



**ACAT Community Engagement Framework
Explanation of Incorporation in to the
Agency Partnership Program Update**

*Details on how we've considered and incorporated ACAT recommendations
in to the Agency Partnership Program Update*

TTAD Community Programs Policies ACAT Policy Recommendations to Board of Directors

Community Engagement Programs:

1. Take a consolidated view of support, partnership, and funding policies on all Airport activities related to “community impact” such as storage space, agency partners, sponsorships and contract for services.
Recommending to the board
2. Clearly and publicly announce resources available, process to access, scaled to request.
See timeline and advertising process
3. Consider setting goals, metrics, and feedback loops around community impact
Goals are established through PI311, district mission, and board direction through annual areas of focus – this information is incorporated in to the Application Submission Guidelines.
4. Consider an annual strategic focus, set by the Board to inform direction with partners, agencies, and applicants. Example given is a focus on housing, forest health, STEM, etc. This could streamline application process, deepen collaborative partnerships and potentially deliver bigger impact. Proactively engage non-profits aligned with this focus for higher impact, longer-term community investments (greater than \$50,000?).
Agency Partnership Priorities on Page 1 of the Submission Guide and Application address the annual strategic focus identified by the Board of Directors, District mission, and information included in PI311

Due Diligence:

5. Right-size expectations, application process, due diligence and reporting to the size of the resources available/requested. A \$300 sponsorship does not require the same level of follow-up and involvement as a \$100k partnership.
NA – focused on Agency Partnership only in this process
6. Develop evaluation models that support decision making for the use of resources and partnerships. This provides a clear framework to share with community, especially after decisions are made.
 - Complies with existing policies
 - Historic giving
 - Private sector contributions and rationale
 - Clear understanding of real or perceived community benefit

- Follow-up reporting requirements, measurements, if any
- “skin in the game” financial commitment by partner

Addressed through development of Eligibility Checklist and Application Rating Sheet

- Determine readiness of different types of partners related to resources provided.
District accounting personnel will review financials and annual budgets to identify any funding concerns associated with the applicants’ readiness to receive funds. Inclusion of Submission and Eligibility Guidelines, and a question and ranking application process should help identify additional gaps around readiness for partnership.
- Develop annual disclosure process and oversight on conflicts of interest and confidentiality as it relates to vetting resource and funding partnerships.
Did not address in this update
- Due Diligence processes, such as interviewing potential partners, assessing public support, verifying operational, financial and governance structures, should be separate from the public process. Ensure that process provides fair opportunities for competing interest to make their case.
Application Review committee will conduct due diligence during the application review and rating process. Board of Directors will make partnership decisions in a separate meeting from that of the Agency Partnership Applicant Interviews.
- Board should approve decisions that might appear to benefit or compete with the private sector. Staff ensures transparency of process to fund a private enterprise, including follow-up reporting policies, ensure contribution aligns with Airport Mission
Did not address in this update
- Clarify issues around land-usage and community space
NA – focused on Agency Partnership only in this process
- Clarify issues around parental choice activities and broad community benefit?
Incorporating application questions and ranking process will help identify intention of activities and broad community benefit.

Reporting & Evaluation:

- Clearly define required reporting and evaluation. Ensure it is right-sized.
Addressed through submission and eligibility guidelines, the ranking sheet, timeline and process outlines, and the annual reporting form

14. Report to the community, the connection of funds/resources to community benefit.

The creation of the application, ranking sheet, and annual reporting requirements should address this, in addition to District staff efforts on sharing recipient projects and successes with the community.

15. Wrap community-impact into one reporting mechanism, such as a dashboard for Board to review both annually and over time.

District staff feels their existing annual reporting efforts address this item, and will consider increased community communications around community giving.

16. Conduct periodic public opinion surveys and qualitative feed-back mechanisms to measure long-term effects of CE investments

Did not address in this update