Alaska Resource & Tribal Infrastructure Coordination (ARTIC) Project Toolkit

Tools and Templates Reference Guide

Standalone PDF | September 30, 2026

This standalone PDF contains Component 6 of the ARTIC Project Toolkit. Visit nativefederation.org/artic to download the complete Toolkit and related resources.

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 practical tools: checklists, worksheets, and letter templates a Tribe, ANC, local government, or community can start using right away.

Each tool is described briefly on the following pages, with examples of what the different types of tools look like. The tools themselves are available as editable Word and Excel files on the ARTIC webpage: https://nativefederation.org/artic/, where you can download them individually, as a complete set, or as a single Excel workbook that keeps a project's notices, contacts, timeline, and funding search in one file. Printable versions are also available for anyone who prefers to fill the tools in by hand.

None of these tools require special software or training to use. They work offline once downloaded, use plain Word and Excel tables, and are formatted to print on letter-size paper. Every tool has a place to record the project name, your organization, the person responsible, and the date it was last updated, so it stays useful even when staff or leadership change.

What's in This Section

- **Engagement Readiness Checklist (Tool 1, Word):** a quick way to see whether your community is ready to engage on a particular project
- **Community Priorities Worksheet (Tool 2a, Word):** a summary of what residents said, compiled by staff or the project lead from meetings, discussions, surveys, and individual forms
- **Individual Input Form (Tool 2b, Word):** a short form community members fill out at a meeting or on their own; feeds into Tool 2a
- **Federal Permitting Identification Checklist (Tool 3, Word):** mapping a project to the processes in the Permitting Field Guides and Roadmaps section
- **Agency Meeting Preparation Sheet (Tool 4, Word):** a worksheet to help you prepare for, and follow up after, an agency meeting
- **Tribal and ANC Consultation Request Template (Tool 5, Word):** a ready-to-send formal consultation request for your letterhead
- **Public Comment Template (Tool 6, Word):** a framework to build a formal comment letter for your letterhead
- **Project Notice Tracking Sheet (Tool 7, Excel):** keeping every notice, deadline, and status in one place

- **Stakeholder and Agency Contact Worksheet (Tool 8, Excel):** a working list of key agency, developer, and partner contacts
- **Project Engagement Timeline (Tool 9, Excel):** mapping a project's key dates as they become known
- **Questions to Ask a Project Developer (Tool 10, Word):** a starting point for a first conversation with a project developer
- **Funding Search Worksheet (Tool 11, Excel):** tracking what's been identified and applied for, with the Toolkit's funding programs built in
- **Community Decision/Position Worksheet (Tool 12, Word):** the documented position of a Tribe, ANC, local government, or community: what it supports, opposes, and wants changed
- **ARTIC Project Planning and Engagement Workbook (Excel):** a single workbook that combines Tools 7, 8, 9, and 11 with a Project Overview tab that serves as a one-page summary of the project and a living administrative file.

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 Federal Permitting Identification Checklist
We're gathering community input before taking a position	Tools 2a and 2b, the Community Priorities Worksheet and the Individual Input Form
We have a meeting with an agency or a developer coming up	Tools 4 and 10, the Agency Meeting Preparation Sheet and the Questions to Ask a Project Developer
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 Project Notice Tracking Sheet, Stakeholder and Agency Contact Worksheet, and Project Engagement Timeline, or the Project Planning and Engagement Workbook
We're looking for funding	Tool 11, the Funding Search Worksheet, alongside the Funding and Technical Assistance Directory
We need to record and share our position	Tool 12, the Community Decision/Position Worksheet

The Tools

1. Engagement Readiness Checklist

Format: Word

What it is: 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 off what is in place and use the open items as your to-do list.

When to use it: As soon as a project is announced or identified, and again as the project moves forward.

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:

Example of a checklist: Tool 1, Engagement Readiness Checklist. Tool 3, the Federal Permitting Identification Checklist, uses the same format. Editable Word versions are available on the ARTIC webpage.

2a. Community Priorities Worksheet

Format: Word

What it is: A summary worksheet, completed by a staff member or project lead, that pulls together what residents said through meetings, facilitated discussions, surveys, or Individual Input Forms (Tool 2b). For each priority area it records the main themes, how many people raised them and how strongly, and whether the priority is non-negotiable or open. An input session log at the end records where the input came from. This is an internal working document; it is not meant to be shared with agencies or developers.

When to use it: While community input is being gathered, and whenever new input comes in.

2b. Individual Input Form

Format: Word

What it is: A short form community members fill out at a community meeting or on their own. It asks what matters most to them in each priority area and whether it must be protected no matter what. Names are optional. Individual forms stay within the organization and feed into Tool 2a.

When to use it: At community meetings, or handed out and returned before a position is set.

3. Federal Permitting Identification Checklist

Format: Word

What it is: Maps a project to the federal processes described in the Permitting Field Guides and Roadmaps section, with space to record the lead agency and point of contact for each.

When to use it: As soon as a project is identified.

4. Agency Meeting Preparation Sheet

Format: Word

What it is: A worksheet to prepare for any meeting with a federal or state agency: who will be there and what authority they hold, the two or three questions you need answered, your top concerns, what you are prepared to say yes or no to, and a place to record commitments and follow-up afterward.

When to use it: Before and after any scoping session, consultation meeting, or project update.

5. Tribal and ANC Consultation Request Template

Format: Word

What it is: A ready-to-send formal consultation request to go on your organization's letterhead, with the four things to ask for: a minimum consultation window, advance technical materials, the name of the agency decision-maker, and documentation of how your input was considered.

When to use it: As soon as you have identified a project that could affect your community. Do not wait for the agency to initiate.

Tool 5: Tribal and ANC Consultation Request Template

How to use this tool: Replace every highlighted bracketed term with your own information, then delete this instruction box and the tool header before sending on your letterhead. Adjust the request to the specific consultation you need. See the Consultation spread in the Permitting Field Guides and Roadmaps section and Requesting and Preparing for Consultation in the Strategic Engagement section for what to ask for and why.

Project name		**Organization**	
Person responsible		**Last updated**	

Letter ****Put on your organization letterhead****

[Date]

[Agency contact name and title]
[Agency and office]
[Mailing or email address]

cc: [Agency Tribal Liaison name and title]

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

Dear [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.].

[Optional: one or two sentences on where your community is located in relation to the project and why the project matters to your community.]

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]
[Title]
[Tribe/Corporation name]
[email and phone]

Example of a letter template: Tool 5, Tribal and ANC Consultation Request Template. Tool 6, the Public Comment Template, uses the same format. Editable Word versions are available on the ARTIC webpage.

6. Public Comment Template

Format: Word

What it is: A framework for a formal comment letter, to go on your organization's letterhead, that names the document and section you are commenting on, states a specific concern grounded in local knowledge, and asks a direct question the agency must answer.

When to use it: Whenever a comment period is open on a draft NEPA document, permit application, or other federal review.

7. Project Notice Tracking Sheet

Format: Excel (also included in the Project Planning and Engagement Workbook)

What it is: One row for every notice a project generates: the agency, the type of notice, the date received, the response deadline, the status, and who is assigned. Sort or filter by deadline so nothing is missed.

When to use it: Every time a notice, comment period, or consultation invitation arrives.

8. Stakeholder and Agency Contact Worksheet

Format: Excel (also included in the Project Planning and Engagement Workbook)

What it is: A working list of agency, developer, Tribal, ANC, local government, and partner contacts, with their role and authority and the date of last contact.

When to use it: From the start of a project, and whenever staff turnover is identified at an agency or developer.

9. Project Engagement Timeline

Format: Excel (also included in the Project Planning and Engagement Workbook)

What it is: A single place to see a project's key dates as they become known, from first identification through scoping, consultation, comment periods, decision, and the construction season window, and to mark which milestones are engagement opportunities.

When to use it: As soon as a project is identified; update as dates are confirmed.

10. Questions to Ask a Project Developer

Format: Word

What it is: A starting set of questions for a first meeting with a project developer, covering timeline and decision points, permits, local engagement plans, dual-use infrastructure, workforce and local hire, subsistence protections, financing barriers, and who at the company holds decision-making authority, with space to record the answers.

When to use it: Before and during a first meeting with a company proposing a project.

11. Funding Search Worksheet

Format: Excel (also included in the Project Planning and Engagement Workbook)

What it is: Tracks the funding programs you have identified and applied for: eligibility, deadline, match requirement, amount, status, and website. The programs described in the Funding and Technical Assistance Directory are built in as a reference list, so their details can be selected rather than retyped; any other program can be typed in directly.

When to use it: When planning a project and looking for funding or technical assistance.

12. Community Decision/Position Worksheet

Format: Word

What it is: The final, documented position of a Tribe, an ANC, a local government, the community as a whole, or several organizations jointly: what you support, oppose, and want changed; essential priorities that must be protected; issues for additional discussion; and who approved it and when. This is what gets presented consistently to agencies and developers.

When to use it: Once priorities have been gathered (Tools 2a and 2b) and a position has been approved; review at set intervals.

Tool 12: Community Decision/Position Worksheet

How to use this tool: The final, documented output of the priorities-gathering process (Tools 2a and 2b): what gets presented consistently to agencies and developers. A Tribe, an ANC, a local government, or the community as a whole can each use this worksheet to record its own position, and organizations that reach a shared position can record it here as a joint position. Keep it accessible to whoever may need to represent the organization or community next, not held by only one person. Review and update it at set intervals, not only when something new happens.

Project name		**Organization**	
Person responsible		**Last updated**	

Whose position this is

☐ Tribe ☐ ANC (regional or village) ☐ Local government

☐ Joint position of more than one organization ☐ Community-wide position ☐ Other: _____

Name of the Tribe, ANC, local government, or organizations adopting this position	

Position

Project or issue	

Our position (what we support, oppose, and want changed):

Essential priorities (must be protected):

Example of a worksheet: Tool 12, Community Decision/Position Worksheet (page 1 of 2 shown). Tools 2a, 2b, 4, and 10 use a similar format. Editable Word versions are available on the ARTIC webpage.

ARTIC Project Planning and Engagement Workbook

Format: Excel

What it is: A single working file for one project. The Project Overview tab holds the basics (what the project is, where, who is proposing it, which agencies are involved, and what phase it is in), who is responsible internally, a current snapshot (status, next milestone, next deadline, next meeting, immediate action needed, and the community's position if one has been set), and where the project files are kept. The other tabs are Tools 7, 8, 9, and 11, plus the Funding Directory as a reference list. A few cells on the overview, such as the next response deadline, fill in on their own from the other tabs; everything else is updated by hand. No macros or complex formulas are used, so the file works when emailed, downloaded, or opened in older versions of Excel.

When to use it: When one person or office is tracking a project over months or years and wants a single file that survives staff and leadership changes. The four Excel tools are also available separately for anyone who only needs one of them.

ARTIC Project Planning and Engagement Workbook

How to use this workbook: This is a single living file for one project. Fill in what you know on this Project Overview, then use the four working tabs (Project Notices, Stakeholder and Agency Contacts, Engagement Timeline, Funding Opportunities) as the project moves forward. The Funding Directory tab at the end is a reference list only. Yellow cells are for you to fill in. Blue cells fill in on their own from the other tabs; you do not need to type in them. Keep one copy in a shared location so it survives staff and leadership changes.

Project basics

Project name	
Project type	
Brief description	
Location and affected communities	
Developer or project sponsor	
Lead federal agency	
Other involved agencies	
Current project phase	

Internal responsibility

Tribe, ANC, or organization	
Internal project lead	
Leadership or governing body responsible	
Other staff or partners involved	

Current snapshot

Current status	
Next major milestone	
Next dated milestone (fills in from the Engagement Timeline tab)	*None entered*
Date of that milestone (fills in from the Engagement Timeline tab)	*None entered*
Next known deadline	
Next response deadline (fills in from the Project Notices tab)	*None entered*
Notices still open or in progress (fills in from the Project Notices tab)	*0*
Next scheduled meeting or engagement	
Immediate action needed	
Current community position, if established (see Tool 12)	

Example of a spreadsheet: the Project Overview tab of the ARTIC Project Planning and Engagement Workbook (page 1 of 7 shown). Tools 7, 8, 9, and 11 use the same format and are also included in the workbook. Editable Excel versions are available on the ARTIC webpage.