Program Working Group Briefing

Thank you for serving on the Program Working Group of the Reimagining ACDC Task Force.

Role of the Program Working Group Leader

- Organizes the first Working Group meeting
- Leads the group to develop meeting schedule and work plan, and execute on core tasks
- Encourages participation and input of working group members
- Writes up comments and recommendations produced by the Working Group and shares them with the Full Task Force at key moments

Core tasks of the Program Working Group

- Refine overarching theme for Center and its intended focus and purpose
- Identify target population(s) and data indicators that identify baseline outcomes for target population
- Identify program experts and key informants to consult
- Conduct key informant interviews
- Inventory best practice programs and services currently offered to target populations
- Summarize data findings, needs assessment and best practice programs
- Generate preliminary programming concepts
- Explore compatible uses (non-profits, city agencies, private sector, etc.)
- Compile top recommendations and present updated programming concepts
- Make key recommendations and conduct feasibility of implementation requirements

Meetings

- The Program Working Group should expect to convene approximately 4-8 times between July and February, and will determine schedule and work plan during first meeting

Key steps – to be discussed and vetted with the Working Group

- **Phase 1. Refine overarching theme**
  - Assess overall building layout
  - Review and prioritize comments from first Task Force meeting
  - Generate the recommendation from the Work Group of an intended focus and purpose
- **Phase 2. Part 1. Assess strengths, weaknesses and opportunities in current service array of intended focus area**
  - Document existing programs, service span and outcomes
  - Determine gaps, needs and opportunities
  - Generate recommendations for best uses at ACDC site
- **Phase 2. Part 2. Identify compatible uses and other potential co-location opportunities (potentially a coordinated activity with the Building Work Group)**
  - Assess compatible activities (mission aligned management offices, public agency space, etc)
  - Assess compatible commercial uses (social purpose enterprises, catering operation, etc)
- **Phase 3. Part 1. Refine programmatic recommendations**
  - Identify specific programs and activities
Assess resources needed to advance specific programs and activities
Generate viable list of options to pursue

**Phase 3. Part 2. Vet compatible uses for likely candidates for co-location**
- Establish likely candidates and the resources each would generate as co-located revenue bearing partners
- Prioritize candidates

Report out on viable options of program activities and compatible uses at the December Task Force meeting

**Phase 4. Advance recommendations to a revised package of activities and potential for locations within the building**

Report out on final recommendations recommended to be advanced to Mayor at the February Task Force meeting