

ARTIC Toolkit — Component 6: Ready-to-Use Tools and Templates

How to Use This Section

The other sections of this Toolkit explain how federal processes work, how to engage strategically with agencies and developers, and where funding is available. This section turns that guidance into paper: checklists, worksheets, and letter templates a community or corporation can copy, print, or adapt and start using right away.

None of these tools require special software or training to use. Fill them in by hand, in a shared document, or however works best locally — the value is in having a consistent, repeatable format that doesn't depend on one person's memory or one person being available.

WHAT'S IN THIS SECTION

- Engagement Readiness Checklist — a quick way to see whether your community is ready to engage on a particular project
- Community Priorities Worksheet — capturing what residents said is of value to them, and from whom
- Federal Permitting Identification Checklist — mapping a project to the processes in the Permitting Roadmaps section
- Agency Meeting Preparation Sheet — A worksheet to help you prepare for an agency meeting
- Tribal and ANC Consultation Request Template — a ready-to-send formal consultation request
- Public Comment Template — a framework to build a formal comment letter
- Project Notice Tracking Sheet — keeping every notice, deadline, and status in one place
- Stakeholder and Agency Contact Worksheet — a working list of key agency contacts
- Project Engagement Timeline — mapping a project's key dates as they become known
- Questions to Ask a Project Developer — a starting point for understanding a proposed project
- Funding Search Worksheet — tracking what's been identified, and what's been applied for
- Community Decision/Position Worksheet — A tool to help communities identify what aspects of a project the community supports, opposes, and wants changed

WHERE TO START, BASED ON YOUR SITUATION

If this is you...	Start here
A project was just announced and we're not sure where to begin to engage	Tools 1 and 3 — the Engagement Readiness Checklist and the Permitting Identification Checklist
We're gathering community input before taking a position	Tool 2 — the Community Priorities Worksheet
We have a meeting with an agency or a developer coming up	Tools 4 and 10 — the Agency Meeting Preparation Sheet and the Developer Questions
We need to formally request consultation or submit a comment	Tools 5 and 6 — the Consultation Request and Public Comment Templates
We're tracking a project that's already moving	Tools 7, 8, and 9 — the Tracking Sheet, Contact Worksheet, and Timeline

If this is you...	Start here
We're looking for funding	Tool 11 — the Funding Search Worksheet, alongside Component 5 Funding Directory and Technical Assistance

1. Project Readiness Checklist

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.

- ☐ 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 Roadmaps section)
- ☐ We have identified whether Tribal consultation, ANC consultation, or both apply (see the Consultation spread in the Permitting Roadmaps section)
- ☐ We have a documented set of community priorities, or a plan to develop one (see Tool 2)
- ☐ We know the relevant agency and developer contacts, or have started building that list (see Tool 8)
- ☐ We have identified funding or technical assistance we may need (see the Funding Directory section)
- ☐ We have a rough timeline for the project and its key decision points (see Tool 9)
- ☐ We have discussed internally what "success" looks like for our community for this project

Notes / open items: _____

2. Priorities Worksheet

A structured way to capture Tribal, ANC, and local government community input on a project, or on resource development generally, before it needs to become a formal position.

Priority area	What we heard	Who said it / how it was gathered	Non-negotiable or open?
Subsistence resources and access protection			
Environmental protection			
Economic opportunity / jobs			
Infrastructure (roads, power, broadband, housing)			
Cultural or historical site protection			
Other			

How this input was gathered: _____ **Date range:** _____

Compiled by: _____

3. Federal Permitting Identification Checklist

Use this as soon as a project is identified, to map which processes in the Permitting Roadmaps section apply.

- ☐ NEPA — does this project require a federal permit, license, funding, or land?
- ☐ Clean Water Act Section 404 — does this project involve fill, dredging, or construction in or near a wetland or waterway?
- ☐ Federal Right-of-Way — does this project cross BLM-managed or other federal public land?
- ☐ Tribal/ANC Consultation — could this project affect Tribal interests or ANC lands or resources?
- ☐ ANCSA Land Entitlement — is any land involved affected by unresolved selections or a Public Land Order withdrawal?
- ☐ State permitting (Alaska DNR, Alaska DEC beyond the Section 401 certification) — confirm state-level requirements separately

Lead agency for this project: _____ **Point of contact:** _____

4. Agency Meeting Preparation Sheet

Complete this to help prepare for any meeting with a federal or state agency — a scoping session, a consultation meeting, or a routine update.

Meeting date/time: _____ **Agency and program:** _____

Who from the agency is expected, and what authority do they hold? _____

Who from the agency is the decisionmaker (if known)? _____

OUR SPECIFIC QUESTIONS OR DECISIONS NEEDED (2–3 MAX)

1. _____
2. _____
3. _____

WHAT ARE OUR COMMUNITIES TOP CONCERNS

1. _____
2. _____
3. _____

WHAT WE'RE PREPARED TO SAY

Yes: _____

No: _____

Need more information: _____

Notetaker assigned: _____

Follow-up needed after this meeting, when, and who is responsible: _____

5. Tribal and ANC Consultation Request Template

Adjust the bracketed terms based on the specific consultation being requested — see the Consultation spread in the Permitting Roadmaps section and the Requesting and Preparing for Consultation spread in the Strategic Engagement section for what to ask for and why.

[Date]

[Agency contact name and title]

[cc to Agency Tribal Liaison]

[Agency and office]

Re: Request for [Tribal government-to-government / ANC] Consultation on [Project Name]

On behalf of [Tribe/Corporation name], we are requesting formal consultation on [project name/description], which we understand is under review by [agency] under [applicable process — NEPA, permitting, etc.].

We request the following:

- A consultation window of no less than [X] days
- Advance technical materials sufficient to prepare, provided no less than [X] days before any meeting
- Identification of the individual(s) at your agency with decision-making authority over this matter
- Documentation, following consultation, of how our input was considered in the final decision

Please contact [name, title, phone, email] to schedule.

Sincerely,

[Name and title]

6. Public Comment Template

Adjust the bracketed terms to the specific comment period — see the What Makes a Comment Count spread in the Strategic Engagement section for guidance on what makes a comment substantive.

Re: Comment of [Tribe/ANC/Community name] on [Document Name], [Docket/Project Number]

[Tribe/Corporation/Community name] submits the following comment on [document name] regarding [project name]:

[Brief intro section on Tribe/Corporation/Community name and where it is in relation to the project location]

Specific section or page referenced: [cite page/section]

Our comment: [State the specific factual concern, missed alternative, or local condition. Be as concrete as possible.]

Question we are asking the agency to directly address in its response: [State a specific question]

Submitted by: [Name, title, organization, contact information]

Date: [Date] — submitted before the [date] deadline

7. Project Notice Tracking Sheet

Use one row per notice, not one row per project — a single project generates multiple notices over its lifecycle.

Project name	Agency/lead	Notice type	Date received	Response deadline	Status	Assigned to

8. Stakeholder and Agency Contact Worksheet

Update this sheet whenever staff turnover is identified — turnover at agencies is one of the most common ways continuity gets lost between meetings.

Name	Organization/agency	Role/authority	Phone	Email	Last contact	Notes

9. Project Engagement Timeline

Map out a project's key dates as they become known — a single place to see engagement windows before they close.

Milestone	Expected/actual date	Engagement opportunity? (Y/N)	Notes
Project first identified			
Pre-application / pre-scoping			
NEPA scoping period			
Consultation requested			
Draft document / comment period			
Final decision expected			

Milestone	Expected/actual date	Engagement opportunity? (Y/N)	Notes
Construction season window			

10. Questions to Ask a Project Developer

Use when meeting with a project developer for the first time, not a federal or state agency — see also the Working with Project Developers spread in the Strategic Engagement section.

- What is the current timeline for this project, and what are the key upcoming decision points?
- What federal and state permits will this project require? (Cross-check against Tool 3)
- Can you outline your local engagement plan?
- Is there an opportunity to discuss dual-use infrastructure (such as roads, ports, broadband) that would also serve the community?
- What workforce, logistics, or emergency-response support will the project need
- What is the company's approach to local hire and workforce training?
- What mechanisms is the company considering to ensure the protection of subsistence resources and access for our community? Who at the company has decision-making authority on community-related commitments?
- What financing or program-access barriers, if any, is the project facing?
- Who is the contact at your company we should work with as the project continues?

11. Funding Search Worksheet

Use alongside the Funding Directory section to track what's been identified and applied for.

Program name	Agency	Eligible? (Y/N/Unsure)	Deadline	Match required?	Status	Notes

Remember: match requirements and competitive-grant disadvantages are real structural barriers for smaller communities — but don't assume a program is unusable without first checking whether match can be met through in-kind contribution or partnership.

12. Community Decision/Position Worksheet

The final, documented output of the priorities-gathering process (Tool 2) — what gets presented consistently to agencies and developers. Keep it accessible to whoever may need to represent the community next, not held by only one person.

Project/issue: _____

Our position: _____

Non-negotiable priorities: _____

Areas open to negotiation: _____

Approved by: _____ **Date:** _____

What is our level of community involvement: _____

Next review date: _____