top priority community projects are
- Assists in monitoring progress towards a desired change
- Serves as a communication tool to potential partners
- Strengthens project plans and funding proposals.

[Limitations]
- Planning can be a tool for change but it is not the change itself
- Planning is an articulation of a desired future. Progress requires personal responsibility, leadership, communication & coordination, and partnerships & cooperation.
History of Planning in Alaska

Besides funding incentives, in certain cases there is also a constitutional mandate to plan. Article X, Section 3 of the Alaska Constitution requires that the state be divided into organized or unorganized boroughs. Organized boroughs were generally formed in areas with more developed economies which left a large portion of the state in the unorganized borough. According to the Constitution, all organized boroughs and home rule and first class cities in the unorganized borough must exercise planning, platting, and land use regulation (second class cities in the unorganized borough can, but are not required to, exercise planning powers). In 2000, Alaska had a total of 145 cities including 12 home rule cities, 21 first class cities, and 112 second class cities. (Bockhorst, 2001). The question of who has “planning authority” in rural Alaska is often unclear given the complex layering of traditional planning systems and governmental planning powers.

Planning activity in rural Alaska began to increase significantly around the passage of the Alaska Native Claims Settlement Act in 1971 as a result of the profound changes in land ownership. The trend towards less traditional and more Western forms of planning continued over the next several decades. In 1998, the Denali Commission was established as an independent federal agency designed to provide critical utilities, infrastructure, and economic support throughout Alaska. Overtime, the Commission would become one of the largest capital funders in the state and its policies regarding planning had far reaching impacts. In the early years, the Commission did not require Community Plans as a requisite for funding however it later changed its policy after realizing many projects being proposed were in fact not “shovel ready”.

During this time other funders in Alaska, including the U.S. Department of Agriculture, began requiring documentation of project support through written Community Plans. Alaska Division of Community and Regional Affairs (DCRA) began staffing planners to provide technical assistance to communities in addition to offering a mini-grant program that made grants of up to $30,000 available to communities for a variety of uses including planning. The shift from more traditional ways of planning to Western-based approaches in rural Alaska necessitated specialized skills (i.e. data collection, facilitation, mapping, technical writing, etc.) and introduced costs such as meeting supplies, travel, and professional printing. Oftentimes such skills were not immediately found in villages resulting a pattern of outsourcing planning to private planning firms and consultants (Denali Commission Web).
Community Planning at TCC
The Tanana Chiefs Conference Community Planning Program assists communities in developing their Community Plans by facilitating and organizing planning workshops. Although the community is the expert on providing direction for the plan, the TCC Planning Program will help guide the process by facilitating discussions and recording goals and plans of action. The TCC Planning Program has assisted several communities in either updating their existing Community Plans or starting new ones from scratch. Although completing a Community Plan may take several months, the process is initiated by hosting a couple of community meetings where people can share ideas, concerns, community values, and a vision for the future. From this initial workshop a draft Community Plan is produced and sent back to the community to be edited and reviewed. Once requested changes are made to the plan, the tribal council will be able to vote on a resolution adopting the plan before it is complete. The completed plan can then be used to help the community make decisions about what projects to pursue, use the community.

In 2012 the Community Planning Program was restructured to encompass the Village Planning and Development (VP&D) Program. Through this program TCC hires a temporary (16-week) village-based Community Planner or grant writer and provides all of the funding, training and technical assistance for the employee. These positions were developed to provide additional support to the tribal councils, create more rural employment opportunities and to increase the effectiveness of plan implementation. Through this program a community completes a Community Planning cycle (producing a Community Plan product) and is then eligible to apply for a grant writing position (applying for funding for projects listed in the plan) for the next 5 years.¹

¹ 5 year timeframe for each of the Community Plans. Requires updating for the community to be eligible for the grant writer position again.
Community Planning Coordinator Duties

All of the following describes the role of the Community Planning Coordinator at different points of a planning process:

[Organizer] A Community Planning Coordinator organizes meetings, information, and the Community Planning process.

[Researcher] A Community Planning Coordinator gathers information about different aspects of the community, as diverse as community history and community facilities.

[Facilitator] A facilitator leads a public meeting or process. Their role is to provide support for the process without making decisions or giving opinions themselves.

[Listener] A Community Planning Coordinator should have good listening skills. This is particularly important when conducting interviews or gathering information in a meeting.

[Mediator] In some situations the Community Planning Coordinator may need to fill the role of a mediator, bringing together people of opposing views to work towards some shared agreement.

[Information Synthesizer] Throughout the Community Planning process a great deal of information will be gathered. It is also the role of the Community Planning Coordinator to organize the information and ideas into a usable format.

[Leader] While this is not the primary role of a Community Planning Coordinator, as an organizer and facilitator it often becomes the responsibility of the Community Planning Coordinator to decide on how the Community Planning process will be carried out and what the final product will look like.

[Writer] Finally it is the responsibility of the Community Planning Coordinator to summarize all the information that is gathered, describe the planning process which was used, and write the language of the community goals and objectives which were decided on.2

---

2 See appendices for advice if interested in hiring a consultant to complete Community Plan...
Is your Community Ready to Plan?
Prior to planning (and during) it is important to answer the following questions:

**WHAT IS OUR GOAL?**
- What is the purpose of planning?
- What will the final outcome/product be?

**HOW ARE WE GOING TO REACH OUR GOAL?**
- Who is coordinating?
- Who needs to be involved?
- What resources do we have within our community?
- What other resources do we need?

**HOW WILL WE KNOW IF WE ARE SUCCESSFUL?**
- What are our measurable objectives?
- What changes are seen in the community?
- Did we choose an appropriate timeframe for completion?

You are ready when:
- You know why planning is wanted
- You know if you have support and buy in
- You know what planning has been done already
- There is agreement that planning is worth everyone’s time
Pre-planning Survey

Prior to completing survey questions it is the responsibility of the Community Planning Coordinator to inform all parties (see appendices for checklist of who to involve) of the purposes and intentions of the plan.

Is your village interested in developing a Community Plan?
Has your community ever completed a Community Plan? If so, when was it completed?
Is your village interested in developing a Comprehensive Economic Development Strategy?
Please select the choice which best describes you.
  • Community member
  • Tribal council member
  • City council member
  • Other:
Please select the primary reason your community is currently interested in completing a Community Plan. (Select the choice the best fits.)
  • We would like to update our existing Community Plan.
  • We do not currently have a Community Plan and believe it would be useful to prioritize our projects.
  • We do not have a Community Plan and need one for a grant application.
  • Other:
Who needs to be involved in the planning process? (see appendices for checklist)
Who will be coordinating the planning process?
Please indicate the times of day that most people would be able to attend a planning workshop.
  • Anytime
  • Morning (8:00 AM- 12:00 AM)
  • Middle of the day. (11:00 AM -1:30 PM)
  • Afternoon. (1:00 PM- 5:00 PM)
  • Evening. ( 5:00 PM- 10:00 PM)
Please indicate the month that you would like to host the first planning workshop in your community.
How did you hear about the TCC Community Planning Program?
  • Word of mouth.
  • TCC website.
  • The Council
  • Email
  • Direct Mail
  • Social Network
  • Other:
COMMUNITY PLAN OUTLINE
Checklist: Components of a Community Plan
While each component of the Community Plan mentioned below is important in its own right, planning coordinators representing tribal councils should focus on areas that community members care most about.

☐ **[Executive Summary]**
  - Why was your community interested in developing a plan?
  - A summary of who worked on the plan
  - An overview of how the community was involved i.e. survey questions, community meetings, personal interviews

☐ **[Vision Statement]** What is most important is coming up with a vision that really reflects what is important to your community. A vision statement reflects all the different values that were agreed upon by community members.
  - Where have we been
  - Where are we now
  - Where do we want to be

  Example Grayling Vision Statement:
  "We are an Athabascan community of 200 people with cultural ties to Holikachuk. Our land use extends from Grayling to the Upper Innoko River. We live a subsistence lifestyle and have a spiritual relationship with the land. We collectively share, govern, and manage our natural resources to achieve/balance economic growth. We take pride in our clean, safe environment where we work together for our community and younger generations."

☐ **[Community Values]**
  - What values helped us in the past?
  - What do you want to keep? Why do you stay?
  - What makes your community a special place to live?
    - Or...One thing we hope never changes about our community is?
    - Or...What about your community do you want to preserve for your children and grandchildren?
[Part 1 THIS IS WHO WE ARE: Community Profile]

☐ History and Culture
☐ Location
☐ Population and Demographics
☐ Governance/Public Administration
  ☐ Tribal Council
  ☐ Village Corporation
  ☐ City
  ☐ Non-Profit Regional Corporation
  ☐ Regional Corporation
  ☐ VPSO/Law Enforcement
☐ Public Utilities
  ☐ Water and Sewer
  ☐ Solid Waste
  ☐ Communications
  ☐ Power/Energy (Bulk Fuel & Electric)
☐ Public Facilities
  ☐ Municipal Buildings (if used by public)
  ☐ Clinic
  ☐ School
  ☐ Emergency Services
  ☐ Post Office
  ☐ Washeteria
☐ Economy
  ☐ Local Stores and Businesses
  ☐ Composition of Employment
☐ Housing
☐ Transportation
  ☐ External Transportation
  ☐ Internal Transportation
☐ Land Use and the Environment
  ☐ Land Ownership
  ☐ Environmental Concerns
  ☐ Subsistence
☐ Community Well-being
  ☐ Community Hall
  ☐ Events
  ☐ Programs
  ☐ Clubs
  ☐ Churches
  ☐ Additional Educational Opportunities
[Part 2 THIS IS WHERE WE ARE GOING: Goals & Priorities]

- Top 5 goals for the next 5 years
- Implementation strategies for the top 5 goals

[Appendices]

- Meeting minutes and sign in sheets of all public meetings
- Documentation of support and participation from other entities (city, school, corporation) encouraged
- Community maps
- Contact information for local businesses, schools, governance
- Resolution adopting plan
PART 1 THIS IS WHO WE ARE
Community Profile
Engaging Community Members

[A few general rules]
- Always clearly explain why information is being gathered and what it will be used for.
- Methods should be transparent and encourage broad participation from the community.
- Document, document, document! This is one of the most important rules to remember when gathering information for a Community Planning document.

[Informal Interviews] Gathering information about community facilities, past projects and programs is an important part of any Community Planning project. Sometimes the best sources are different individuals in your community such as the local utility operator, Tribal Administrator, or Health Aide. Prepare questions ahead of time. Record the date and person interviewed even if it is a close friend or relative.

History and Culture
Give a brief history of community in addition to including important information on the culture and history of the community.

Resources:
- Books: http://library.uaf.edu/ search community name + “alaska.” Narrow topics by clicking the “history” tab in the right hand side of the page. For further information on looking up library resources contact the UAF librarian
- Historic Photos: http://vilda.alaska.edu/ search community name or noteworthy family names
- Cultural and Economic Development History, Major Events, etc. http://www.commerce.state.ak.us/dca/commdb/CIS.cfm Select the appropriate community and click on “get data”, this will take you to a general community profile that provides information on history, culture and the economy. *note data may not be accurate

Notes:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________


Location
Give a brief description of the location of community, size of the community, information on the environment (i.e. weather, geography, nearby rivers/streams/trails, and threats). Include a section on land use. How is the land subdivided? Who owns what? How is it used (residential, commercial, industrial)?

Resources:
- [http://www.commerce.state.ak.us/dca/commdb/CF_CIS.htm](http://www.commerce.state.ak.us/dca/commdb/CF_CIS.htm) Select the your community and click on “get data”, this will take you to a general community profile that provides the population size, physical size and location.
- [http://www.commerce.state.ak.us/dca/lbc/lbc.htm](http://www.commerce.state.ak.us/dca/lbc/lbc.htm) Click on “Certificates” under Quick Links. Select “cities” or “boroughs” and check appropriate city or borough for information on date and form of incorporation, and municipal boundary description and map.
- [http://www.poa.usace.army.mil/en/cw/fld_haz/floodplain_index.htm](http://www.poa.usace.army.mil/en/cw/fld_haz/floodplain_index.htm) Select “Communities.” Select appropriate community to get information on past floods, cause of the most recent flood, recommended building elevations and photos showing high water elevations on different structures.
- [http://www.commerce.state.ak.us/dca/commdb/CIS.cfm](http://www.commerce.state.ak.us/dca/commdb/CIS.cfm) Select the appropriate community and click on “get data”, this will take you to a general community profile that provides some information on climate.
- [http://www.wrcc.dri.edu/summary/listak.html](http://www.wrcc.dri.edu/summary/listak.html) Click on community name for monthly and annual information on average maximum and minimum temperature, average total precipitation, average total snowfall, average snow depth. Information provided by Western Regional Climate Center. Not available for all communities.

Notes:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

**Population**

Need information including current population composition and previous population trends.

**Resources:**
- [http://almis.labor.state.ak.us/?PAGEID=67&SUBID=115](http://almis.labor.state.ak.us/?PAGEID=67&SUBID=115) Department of Labor Population forecast. The community may have its own population forecast.
- [http://quickfacts.census.gov/qfd/states/02000.html](http://quickfacts.census.gov/qfd/states/02000.html) Includes census information. Select appropriate city and press “go” compile data for three previous census data to create a sign chart.

**Notes:**
________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
Is there a tribal court? How many people sit on the court? How long are their terms?

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Are there any adopted tribal constitution and/or codes? When were they created/adopted?

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

[City]
How many staff are employed by the city? ____________________________
How many members are on the city council? How long are their terms?
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

What departments/projects are ran by the city? What committees does your city have?
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

[VPSO/ Law Enforcement]
Does your community have a VPSO? If not, where is the nearest trooper located?
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
[Village Corporation]
How many staff members does the corporation employ?________________
How many acres does the village corporation own?
_____________________________________________________________
_____________________________________________________________
What services and programs does the corporation run?
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
Does the village corporation have a land management plan?
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

[Regional Corporation] Basic background information about regional corporation (found on their website)
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

[Regional Non-Profit Corporation] Basic background about regional non-profit corporation (found on their website)
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Do the local village corporation, tribe, and city collaborate on any projects?
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
Public Utilities

Resources:
- http://www.commerce.state.ak.us/dca/commdb/CF_BLOCK.htm your community and “General Overview”, “Facilities, Utilities and Services” and “Schools”. This will provide a snapshot for a number of the requirements in this section.

[Water and Sewer]
What percentage of homes have running water, if any?_________________
What are the sources of drinking water for the community?
_____________________________________________________________
_____________________________________________________________

Is there a public water facility, and if so who runs it? What is the cost of operating this facility?
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Are there any plans to upgrade existing utilities? (include dates, funding source, agencies involved)
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

When was the original system built? List previous upgrades (include dates and funding sources)
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Resources:
- http://www.state.ak.us/dec/water/pdf/proj_engineer.pdf Lists Village Safe Water / Alaska Native Tribal Health Consortium engineers responsible for each community to provide current water and sanitation information.
- http://www.dsfc.ihs.gov/datasystems.cfm Click on Web STARS (WSTARS), then click on Alaska Area, then Public Login, then fill out requested identification information, and then on Reports. On the Standard SDS Reports List for Alaska page, click SDS Narrative, then select “Community Name” filter field. Provides information on existing water/sewer system deficiencies, together with an estimate of the cost to correct those deficiencies.
- http://commerce.alaska.gov/home.htm search community name + activity report; results will give a business license report from the city concerning utilities
[Solid Waste]
How does the community manage their solid waste?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Does the community use burn barrels?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Does the current waste facility or landfill meet the current waste production in the community?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How is sewage collected and/or disposed of?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are there any plans for a new landfill? (include dates, funding source, agencies involved)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

When was the original landfill built? List previous upgrades (include dates and funding sources)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Resources:
- http://www.dsfc.ihs.gov/datasystems.cfm select SDS Solid Waste. Filter field values are listed by tribe.
[Communications]
Who provides telephone services?

_____________________________________________________________
_____________________________________________________________

Is internet available? If so where? Or in how many homes?

_____________________________________________________________

Are there any plans for upgrades to existing communications infrastructure? Dates, funding source, agencies involved

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

[Power/Energy]
Bulk Fuel
Is there bulk fuel storage in the community?__________________________

Who has bulk storage fuel tanks in the community; how much do they hold?

_____________________________________________________________

What is the current cost of fuel per gallon?___________________________

How often is fuel delivered to the community? ________________________

What is the primary source of heat in the community? _________________

Are there any plans for upgrades to existing bulk fuel infrastructure? (include dates, funding source, agencies involved)

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

When was the original bulk fuel storage built? List previous upgrades (include dates, funding source, agencies involved)

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Resources:
•  http://commerce.alaska.gov/dnn/dcra/researchanalysis/fuelpricesurvey.aspx
  2005-Present Fuel Price Reports for communities/regions in Alaska- Graphing trends
Electric
What is the community’s source of electricity and power?

Who runs the electricity & power?

How many household use electricity & power?

What is the cost of electricity per household or Kw/H?

Does the community receive a power cost equalization program? What is the rate before the state contribution?

Are there any Community Plans on how run or operate community utilities?

Are there any plans for upgrades to existing electrical infrastructure? (include dates, funding source, agencies involved)

Resources:

- [http://www.akenergyauthority.org/programs_pce.html](http://www.akenergyauthority.org/programs_pce.html) click the most recent FY20** year (a pdf will then download). To search the pdf for your community hold the “ctrl” click and press f (a search bar will appear in the top right hand corner). Enter the name of your community into the search bar and press enter.
*if your community’s name doesn’t show up press the right arrow key (in the search bar) until it does.
Public Facilities

List all the community buildings/facilities. Questions to ask for ALL: Does this cost outweigh the means the tribe or city has to pay for them? What steps can be taken to reduce cost of operations?

[Municipal: Tribal Council/ City Office Buildings]
Are these offices used for any other function other than providing office space?

[Clinic]
Is there a clinic, and if so does it meet the current medical needs of the community?

Who runs/ funds the health clinic?

How many health aides does the community employ? Are these full-time or part-time positions?

What does the health aid treat? Where are patients referred to when their symptoms can’t be treated at the clinic?

When was the building built? 

When were the most recent upgrades? Are there plans to upgrade existing facilities? (include dates, funding source, agencies involved)
[School]

What school district is the community a part of?_________________________________________

Is there any threat of the school closing? Why or why not?_________________________________________

How many teachers and students are there? ____________________________________________

What additional programs does the school run? (i.e. early head start, tutoring, meal program, extracurricular activities)

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Are there any youth programs in your community?

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Are there any childcare facilities in your community?

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

When was the school building built? ____________________________________________

When were the most recent upgrades? Are there plans to upgrade existing facilities? (include dates, funding source, agencies involved)

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Resources:

- http://www.eed.state.ak.us/Facilities/SchoolFacilityReport/SearchforSchoolFac.fm  Select the appropriate attendance area (community) in the left column. Information on facility type, gross square footage and name of the school district will be provided on each building associated with the school or schools in that community, plus some additional comments.
- http://www.eed.state.ak.us/stats/  Select “School Enrollment Totals for all Alaskan Schools” for enrollment information by grade for any school in the state. Information is organized by school district and then by individual schools in that district. Additional information on student ethnicity is provided by selecting “School Enrollment Totals by Ethnicity for All Alaskan Public Schools.”
[Emergency Services]
Fire Protection

Search and Rescue

Prevention (i.e. kids don’t float, community trainings, home fire safety, brush clearing, etc.)

[Post Office]
How many are on the staff? _________________________
What are the hours of operation? _________________________
How often is mail received in your community? How is it received?

When was the Post Office built? ________________________________
When were the most recent upgrades? Are there plans to upgrade existing facilities? (include dates, funding source, agencies involved)
**[Washeteria]**
How many are on the staff? _______________________________

What are the hours of operation? _______________________________

How many showers, washers, dryers, sinks, etc. are there?

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Estimate the number of residents that use the facilities on weekly basis? Do they mostly use the showers or washer/dryers, or equally both?

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

When were the most recent upgrades? Are there plans to upgrade existing facilities? (include dates, funding source, agencies involved)

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

**[Community Hall]**

When was the current building constructed? _______________________________

How often is the Community Hall used? Details on the types of events and programs

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

When were the most recent upgrades? Are there plans to upgrade existing facilities? (include dates, funding source, agencies involved)

_____________________________________________________________

_____________________________________________________________
Housing

What is the total number of homes in your community? ________________

How many of those homes are considered “liveable”? ________________

How many would be categorized as seasonal?_________________________

Are there enough homes in your community to meet demands?___________

Are there any housing projects underway including renovation and construction of new homes? List dates of upgrades, agencies involved, and funding sources

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

When was the most recent housing structures completed?

_____________________________________________________________

Have there been any upgrades or weatherization projects completed? List dates of upgrades, agencies involved, and funding sources

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
Economy

[Local Stores and Businesses]
Does the community have a local store? What types of items does it sell? How does it receive its freight?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Does the community have a cooperative store? What types of items does it sell? How does it receive its freight?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are there any other shops?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are there any local craft artists in the community who operate small businesses or sell products in or outside of the community?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What are some potential local businesses for your community?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What are the current/common business licenses issued in your community?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Resources:
**Composition of Employment**

What is the composition of income levels?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What jobs are currently available? List businesses, federal & state jobs, grant funded positions.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Are there sufficient jobs for community members? Explain

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What kind of industry is in the community (i.e. fishing, mining)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What projects have been recently been completed or are underway that have created jobs in community?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Description of jobs available for subsistence, unemployment & seasonality

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

**Resources:**

- [http://almis.labor.state.ak.us/?PAGEID=67&SUBID=115](http://almis.labor.state.ak.us/?PAGEID=67&SUBID=115) This link will take you to the Department of Labor’s web site. This web site will also be helpful in providing information for the Regions/Census Areas on the list components in this section (Economy and Population)
- [http://almis.labor.state.ak.us/?PAGEID=67&SUBID=135](http://almis.labor.state.ak.us/?PAGEID=67&SUBID=135) Four-page population and housing profiles include 2000 Census information such as employment, income, poverty, school enrollment and educational attainment for each census area and community. For community info select appropriate census area.
- [http://www.commerce.state.ak.us/dca/AEIS/AEIS_Home.htm](http://www.commerce.state.ak.us/dca/AEIS/AEIS_Home.htm) The AEIS web site provides general information by Census area but only up to 2000. See link below for more current information.
- [http://almis.labor.state.ak.us/?PAGEID=67&SUBID=177](http://almis.labor.state.ak.us/?PAGEID=67&SUBID=177) The Department of Labor provides information by region (Census Area), where the user can select the components of the report to be generated.
Transportation

[External Transportation]
How do you get to/from community?

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

What are common reasons community members travel? How often?

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

How are supplies brought to village (barge, plane)? Does it vary by season?

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Brief description of water docks, small boat harbors, Boat storage facilities

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Air transportation Resources:

- [http://www.gcr1.com/5010WEB/default.htm](http://www.gcr1.com/5010WEB/default.htm) G.C.R. & Associates website provides information on airports throughout the U.S. Select “Associated City” and “State” to get information on individual airports. “General Information,” “Services & Facilities,” “Based Aircraft & Operations,” “Runway Info.” And “Remarks” provide detailed information for each airport.

- [http://www.faa.gov/arp/aal/](http://www.faa.gov/arp/aal/) Select “AIP Projects” to get information on projects planned for construction in immediate future. Provides a brief description of the project, when construction is scheduled, potential impacts on the airfield and the name and contact information of the project manager. Select “Alaskan Region Airport AIP Program FY 1982-2003” for history of airport improvements and their cost by community.
[Internal Transportation]
What paved roads, dirt roads, and trails are located in and around community?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What is the primary mode of transportation within the community?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Is there a Long Range Transportation Plan? When was it created?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

When were the most recent road updates completed for you community?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What are common transportation safety issues/concerns?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Resources:
- http://www.dot.state.ak.us/ Department of Transportation link
- http://www.dot.state.ak.us/stwdplng/cip_stip/needlist.shtml Click on the most current Alaska Department of Transportation & Public Facilities Needs List. All transportation projects that have been nominated for inclusion in the STIP (Statewide Transportation Improvement Program) are listed by census area and community, together with the estimated project cost and the scoring assigned to the project by DOT/PF.
- http://www.dot.state.ak.us/stwdplng/projectinfo/index.shtml List of currently funded DOT projects. Select individual projects for additional information.
- http://www.commerce.state.ak.us/dca/commdb/CF_CIS.htm select a community and “get data”. This generates a report that provides a section on transportation
- http://www.dot.state.ak.us/stwdplng/cip_stip/index.shtml Select 04-06 STIP and click on Index of Projects. All currently planned road (and ferry) transportation projects are listed in community order, together with the page in the STIP where more detail on a particular project is provided.
Land Use and Environment

[Land Ownership]
How much land does the city, tribe, and corporation own?

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Are there lots available for purchase in the community?

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Are there any surrounding refuges or parks? What are they called? When were they created? How much land do they cover?

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Has the tribe completed its 14(c)3 re-conveyance? 14(c)(3) Lands Re-conveyance Status? When was it completed?

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Resources:
- [http://www.commerce.state.ak.us/dca/commdb/CF_BLOCK.htm](http://www.commerce.state.ak.us/dca/commdb/CF_BLOCK.htm) Select the appropriate community from the left column and the last variable “ANCSA status” and click on “get data”, this will take provide the ANCSA status for the selected community.
- [https://www.doyon.com/lands/landsOverview.aspx](https://www.doyon.com/lands/landsOverview.aspx) select community name for doyon land use map for the TCC region

[Environmental Concerns]
Are there any environmental concerns that affect community members? (Fish or animal populations, disappearing ponds, changing weather, etc)

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Does the community have an emergency response plan?

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________
Are there any contaminated sites that concern community members? How long has it been contaminated and/or how did it get contaminated?

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

[Subsistence]
Estimate the average harvest of fish and game by community. How it may have changed from past years?

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

What subsistence activities are most common in your community?

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

How many residents in your community participate in subsistence as their sole means of income? How many use it to offset food prices?

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Resources:
- [http://www.subsistence.adfg.state.ak.us/](http://www.subsistence.adfg.state.ak.us/) This link will take you to the State Of Alaska’s Department of Fish and Game – Subsistence web page.
- [http://www.subsistence.adfg.state.ak.us/geninfo/publctns/cpdb.cfm](http://www.subsistence.adfg.state.ak.us/geninfo/publctns/cpdb.cfm) Click on Community Profile Database Version 3.12 for Access 2000, unzip file, select View Entire Table, and then select Issues. Information is provided on regulatory and habitat issues raised by each community. Some of this information may now be dated.
- [http://www.commerce.state.ak.us/dca/mapping.htm](http://www.commerce.state.ak.us/dca/mapping.htm)
Community Well-Being

Ideas for areas to discuss may include (but not limited to):

[Churches]
List the church denominations available in the community, schedule of church services, What programs and services to they offer in addition to church services, approximately how many residents attend church services each week or church sponsored events (i.e. Bible camp).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

[Elder Care Programs]
Does the tribe run an elder meal program? How often is that done? How is it funded? Who prepares the meals and is it a paid position? Approximately how many residents take part in the elder meal program? How much does it cost to run the program?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Accessibility

List of the places that have wheel chair ramps and state their condition (do they need to be repaired)? Are hand raids available on all public stairs (are they in good repair)? For winter months is there a plan to remove snow and apply traction (i.e. sand) to keep access safe?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
[Additional Education]
Are there any additional education or training programs available in the community? Tribal training or higher education programs? Who else provides additional training?

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

[Cultural, Seasonal Events and Gatherings]
What are the events your community holds? For each of these events:
• List the approximate number of people that attend.
• Are there a large number of people who come from out of town?
• Does the city, tribe, school, or residents make any donations for items these events?
• What types of things happen during these events (i.e. specific races, community dinners, games, etc.)

Include any photos of gatherings. Examples of events include: Spring Carnival, Memorial Day, 4th of July, Culture Camp, etc.

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
PART 2 THIS IS WHERE WE ARE GOING
Engaging Community Members

Developing the Values, Visions and Goals for a Community Plan requires an extensive amount of community involvement. There are many useful methods to engage community members and it is the role of the Community Planning Coordinator to determine which methods would be more effective in gathering information from the community; whether it be in conversational interviews, individual surveys, community meetings, etc. This section highlights a few activities that are commonly used by TCC.

[A few general rules in working with community members]
- Always clearly explain why information is being gathered and what it will be used for.
- Methods should be transparent and encourage broad participation from the community.
- Document, document, document! This is one of the most important rules to remember when gathering information for a Community Planning document.

[Surveys] useful in situations where anonymity is desired or needed. It encourages increase public participation and can be administered through social media (Facebook or website). Surveys can even be utilized prior to a community meeting to establish community values, goals, and priorities and then verified during the meeting to ensure that they are broadly shared.

[Conversational Interviews] In a one-on-one setting people are often more comfortable sharing what they think. Using interviews is one of the successful methods to gather information on community priorities.
- Explanation- Why you are asking what people care about and how it will be used.
- Preparation- You may not need to prepare a list of questions, but have one or two questions that you intend on asking.
- Listen- The role of a Community Planning Coordinator is to create opportunities for everyone to give their input.
- Transparency- Write down the answers you intend on using and repeat it back to the person you are interviewing. Give them a chance to restate.
- Inclusion- Talk to everyone. It is a lot easier to talk to people you know well or are friends with, but if interviews are the main method for gathering information it is important that people are not excluded from getting to share their ideas.
Community Meeting Ice Breaker Activities

Have a plan on how you will organize and facilitate a community meeting in order to ensure that all participants have a chance to contribute. It also ensures that the information that is gathered is useful towards the final Community Planning document. Below are example activities to include into meetings, adapt these activities to fit your local situation. Having a group activity that gets everyone talking at the very beginning helps encourage participation throughout.

[Maps, Stories and Visual Aids] Each of these are useful tools in helping community members physically see their involvement in the planning process.

[Throw the Ball] All you need is a ball (or something that can be thrown). Prepare a question and ask each person to answer the question when they are thrown the ball.
Example Questions:
What do you hope to get out of today’s meeting?
Why do you think Community Planning is important for our community?
What do you enjoy most about living in (name of your community)?

[Community Web] Rather than using a ball you use a bundle of yarn. Each time the yarn is thrown, a participant holds onto one of the strings. By the end of the activity, everyone should be holding onto a piece of the yarn creating a web. The demonstration of a web illustrates how everyone in a community is connected emphasizing the importance of everyone’s participation.

[Variation] Place a large balloon in the center of the web. The web is creating by everyone working together and doing their part. Have one person at a time let go of their strand of the yarn. See how long the group can keep the ball from falling to the ground. Leave one person left who is holding onto a piece of yarn. This demonstrates illustrate the importance of every member of the community doing their part to “support” different aspects of the community.
[Community Brainstorm] This is a great way to begin a Community Planning project when you are still trying to get familiar with the issues or things that people care most about in your community. This is a way where everyone can share their ideas even if they do not like talking out loud and it is very adaptable, it can be used even if the focus topic questions change.

**Supplies:** Large blank paper (or flip charts), sticky notes, & pens/pencils

**Additional Youth Supplies:** Blank paper & colored pencils or crayons

**Step 1:** List the following questions & post to a visible wall.
What makes your community a special place to live? *Or...One thing we hope never changes about my community is...*
What do you hope your community looks like in 20 years? *Or...One thing we hope will change in my community is...*
What do you believe are the most critical issues currently facing your community?

**Step 2:** Hand out sticky notes and pens to participants in the meeting. Ask each participant to write the answer to each of the questions on a separate sticky note. Once they are finished ask them to stick them up with the corresponding question.

**[Including Elders]** Ask a volunteer (before the meeting) to assist attending Elders by writing down their responses to the questions.

**[Including Youth]** Option to draw a picture rather than write the answer. You may want to consider changing the questions slightly. Example:
- What is your favorite thing to do in our community?
- What is something that you wish you could do in your community?

**[Format Variation]** Write the focus area that your community has decided to include in the Community Plan. Example: the focus areas: community health & wellness, economic development, and community infrastructure. Write each of these categories on a half sheet of printer or notebook paper and tape across a blank wall. Hand out half sheets of paper to participants and ask them to write what they would like to see happen in each of the categories and tape underneath the category. If they don’t fit with any of the categories, make a new one.
Post Meeting Evaluation Survey
Was the purpose and agenda of the meeting clear?
Were the activities and tools utilized by the facilitator useful in fulfilling the purpose of the meeting?
Did the facilitator assist the group in using the meeting time wisely?
Was the facilitator easy to understand? Were directions or explanations clear?
Additional comments or suggestions? (Please include any comments about the meeting specifically or the Community Planning Project as a whole).

Compiling Data to Write Goals & Priorities
What do you do with all the information and ideas that have been gathered?
This next step is critical in order to create well formulated goals and objectives for the final Community Planning document. As a Community Planning Coordinator you want to welcome everyone’s ideas, in the next step of the process it becomes your responsibility to create a process that will allow your community to sort through ideas and identify the ideas that should become top priority. Here are a few suggestions:

Grouping Similar Ideas: In the previous activities many times the answers collected are similar. Even if the ideas are put under a specific category such as “housing” or “youth activities”, there will likely be some additional sorting to be done. As the Community Planning Coordinator you must decide the best way of doing this.

Community Meeting: Ask participants to work together to put them into categories and then summarize each category with a statement.

Interviews: If information was gathered through one-on-one interviews categorizing ideas may fall to the Community Planning Coordinator.
Creating Goal & Priority Statements

Is your goal/priority SMART? (Doren G.T.) When completing a goal statement for a priority, single word descriptions typically do not suffice. For example, a single word such as “Agriculture” may indicate the subject of a goal statement but not what is important about it. So when drafting a goal statement consider the following: Why is this goal important?

[Specific] Is the goal specific? Vague generalizations are not very helpful when trying to get a specific point across.

[Measurable] Is the goal measurable? While it is easier to answer this question for some goals such as “renovate the student recreation center”, it should be possible to evaluate progress of a goal, there should be some available method for measuring if a goal is completed.

[Agreed Upon] Is the goal statement consistent with the values identified by community members and mission statements?

[Realistic] Is the goal statement realistic? While setting goals that are set in the future and perhaps are not easily achievable is okay, a goal shouldn’t be impossible.

[Time-framed] Does the goal establish any time frame for completion? Some goals by their very nature will be ongoing. However, often times by placing some type of time reference in a goal statement it will become easier to measure progress of the goal in the long run.

[Example]

<table>
<thead>
<tr>
<th></th>
<th>BAD WORDING</th>
<th>GOOD WORDING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOAL</strong></td>
<td>Drug and Alcohol free youth</td>
<td>Youth have healthy alternatives and recreational opportunities that encourage drug and alcohol free choices.</td>
</tr>
<tr>
<td><strong>PRIORITY 1</strong></td>
<td>Get school involved</td>
<td>Incorporate prevention programs and life skills training into school curriculum.</td>
</tr>
<tr>
<td><strong>PRIORITY 2</strong></td>
<td>School activities</td>
<td>Encourage cooperation between teachers, parents and the tribal council ICWA worker to ensure that there are after school activities available for youth at least twice a week.</td>
</tr>
</tbody>
</table>
### Assets

What resources, skills, talents and strengths does your community have? Successful implementation of plans occurs when it is built on the strengths and resources that currently exist. Assets should be incorporated into community goals and priorities. See appendices for sample skills survey.

[Example]

<table>
<thead>
<tr>
<th>Associations</th>
<th>Physical Spaces &amp; Places</th>
<th>Local Economy</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Dance Group</td>
<td>• River</td>
<td>• Local businesses</td>
</tr>
<tr>
<td>• Sewing Circle</td>
<td>• Playground</td>
<td>• Chamber of Commerce</td>
</tr>
<tr>
<td>• Church Group</td>
<td>• Community Hall</td>
<td>• Barter &amp; Exchanges</td>
</tr>
<tr>
<td>• Sports Teams</td>
<td>• Picnic Area</td>
<td>• Individual purchasing power</td>
</tr>
<tr>
<td>• Wellness Coalition</td>
<td>• Community Garden</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Forest and Trails</td>
<td></td>
</tr>
</tbody>
</table>

**Individuals:** human capacity, knowledge, and traits of the community members. Which community members:

- Can speak the local dialect?
- Is a good hunter or fishermen?
- Good with organizational management?
- Can bring community members together?
- Is a certified plumber or electrician?
- Carpenters?
- Good with kids?
- Is a certified teacher?

**Institutions**

- School
- Tribal Council
- City Government
- Village corporation
- Clinic
- Library
- Volunteer Fire Department
- Rural University Campus

### Action Planning

With each priority it is necessary to assign an individual, group, or organization tasked with either taking the lead on or being involved in the implementation of the priority. This is the first step to ensuring that strategies are further developed from the Community Plan.

[Example]

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Lead Person/Entity</th>
<th>Community Assets</th>
<th>Partnerships</th>
<th>Time-frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a youth calendar of existing activities</td>
<td>Parent volunteers</td>
<td>Parents and community members willing to volunteer</td>
<td>School &amp; community</td>
<td>Short-term</td>
</tr>
<tr>
<td>Ask youth what activities they would like</td>
<td>Teacher aid &amp; parent volunteer</td>
<td>Creative and active youth</td>
<td></td>
<td>Short-term</td>
</tr>
<tr>
<td>Form a volunteer group to share responsibilities to organize youth activities</td>
<td>Parent volunteers</td>
<td>Engaged parent, volunteers willing to teach beading and skin sewing, lots of outdoor activities</td>
<td>School recreation facilities, sports equipment</td>
<td>Mid-term</td>
</tr>
</tbody>
</table>
Example of Goals Page

**Wellness & Safety**

**Goal:** Youth have healthy alternatives and recreational opportunities that encourage drug and alcohol free choices.

**Priorities:**
- Incorporate prevention programs and life skills training into school curriculum.
- Encourage cooperation between teachers, parents and the tribal council ICWA worker to ensure that there are after school activities available for youth at least twice a week.

**Assets:** youth, parents, school, teachers, and tribal council ICWA worker

**Action Plan:**

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Lead Person/Entity</th>
<th>Community Assets &amp; Talents to support Action Item</th>
<th>Partnership Resources</th>
<th>Time-frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a youth calendar of existing activities</td>
<td>Parent volunteer</td>
<td>Parents and community members willing to volunteer to organize activities for youth</td>
<td>School Activities, community activities</td>
<td>Short-term</td>
</tr>
<tr>
<td>As community youth what activities they would most like to do</td>
<td>Teacher aid &amp; parent volunteer</td>
<td>Creative and active youth</td>
<td></td>
<td>Short-term</td>
</tr>
<tr>
<td>Form a parent/community volunteer group to share responsibility to organize youth activities</td>
<td>Parent volunteer</td>
<td>Engaged parent, volunteers willing to teach beading and skin sewing, lots of outdoor activities</td>
<td>School recreation facilities, sports equipment</td>
<td>Midterm</td>
</tr>
</tbody>
</table>
PART 3 FINALIZING COMMUNITY PLAN
**Step 1 Draft Review**

Passing a resolution adopting the completed Community Planning document is the last step in finishing the Community Planning document. Prior to adopting the plan a draft Community Plan should be circulated and available for community members and council members to review. A review period should last several weeks to provide opportunity for people to read through the document and add their comments. At this point in time a formal planning evaluation survey can be completed to have a measurement of success for the planning process (see appendices).

It is particularly useful to have a group of committed individuals (formal or informal planning committee) to review each goal, objective, and the action plan before the document is adopted. While the content of the document should incorporate the ideas and views of the community at large, a small group can be more affective during the review process.

**Step 2 Partnerships & Collaboration**

Putting a plan into action requires partnerships and collaboration. The plan can serve as a reminder to tribal council members and community leaders and a communication tool to support the formation of partnerships and guide collaborative efforts. Partnerships between municipalities can be formally recognized when creating a resolution to adopt the plan as “official” (if no partnerships are formed than only a Tribal Resolution is needed.

![Diagram of planning process]

- Visioning
- Evaluation
- Community Plan
- Implementation
- Detailed Project Plan
- Grant Application
Step 3 Sample Resolution for Adoption
A resolution needs to be completed for the document to be recognized as an official document.

Resolution #_______ Adopting Community Plan

Whereas, this Community Plan is important to the future growth and development of ______________; and,

Whereas, this plan was created through a public process which captured the values and goals of our community: and,

Whereas, this plan is a tool that helps us manage change in our community: and,

Whereas, this plan is intended to coordinate future community development and service delivery; and,

Whereas; it is understood that this document was created for public use and will be made publically available and,

Whereas, we ask all public, private, and non-profit entities serving our community to recognize and use this plan; and,

NOW THEREFORE BE IT RESOLVED, that the parties of this resolution agree to work together to pursue the values, goals, and vision express in this plan.

Certification

We hereby certify that this resolution was duly passed and approved ___ in favor, ___ opposed by the following parties:

________________     __________________
Tribal Government     Date

________________     __________________
City Government      Date
Step 4 Distribution
Completing a Community Planning project is an accomplishment. The best way to ensure that accomplishment is not a waste is using the planning document to further efforts towards the priority community projects which it describes. Taking time to distribute the finished Community Plan and providing community members with tips on how it can be used will help keep it from just sitting on the shelf until it’s time to update it.

Reflection
The Community Planning process generates excitement and energy in the community. If the plan is not actively utilized by residents, organizations and leaders that effort in creating the document is wasted. If a plan is properly utilized as a tool for community change there are viable measureable outcomes that can be seen including but not limited to:

[Measureable Outcomes]³
Communities are driving change
- Criteria & Indicators: Community has shared goals/vision, community input on prioritizing (leaders following priorities), citizens taking leadership, and increase of people working together to mobilize resources
- Data Sources: Grant applications, capital improvement lists, vision planning document, people knowing their vision/decision-making process/priorities, meeting minutes, how much time leaders allocate to priorities.

Communities are well resourced to meet their needs
- Criteria & Indicators: Community knows what resources exist, determine resource gaps, develop and implement strategy to meet those gaps by individuals taking leadership and mobilizing resources.
- Data Sources: Asset map, leader’s awareness of strategy, implementation and funding.

³ Based on a meeting between Tanana Chiefs Conference (TCC) and Rural Alaska Community Action Program, Inc Community Planning staff on February 27, 2012. Attendees included: Charlene Stern, Krista Heeringa, Stephanie Ashcraft and Sandy Kerrs.
APPENDICES

Advice on Hiring a Planning Professional/Consultant

Should a community hire a consultant?
There are several factors to consider when deciding whether to hire a consultant. The most important is what type of plan is being developed. A sanitation plan requires a degree of technical expertise that isn’t readily available in most communities. On the other hand, a community visioning plan is a relatively simple process and there are many resources available to guide a community through the process.

If a community has people who can compile the background information, facilitate the community meetings needed to gather input for the plan, and write the plan, it can probably do the plan without hiring a consultant. With that said, however, getting all but the simplest plan done with volunteer labor is very difficult. The individuals working on the plan should, in most instances, be working on the plan in their employed capacity. Other considerations on whether to hire a consultant include:

Are there issues in the community that can be dealt with more effectively by a consultant—someone who isn't from the community? A consultant will bring a different "flavor” to the planning process. Is the community comfortable with the idea of having an “outsider” taking the community through the planning process?

The community needs to know what it wants from a consultant, write a Request for Proposal that describes what the community expects from the consultant, and do a complete assessment of those who apply. (The additional Resources section of the chapter provides links to additional information on hiring consultants.) References should be checked, and other communities that have used the consultant to prepare a Community Plan should be contacted to find out what they liked and didn’t like about the consultant.

4 http://www.dced.state.ak.us/dca/logon/plan/planning-comm.htm
## Who to Involve in the Planning Process

A checklist of people and organizations who might need to be involved in any community planning initiative. Customize your own list (Community Planning Toolbox)

- Allotment holders
- Archaeological groups
- Archaeologists
- Architects
- Builders
- Businesses
- Chambers of commerce
- Charities
- Children
- Churches
- Civic societies and groups
- Colleges
- Community associations
- Community-based organizations (CBOs)
- Community leaders
- Community woodland groups
- Companies
- Conservation groups
- Countryside management officers
- Craftspeople
- Designers
- Developers
- Disability groups
- Ecologists
- Economists
- Engineers
- Environmental groups
- Ethnic groups
- Estate agents
- Farmers
- Financial institutions
- Footpath and access groups
- Funding agencies
- Health workers
- Homeless people
- Industrialists
- Journalists
- Land managers
- Landowners
- Landscape architects
- Lawyers
- Local authorities
- Local history groups
- Media groups and organizations
- Migrants
- Minority groups
- Mothers¹ unions
- Museums (especially local history)
- Non-governmental organizations (NGOs)
- Parent teacher organizations
- Parish councils
- Photographers
- Planners
- Playgroups
- Police
- Postmen and women
- Professional institutions and groups
- Property owners
- Public works
- Publicans
- Ramblers
- Religious groups
- Residents groups and associations
- Rural community councils
- Schools
- Senior citizens
- Shopkeepers
- Sports groups
- Squatters and squatters¹ groups
- Statutory agencies
- Street cleaners
- Student groups
- Surveyors
- Teachers
- Tenant groups and associations
- Town managers
- Traders
- Transport groups
- Transport operators
- Transport planners
- Universities
- Urban designers
- Utility providers
- Village hall committees
- Wildlife groups
- Women’s groups
- Women’s institutes
- Workforces
- Young people
- Youth clubs, guides and scouts
**Neighborhood Skills Survey**

A checklist of skills for finding out what talent exists in a community. Use it to compile your own survey form. Illustrate it if you want. Then distribute it round the neighborhood or, better still, knock on doors and help people fill it in (Community Planning Tool Box Checklist)

<table>
<thead>
<tr>
<th>Keen beginner</th>
<th>Experienced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting</td>
<td></td>
</tr>
<tr>
<td>Artwork</td>
<td></td>
</tr>
<tr>
<td>Babysitting</td>
<td></td>
</tr>
<tr>
<td>Bicycle repairs</td>
<td></td>
</tr>
<tr>
<td>Book keeping</td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td></td>
</tr>
<tr>
<td>Campaigning</td>
<td></td>
</tr>
<tr>
<td>Car mechanics</td>
<td></td>
</tr>
<tr>
<td>Catering</td>
<td></td>
</tr>
<tr>
<td>Chatting</td>
<td></td>
</tr>
<tr>
<td>Child minding</td>
<td></td>
</tr>
<tr>
<td>Community planning</td>
<td></td>
</tr>
<tr>
<td>Computer operating</td>
<td></td>
</tr>
<tr>
<td>Computer repairs</td>
<td></td>
</tr>
<tr>
<td>Decorating</td>
<td></td>
</tr>
<tr>
<td>Disc jockey</td>
<td></td>
</tr>
<tr>
<td>Drawing</td>
<td></td>
</tr>
<tr>
<td>Dress making</td>
<td></td>
</tr>
<tr>
<td>Driving a bus</td>
<td></td>
</tr>
<tr>
<td>Driving a car</td>
<td></td>
</tr>
<tr>
<td>Driving a truck</td>
<td></td>
</tr>
<tr>
<td>Electrical work</td>
<td></td>
</tr>
<tr>
<td>Embroidery</td>
<td></td>
</tr>
<tr>
<td>Facilitating workshops</td>
<td></td>
</tr>
<tr>
<td>First aid</td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td></td>
</tr>
<tr>
<td>Gardening</td>
<td></td>
</tr>
<tr>
<td>Graphic design</td>
<td></td>
</tr>
<tr>
<td>Hut erection</td>
<td></td>
</tr>
<tr>
<td>Journalism</td>
<td></td>
</tr>
<tr>
<td>Keeping people informed</td>
<td></td>
</tr>
<tr>
<td>Knitting</td>
<td></td>
</tr>
<tr>
<td>Landscaping</td>
<td></td>
</tr>
<tr>
<td>Letter writing</td>
<td></td>
</tr>
<tr>
<td>Managing</td>
<td></td>
</tr>
<tr>
<td>Motorbike repairs</td>
<td></td>
</tr>
<tr>
<td>Negotiation</td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>Organizing events</td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td></td>
</tr>
<tr>
<td>Playing music</td>
<td></td>
</tr>
<tr>
<td>Plumbing</td>
<td></td>
</tr>
<tr>
<td>Pottery</td>
<td></td>
</tr>
<tr>
<td>Public speaking</td>
<td></td>
</tr>
<tr>
<td>Publicity</td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
</tr>
<tr>
<td>Running a cafe</td>
<td></td>
</tr>
<tr>
<td>Sports- specify</td>
<td></td>
</tr>
<tr>
<td>Sculpting</td>
<td></td>
</tr>
<tr>
<td>Site clearing</td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td></td>
</tr>
<tr>
<td>Translating (specify languages)</td>
<td></td>
</tr>
<tr>
<td>Typing</td>
<td></td>
</tr>
<tr>
<td>Video work</td>
<td></td>
</tr>
<tr>
<td>Woodwork</td>
<td></td>
</tr>
<tr>
<td>Writing and editing</td>
<td></td>
</tr>
<tr>
<td>Youth work</td>
<td></td>
</tr>
<tr>
<td>..................</td>
<td></td>
</tr>
<tr>
<td>..................</td>
<td></td>
</tr>
<tr>
<td>..................</td>
<td></td>
</tr>
</tbody>
</table>
**Sample Planning Evaluation**

Let us know what you think! Fill out this short survey to give your feedback and improve the Community Planning program and workshops. Your feedback is greatly appreciated.

What was the most useful segment of the planning workshop?
- Community values brainstorm
- Drafting a community vision statement
- Talking about different community goals
- Strategizing on how to work towards community goals
- Everything together
- Other, explain

Rate the level of quality of the completed plan that was produced
- Very poor quality
- It was alright, but included some typos
- It was alright, but it would have been nice to have more input on the final product
- It was excellent
- Other, explain

What segment of the Community Planning document do you think will be the most useful in pursuing your community’s community development projects?
- Community Values
- Community vision statement
- Community profile information
- Community Goals
- Strategizing on how to work towards community goals.
- Other, explain

Was adequate explanation given about how the plan will be used?

What type of planning workshops and documents would be most helpful for your community in the future?
- Same kind of Community Planning, everything together.
- Project planning, just focusing on one thing
- Business planning

What part of the planning workshop or planning document could be improved for next time? Please take time to give your opinion and comments. Your feedback is very important.
RESOURCES

Additional Planning Resources

State of Alaska Community Plans Library: Previously completed Community Plans:  http://www.dced.state.ak.us/dca/commdb/CF_Plans.cfm

State of Alaska Community Profiles Information: demographic information, list of past funded projects, basic economic statistics (according to U.S. Census data)
http://www.dced.state.ak.us/dca/commdb/cf_comdb.htm

Community Maps: Detailed maps of your community.
http://www.dced.state.ak.us/dca/profiles/profile-maps.htm


Alaska Digital Archives: Historic community photos. Requires you fill out a permission form, but once completed one-time-use of historic photos for non-commercial purposes is allowable.
http://live.laborstats.alaska.gov/alari/

Let Your Assets Be Your Guide: basic intro on how to complete a rural Community Plan.


A Straightforward Way to Get What You Need: Community Strategic Plan Guide and Form: This guide is out-of-date, however it does provide several useful worksheets
http://www.commerce.state.ak.us/dca/planning/planning_central/CommunityPlanningResources/CommunityStrategicPlanGuideandForm(USDA2001).pdf
Works Cited
This manual was compiled from various Community Planning resources created by several TCC Community Planning Coordinators from 1990-2014.


Community Planning Tool Box Checklist. [www.communityplanning.net](http://www.communityplanning.net)


