



Northwest Arctic Borough

163 Lagoon Street
P.O Box 1110 Kotzebue, Alaska 99752
(907) 442-2500 Fax (907) 442-2930
www.nwabor.org

VILLAGE PLANNING COMMITTEE GRANT APPLICATION

NAB Office Use Only:

Date Appl Received:

Received By:

Prior Funding received: ☐

Annual Report received on how funds were
used: ☐

Date Check Request completed to NAB
Finance Dept:

1. ENTITY APPLICATION NAME:

DATE:

PRIMARY CONTACT PERSON:

EMAIL ADDRESS:

ADDRESS:

PHONE/ FAX NUMBER:

Name	Seat	Mailing Address	Phone Number	Email Address
	City Council Rep			
	City Council Rep			
	Tribal Council Rep			
	Tribal Council Rep			
	At-Large			
	At-Large			
	At-Large			

2. PURPOSE: (Please let us know what the funds will be used for)



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3. BUDGET

Please specify intended use of the funding and use additional space if necessary. The following expenditures are anticipated for the planning year: (This is an example for your use, you do not have to use the specified line items if it does not pertain to your budget).

VPC Budget						
Meeting Fees	# of Meetings		Total \$ per Meeting		Total \$	
Joint Meeting Fees	# of Meetings		Total \$ per Meeting		Total \$	
Food & Beverages for Mtgs	# of Meetings		Total \$ per Meeting		Total \$	
Admin Fee					Total \$	
Supplies					Total \$	
Facilitator Fee					Total \$	
Door Prizes					Total \$	
Misc.					Total \$	
TOTAL \$						\$ 7,500.00

4. AGREEMENT:

We have agreed that the VPC has appointed the following Representatives from the Tribe and the City to serve as the Authorized Representatives. The Authorized Representatives (AR) stated below agree that all required reporting documentation will be submitted to the Planning Coordinator by the deadline, May 31, 2021 in order to be eligible for FY22 funds. The FY22 application period will be open on June 1-30, 2020 and funded on July 1, 2021.

The AR agrees to notify the NAB for new appointed members or terminations during the grant period.

AUTHORIZED REPRESENTATIVES:

City Rep: Printed Name _____ Signature _____ Date _____

Tribal Rep: Printed Name _____ Signature _____ Date _____



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KEEP THE FOLLOWING PAGES FOR YOUR RECORDS, TURN PAGES 1 & 2 TO THE NAB PLANNING DEPT.

5. INFORMATION & PURPOSE

The NAB Planning Department provides \$7,500 to each community¹ to support Village Planning Committee's (VPC) for planning purposes such as updating the local village comprehensive plan and updating capital/ community priorities. According to NABC 8.12.040, VPCs are advisory committees to the borough for platting, planning and zoning purposes. They shall also serve as advisory committees to local village councils regarding community planning issues, including but not limited to, village comprehensive plans.

VPC grants are awarded every fiscal year to those communities who complete the following:

- ✓ Proper appointment of VPC members;
- ✓ Submit an annual budget for expenditure of grant funds; and
- ✓ Submit meeting minutes which include how the funds were spent; and
- ✓ Demonstrate existence of a system for proper accounting;

6. ELIGIBILITY

Each community will have seven (7) VPC members total:

- Two (2) City Council members appointed by the City Council (*Does not apply to WTK, WTK will have 3 tribal reps and 4 at-large*)
- Two (2) Tribal Council members appointed by the IRA Council and
- Three (3) At-large members appointed by the Borough Mayor (not concurrently seated on the City nor Tribal Councils). The Planning Department will post a public notice to solicit at-large members. Please submit a letter of interest to the Borough Mayor if you would like to serve in an at-large seat.

7. APPLICATION SUBMISSION DEADLINES AND CONTACT INFORMATION

All applications and reports will be submitted to: Clay Nordlum, Planning Coordinator via email to cnordlum@nwabor.org. If you have any questions, please contact Clay at (907) 442-2500 ext. 8214

8. REPORTING REQUIREMENTS

¹ Communities who have municipalities and unincorporated communities within the borough that have not been delegated planning, platting and land use regulatory authority under NABC 8.12.030 may form a VPC under the provisions of this section.



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May 31, 2020 - Please submit your VPC report on how you have spent your FY21 funds.
The reporting period for FY21 is July 1, 2020 through June 30, 2021.

June 1-30, 2021 FY22 Application Period, FY22 will be released on July 1, 2021.

9. 8.12.040 VILLAGE PLANNING COMMITTEE CODE

A. Municipalities and unincorporated communities within the borough that have not been delegated planning, platting and land use regulatory authority under NABC [8.12.030](#) may form a village planning committee (VPC) under the provisions of this section.

B. Each VPC shall consist of seven members, two of whom shall be city council members and two of whom shall be tribal council members and three of whom shall be at large members not concurrently seated on any village council. The respective councils choosing to participate shall appoint the tribal and or city council members of each VPC. The Northwest Arctic Borough mayor shall appoint the at-large members after soliciting letters of interest from each community. In the event that a village has only one participating council, the VPC shall consist of three members from that council and four members at large. Alternate members may be appointed as determined necessary by the appointing authority to serve in the absence of any member. Alternate members shall have the same qualifications, rights and responsibilities as a member.

C. VPC members and alternates serve on the VPC at the pleasure of the appointing authority and shall be appointed or reappointed every three years as nearly as practicable for staggered terms during the normal reorganization process of each appointing authority. In no case shall a VPC member or alternate appointed from a city or tribal council serve on the VPC longer than their term on the council that appointed them. In case of any conflict over the term of service of any VPC member or alternate, the mayor of the Northwest Arctic Borough shall have the authority, upon the request of the appointing authority, to terminate or otherwise determine their term of service.

In the event a VPC member or alternate resigns or their term otherwise ends early, the appointing authority shall appoint a replacement for the remainder of their term. VPC members and alternates shall have no contract, employment or other rights to VPC membership.

D. Each VPC may develop its own bylaws or other internal rules of procedure, but a quorum of each VPC shall consist of not less than a majority of the members actually seated on the VPC.

E. Village planning committees are advisory committees to the borough for platting, planning and zoning purposes. They shall also serve as advisory committees to local village councils regarding community planning issues, including but not limited to, village comprehensive plans.

F. Village planning committees may not sue, approve permits or take any other official action unless specifically authorized by the Northwest Arctic Borough Code.

G. Each VPC shall keep minutes and may otherwise report on their activities. Copies of all VPC minutes and reports shall be forwarded monthly to the Northwest Arctic Borough planning director.

H. Village planning committees shall, subject to borough appropriations, be eligible for annual borough planning grants to defray the cost of VPC participation in borough planning activities. To be eligible for an annual planning grant a VPC must meet the following minimum criteria:

1. Demonstrate proper appointment of VPC members;
2. Submit an annual budget for expenditure of grant funds; and
3. Demonstrate existence of a system for proper accounting of grant funds. (Ord. 09-05 § 1, 2009; Ord. 04-05 § 1, 2005)