# Leadership Certified Community
## Checklist & Certification Review Form

| Community: | |
|---|---|
| Date: | |
| Reviewer: | |

| 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? | ☐ | ☐ | |

| 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 | ☐ | ☐ | |

| 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? | ☐ | ☐ | |

*Updated: February 14, 2019*

| | Yes | No | Comments: |
|---|---|---|---|
| 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? | ☐ | ☐ | |

| 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? | ☐ | ☐ | |

| 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? | ☐ | ☐ | |

| 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? | ☐ | ☐ | |

| | Yes | No | Comments: |
|---|---|---|---|
| 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? | ☐ | ☐ | |

| **Section Three – Community Planning and Zoning (Capital Improvement Plan)** | <u>Yes</u> | <u>No</u> | Comments: |
|---|---|---|---|
| Did the applicant provide a copy or link to the community's Capital Improvement Plan? | ☐ | ☐ | |

| **Section Three – Community Planning and Zoning (Zoning and Subdivision Ordinances)** | <u>Yes</u> | <u>No</u> | Comments: |
|---|---|---|---|
| Did the applicant provide a copy or link to the community's Zoning and Subdivision Ordinances? | ☐ | ☐ | |

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

| **Section Three – Community Planning and Zoning (Code Enforcement)** | <u>Yes</u> | <u>No</u> | 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? | ☐ | ☐ | |

| **Section Three – Community Planning and Zoning (Building Permits)** | <u>Yes</u> | <u>No</u> | 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? | ☐ | ☐ | |

| **Section Four – Business and Technology (Business Retention and Expansion Program)** | <u>Yes</u> | <u>No</u> | 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? | ☐ | ☐ | |

| | Yes | No | Comments: |
|---|---|---|---|
| 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? | ☐ | ☐ | |

| **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 | ☐ | ☐ | |

| **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? | ☐ | ☐ | |

| **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? | ☐ | ☐ | |

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