



Agency Partnership Program Outline

An internal program outline that describes the process, parties involved, and provides annual reporting documents for Agency Partnership recipients

TTAD AGENCY PARTNERSHIP PROGRAM OUTLINE

1. Annual Process and Timeline
2. Program Advertising
3. Agency Partnership Participant Roles
 - a. Agency Partnership Recipients
 - b. District Staff / Review Committee
 - c. Board of Directors
4. Agency Partnership Reporting Form

ANNUAL TIMELINE AND PROCESS

Program Timeline

*	District staff announce application period (start 90 days out)
*	Application submission deadline
*	District staff reviews applications for complete responses
*	Committee reviews applications and drafts recommendations
*	Applications presented to the Board
*	Applicant presentations to the Board
*	Board review
*	Partnerships announced
*	Partnership agreement contracts completed
*	Funding distributed
*	6-month written report due, including proof of partnership displayed at the project site and/or in program materials
*	1-year / final report due – recipient presentations to the board required
*	District staff presents to the board on program impact

*Dates to be determined by the TTAD Board of Directors

Program Advertising

The District will publicly advertise the annual application cycle and process, and will highlight program partners and successes.

Advertising Avenues

- Website – year-round
- District Newsletters
- Community Partners

Application Cycle and Process

- Advertise the application period 90 days before deadline
- Post the Agency Partnership Submission Guide and Application, and any other associated materials, on District website

Agency Partnerships

- Highlight in District Newsletter
- Display recipients and projects on website

PARTICIPANT ROLES

TTAD Agency Partnership Recipients

- Act in Accordance with the guidelines set forth in the Submission Guide and Application and Policy Instruction 311
 - Enter into Agency Partnership Agreement with the District
 - Complete project in compliance with the guidelines provided within the application
 - Recognize the airport as stated in the application
- Provide 6-month written update to District Staff, included proof of partnership recognition
- Provide 1-year update to District Board of Directors

District Staff / Review Committee

**Internal review will be completed by a 3-person senior airport management committee, made up of the General Manager, the Director of Finance and Administration, and the Aviation and Community Services Manager.*

- Act in Accordance with the guidelines set forth in the Submission Guide and Application and Policy Instruction 311
- Act as an ongoing resource for all those interested in applying for Agency Partnership funding
- Provide non-biased, complete review of applications
- Ensure applicant readiness by performing financial review and project due diligence
- Develop recommendations, with explanation of applicant rating sheet scores
- Report to the board annually on funding distributed, and program impact in the community

Board of Directors

- Act in accordance with the guidelines set forth in the Submission Guide and Application and Policy Instruction 311
- Keep District's Mission and Agency Partnership Priorities front of mind when reviewing Staff recommendations and viewing applicant presentations
- Make final determination of recipients of Agency Partnerships, and associated funding amounts

AGENCY PARTNERSHIP REPORTING FORM

To be provided to partnership recipients once Partnership Agreement has been finalized.

We acknowledge that each project may be at different phases during 6-month and 1-year reporting. Please complete the reporting questions to the best of your ability, following the instructions included below, and attach all materials associated with your project to this reporting document.

6-month Reporting Requirements

- Complete pages one and two of this reporting sheet (unless project has been completed, in which you would complete all pages)

1-year Reporting Requirements

- Complete pages one through four of the reporting sheet (if project is not complete, or ongoing, please complete all pages to the best of your ability)
- Prepare and present an update to the Board of Directors, as requested by District staff

Please submit completed materials to:

Marc Lamb, A.C.E, C.M.

Aviation and Community Services Manager

marc.lamb@truckeeatahoeairport.com

Contact Information

Full Legal Name of Organization:	
Project Name:	
Contact Person:	Title:
Phone #:	Email:

Please check the following boxes for those activities that have been completed since your partnership with the District was executed.

- Agency Partnership was endorsed, through a formal motion or resolution with findings approved by the governing board of another local public agency with an elected or appointed board.
- All required permits, clearances, insurance, and program authorizations needed to execute on the approve project have been obtained.
- The District has been permanently acknowledged (if applicable) and included on all printed materials related to the event for which sponsorship was provided.
- All benefits, discounts, or access to the facilities that are extended to the residents of the public agency have been extended to all residents of the Truckee Tahoe Airport District on the same terms and conditions.

Provide a brief update on your project. Share any milestones, accomplishments, or challenges you have met since receiving funding.

Please provide a brief update on project funding. Have you remained within your proposed budget? Do you foresee any need for additional funding? If so, where and why?

If your project has been completed, please continue to the following questions:

Please share the impact your project had in the community, including number of community members reached, groups that were most engaged, and areas of the region that your project engaged.

Please describe how this project has helped the community to feel more connected to the District and its mission. Please share photos or stories that the District might be able to share publicly.

Please detail how you recognized the support of the Truckee Tahoe Airport District in your project, both permanently (if applicable) and through communications and advertising efforts.