

Tool 1: Engagement Readiness Checklist

How to use this tool: A first-pass assessment of what needs to be done before a community, Tribe, or ANC is positioned to engage effectively on a proposed project. Check each item you have completed. Use the open items as your to-do list. Revisit the checklist as the project moves forward.

Project name		Organization	
Person responsible		Last updated	

Readiness checklist

☐	We have identified who internally is responsible for tracking this project
☐	We know which federal permitting processes this project will likely trigger (see the Permitting Field Guides and Roadmaps section of the Toolkit)
☐	We have identified whether Tribal consultation, ANC consultation, or both apply (see the Consultation spread in the Permitting Field Guides and Roadmaps section)
☐	We have a documented set of community priorities, or a plan to develop one (see Tool 2a, Community Priorities Worksheet)
☐	We know the relevant agency and developer contacts, or have started building that list (see Tool 8, Stakeholder and Agency Contact Worksheet)
☐	We have identified funding or technical assistance we may need (see the Funding and Technical Assistance Directory)
☐	We have a rough timeline for the project and its key decision points (see Tool 9, Project Engagement Timeline)
☐	We have discussed internally what "success" looks like for our community for this project

Notes and open items

Items still to be done, who is responsible, and by when: