



Steps for Native Asset Building Initiative (NABI) Project Planning

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Please Note: The following Steps for Project Planning align with the Asset Building in Native Communities Activity Workbook, which can be found on the ANA website.

Step 1: Develop Long-Range Goals (page 15 of the Activity Workbook)

Long-range goals are defined by the community.

- List your community's long-range goals that address asset building and increasing community member's self-sufficiency.
- Where can those goals be found (e.g. Tribal/Community Strategic Plan, Tribal/Community Housing Plan, Education Plan, etc.)?

Step 2: Assess Community Conditions (pages 16-17 of the Activity Workbook)

- Identify barriers to reaching long-range goals.
- Those barriers are the community's "problems."
- A "problem" is a current community condition (at the individual/family level and the community-wide level).

Step 3: Assess Capacity and Available Resources (page 18 of the Activity Workbook)

- What is your organizational experience with asset building? Describe your capacity and the capacity of your planned partners in developing and operating successful programs or initiatives. What experience have you and your partners had in program collaboration? How did low-income community members benefit from those programs?
- How would you staff the Project Director and other key staff positions? What relevant experience with the target populations, with financial institutions and partners, and in implementing successful asset-building approaches/IDA programs would you look for?
- What non-Federal cash contributions do you plan to use in the project (for the match funds for participants)?

Step 4: Define the Project Concept and Determine the Project Goal (page 19 of the Activity Workbook)

- Define targeted population, anticipated number of participants, anticipated goals and impact, and objectives.

Step 5: Create the Project Approach/Strategy (pages 20-23 of the Activity Workbook)

- Describe your approach to achieving desired impact to the anticipated number of participants in target population.
 - How will you reach them?
 - What services will you provide?



- What is the IDA structure?
- What resources are available and how will you use them?
- What resources are needed and how will you develop them?
- What is the time frame?
- What are the roles and responsibilities?

Step 6: Establish the Workplan Outputs and Outcomes (pages 24-26 of the Activity Workbook)

- Define outcomes related to each objective.
- Develop targeted numbers or quantitative goals for outcomes and group objectives.
- Brainstorm all the activities needed to achieve them.
- Organize the activities and add any that are missing.
- Assign a timeframe and roles to each activity.

Step 7: Challenges and Contingency Planning (page 27 of the Activity Workbook)

- Plan for how you will handle issues such as:
 - Staff turnover
 - A late project start
 - Underestimated personnel needs
 - Loss of community support during implementation
 - Hiring delays
 - An underestimated project cost, etc.

Step 8: Design Evaluation: Establish Baseline (pages 28-30 of the Activity Workbook)

- Describe your plan for assessing socio-economic current conditions of and problems experienced by TANF participants.
- Describe your plan for assessing current socio-economic conditions of and problems experienced by families with household incomes less than twice the Federal poverty level at the time of application or within Federal Earned Income Tax Credit limits and that also have a household net worth that was less than \$10,000 at the end of the calendar year preceding their application to your AFI project.
- Using your current knowledge of your proposed target populations, describe their communities, household incomes, household composition, education, employment status, savings/assets acquisition or other factors.
- What are the measurable benefits / planned outcomes of the project. List five measurable changes in conditions that will result from the project. Indicate whether they are changes at the individual/family or at a community-wide level.
- AFI has provided one project outcome for use in your evaluation. List two other outcomes that you plan to use for evaluation purposes. (Remember “outcomes” are the ultimate, measurable impacts you hope to achieve through the proposed project.)
- Describe the processes you will use to track project outputs and outcomes.

Step 9: Sustainability Strategy (page 31 of the Activity Workbook)

- Create a list of partners and resources that you could use for continuing the project and/or its benefits after AFI funding completion.



- Address programmatic and financial stability.

Step 10: Develop the Budget and Budget Justification (page 32 of the Activity Workbook)

- Align costs to project strategy and prepare a 5-year summary budget.

Step 11: Draft the Project Summary (page 33 of the Activity Workbook)

- Present two or three pertinent facts about the community and the population to be served.
- Discuss the problem that exists in the community, relating it to the facts you presented about your community (one paragraph maximum).
- Discuss the solution (or part of the solution) that this particular project will implement if funded (one paragraph, maximum).
- Discuss the project design and briefly describe how requested funds will be used (one paragraph maximum).