**Leadership Certified Community**

**Checklist & Certification Review Form**

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| **Community:** |  |
| **Date:** |  |
| **Reviewer:** |  |

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| **Section One – Community (Local Government Support)** | Yes | No | Comments: |
| Did the applicant provide a resolution of support from the community? |  |  |  |
| Did the applicant provide letters of support from regional or neighboring economic development entities? |  |  |  |
| Did the applicant provide a copy of the original application intention letter? |  |  |  |

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| **Section One – Community (Collaborative Relationships)** | Yes | No | Comments: |
| Did the applicant describe collaborative relations with the following local organization? |  |  |  |
| Chamber of Commerce |  |  |  |
| Community Club/Booster Club |  |  |  |
| Tourism Committee/CVB/Regional Group |  |  |  |
| Housing Org./ Developers/Realtors |  |  |  |
| LB840 Committee |  |  |  |
| Downtown or Main Street organization |  |  |  |
| Community Redevelopment Authority |  |  |  |
| Other organizations within the community |  |  |  |

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| **Section One – Community (Volunteerism)** | Yes | No | Comments: |
| Did the applicant identify how different organizations within the community recruits volunteers? |  |  |  |
| Did the applicant identify what types of volunteer organizations are available in the community? |  |  |  |
| Is there a list of volunteer and leadership organizations on their website? |  |  |  |
| Did the applicant identify how organizations within the community show appreciation for volunteers? |  |  |  |
| **Section One – Community**  **(Leadership)** |  |  |  |
| Did the applicant identify the current leadership organizations within the community? |  |  |  |
| Did the applicant list persons who have participated in outside leadership programs and how they have assisted the community? |  |  |  |
| Did the applicant list youth leadership programs within the community? |  |  |  |
| Did the applicant describe how youth currently participate on traditional boards in the community? |  |  |  |
| Did the applicant describe strategies to encourage youth to remain in the community after high school or college? |  |  |  |
| How does the community stay in touch with their alumni to encourage them to move back to the community? |  |  |  |

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| **Section Two - Strategic Planning** | Yes | No | Comments: |
| Did the applicant provide a 1-page summary of the community’s strategic plan? |  |  |  |
| Does the strategic plan include economic development strategies? |  |  |  |
| Was the community’s strategic plan developed within the last 5 years and  reviewed in the last 12 months? |  |  |  |
| Did the applicant attach a copy or link to the strategic plan? |  |  |  |
| Does the community’s strategic plan address the concerns identified in Section 2-Community Assessment? |  |  |  |
| Does the community’s strategic plan address issues identified with goals, objectives and action steps? |  |  |  |

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| **Section Two – Strategic Planning (Community Assessment)** | Yes | No | Comments: |
| Did the applicant describe the process and tools used to conduct a community assessment? |  |  |  |
| Did the applicant describe the involvement of stakeholders and the community at large? |  |  |  |
| Did the applicant describe the results from the community assessment? |  |  |  |
| Did the applicant address/identify the findings in the following areas below? |  |  |  |
| Communications (i.e. Cell Phone Coverage, Broadband Capabilities, etc.) |  |  |  |
| Healthcare |  |  |  |
| Housing |  |  |  |
| Education |  |  |  |
| Employment |  |  |  |
| Recreation/Tourism |  |  |  |
| Community Infrastructure |  |  |  |
| Community Services |  |  |  |
| Did the applicant attach a copy or provide a link of any reports developed as a result of the community assessment process? |  |  |  |

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| **Section Three – Community Planning and Zoning (Comprehensive Plan)** | Yes | No | Comments: |
| Did the applicant provide a one-page summary of the community’s comprehensive plan? |  |  |  |
| Does the one-page summary identify the process used to develop it, any updates that have been made and a description of how it is being followed? |  |  |  |
| Did the applicant attach a copy or provide a link to the Comprehensive Plan? |  |  |  |

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| **Section Three – Community Planning and Zoning (Capital Improvement Plan)** | Yes | No | Comments: |
| Did the applicant provide a copy or link to the community’s Capital Improvement Plan? |  |  |  |

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| **Section Three – Community Planning and Zoning (Zoning and Subdivision Ordinances)** | Yes | No | Comments: |
| Did the applicant provide a copy or link to the community’s Zoning and Subdivision Ordinances? |  |  |  |

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| **Section Three – Community Planning and Zoning (Building Codes)** | Yes | No | Comments: |
| Did the applicant identify if building codes are in place and provide a copy or link to the codes? |  |  |  |
| Did the applicant identify if housing codes are in place and provide a copy or link to the codes? |  |  |  |
| Did the applicant identify if nuisance ordinances are in place and provide a copy or link to the ordinances? |  |  |  |

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| **Section Three – Community Planning and Zoning (Code Enforcement)** | Yes | No | Comments: |
| Did the applicant identify who is responsible for code enforcement? |  |  |  |
| Did the applicant identify how often building and housing inspections are completed? |  |  |  |
| Did the applicant identify how many building, housing and nuisance code violations have been issued in the past 12 months? |  |  |  |

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| **Section Three – Community Planning and Zoning (Building Permits)** | Yes | No | Comments: |
| Did the applicant identify the process for issuing building permits in the community? |  |  |  |
| Did the applicant identify how many building permits have been issued in the last 12 months? |  |  |  |

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| **Section Four – Business and Technology (Business Retention and Expansion Program)** | Yes | No | Comments: |
| Did the applicant identify how the local BR&E Program has been implemented in the community? |  |  |  |
| Did the applicant identify how many businesses are located in the community? |  |  |  |
| Did the applicant identify how many businesses are visited annually? |  |  |  |
| Did the applicant identify how visits are conducted and who is involved? |  |  |  |
| Did the applicant identify how follow-up is initiated and tracked? |  |  |  |
| Did the applicant identify how local businesses are communicated with? |  |  |  |
| Did the applicant explain their recognition program for local industries/businesses? |  |  |  |
| Did the applicant provide a list of businesses visited in the last 12 months? |  |  |  |

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| **Section Four – Business and Technology (Online Presence)** | Yes | No | Comments: |
| Did the applicant provide a link to the Community Profile in LOIS? |  |  |  |
| Does the Community Profile have all printable flyer fields and advanced search fields completed and at least one photo loaded? |  |  |  |
| Community Website Review: Link Provided? |  |  |  |
| **Identification:** |  |  |  |
| * Name of Community |  |  |  |
| * Name of state (Nebraska), must be clearly shown |  |  |  |
| * Map showing location of community within Nebraska |  |  |  |
| * Location identification should be found on each page of the website |  |  |  |
| * Action photos showcasing community |  |  |  |
| * All links must be working |  |  |  |
| **Contact Information:** |  |  |  |
| * Full/complete contact information found clearly on the home page and in the footer/header/sidebar of every page (i.e. physical address, telephone number with area code, e-mail, etc.) |  |  |  |
| * Emails should be “hot” or working and spelled out – not somebody’s name underlined or a sentence saying “email us.” |  |  |  |
| * If the page has a “Contact Us” button or tab – it should open to another page on the website with the same look and feel and it should contain contact information.  This should NEVER be a link that automatically opens an email. |  |  |  |
| **Navigation** |  |  |  |
| * Should be intuitively easy to follow. |  |  |  |
| * Easy to identify where at all times within the site. |  |  |  |
| * Provides way back home without having to use “back” button. |  |  |  |
| **Community Information** |  |  |  |
| * Employment |  |  |  |
| * Housing |  |  |  |
| * Utilities |  |  |  |
| * Businesses/Resources |  |  |  |
| * Restaurants |  |  |  |
| * Local Attractions/Recreation |  |  |  |
| * Local Leadership Groups/Volunteer Opportunities |  |  |  |
| * Local Events Information |  |  |  |

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| **Section Five – Implementation (Business and Entrepreneurial Assistance)** | Yes | No | Comments: |
| Did the applicant provide a summary of business assistance program (i.e. technical support, management support, entrepreneurial support, etc.)? Is this information on the website? |  |  |  |

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| **Section Five – Implementation (Local Financing and Incentives)** | Yes | No | Comments: |
| Did the applicant provide a summary of local and regional financing incentives (i.e. local or regional revolving loan funds, LB840 program, CDBG reuse funds, private investment clubs, special assessments, etc.)? Is this on the website? |  |  |  |