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Public Investment Plan (PIP) – Project Charter – Proposed Final Scope Of Work

Name:	Animal Welfare
Convener:	Department of General Services
Contact:	Nancy Whittemore

1. If necessary, please provide an updated or revised plan based on the feedback you received from the Public Investment Panel, and the resources you were awarded. If there are no proposed changes to your plan, please indicate so by marking this field as "NO CHANGE".

Year 1 Implementation remains the same with the addition of implementing a Community Cat Program through a local not-for-profit.

2. Provide a brief outline below of the actions that will be taken to implement the project in FY17, including key milestones, deliverables and project schedule.

Establish an ad-hoc Animal Welfare Advisory Committee with the following structure by August 15, 2016:

- Executive Committee
- Focused Working Committees: Legislative; Rescue Resources, Volunteer/Foster Care; and Organizational Structure;
- Additional working committees may be added as other areas are identified

Develop a recommended county-wide animal welfare strategy based on the work of the advisory committee by January 30, 2017 to be presented to the Mayor.

Spay or neuter 1,400 community cats from July 1, 2016-June 30, 2017: 1st Quarter-400; 2nd Quarter-300; 3rd Quarter-300; and 4th Quarter 400

3. Provide clear and measurable criteria for how you propose that the administration and the PIP panel should evaluate the proposal's success during FY17

- Contract amendment in place By 9/30/16
Spay or neuter surgeries performed on 1400 community cats by June 30, 2016

- Reduction of community cats intake number at MACC in FY'18
- Reduction of euthanasia of community cats at MACC in FY'18

A comprehensive animal welfare strategy for Nashville and Davidson County that is adopted and implementation begins in FY'18.

4. Provide an estimated level of completion for the project at the end of its first year – June 30, 2017 (i.e. Planning Stage, Implementation Stage, or Completed). Include specific detail for what that level of completion means for your project, in context of the project milestones outlined in question 3.

The estimated level of completion for the project at June 30, 2017 is 35% for the overall project but 100% for the planning stage.

All milestones in question 2 will be accomplished at this level of completion. In question 3, both measurable criteria will be accomplished however MACC stats will not be impacted until FY'18.

Ray Whittman
Homaxadreal

Public Investment Plan Project Charter Agreement

I, Nancy Whittmore, convener of the AnimalWelfare Public Investment Plan (PIP) hereby agree to abide by the terms and responsibilities contained in this Project Charter Agreement for the implementation, measurement, and evaluation of the approved Public Investment Plan.

I. Funding

Funding consisting of \$ 100,000.00 and 0 FTEs was allocated to this PIP and will be kept in _____, for tracking and evaluation purposes. I acknowledge that the allocated funding is considered non-recurring for Fiscal Year 2017-18, and that continuation funding will be contingent upon satisfactory completion of the terms outlined in this agreement. All parties acknowledge that funding and resources allocated to this PIP were awarded for the sole purpose of fulfilling the objectives outlined in the original plan as submitted to the Public Investment Panel, the Final Scope of Work and Project Charter and therefore, **will not be used for other purposes.**

II. Evaluation

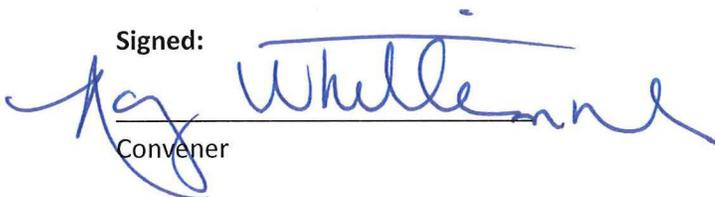
All parties agree to abide by the Project Charter and Project Schedule attached to this agreement. Satisfactory completion of the criteria - to be determined jointly by the Finance Director and Project Convener - will be required in order for the Public Investment Plan to be considered for continuation or additional funding in subsequent fiscal years.

III. Reporting

It is the responsibility of the Convener to ensure that reporting deadlines are met, and the agreed upon materials are provided at the dates specified in the FY17 Project Charter Schedule. The Convener shall report both the specified financial & performance metrics using the templates provided, and a brief narrative that details how the project is meeting the criteria. This information will be used to inform the Mayor, the Public Investment Panel, and the citizens of Davidson County of the project's success.

The project charter scope of work, evaluation criteria, and evaluation and reporting timeline have been formulated and agreed upon by both parties. Both parties understand that this agreement can be adjusted as required throughout the fiscal year.

Signed:


Convener


Finance Director

Public Investment Plan – FY2017 Project Charter Schedule

By signing this document I, as the Convener of this Public Investment Plan (PIP), agree to abide by the schedule outlined below. This schedule has been developed in concert with the Finance Director, and reflects our collective understanding of the Public Investment Plan’s Project Schedule.

1. Project Charter Finalized– 7/22/16

- Proposed project charter due to Dennise Meyers & OMB Analyst by 07/11/16
- Meet with Finance Director to finalize Project Charter: between July 13 and July 15th (time to be determined)
- Final Project Charter, including evaluation criteria completed and signed by 07/22/16

2. Project Launch – 07/25/16

3. As Convener, I agree to provide the following reports to the Finance Director according to the listed schedule:

Required Reporting Components (*format to be determined*):

- Narrative of current progress
- Performance Metrics
- Financial Tracking Form
- Other information that may be required for reporting to key stakeholders including the Metro Council and citizens. This may include written materials or in-person presentations to these groups.

Reporting deliverable templates will be provided by 8/1/16

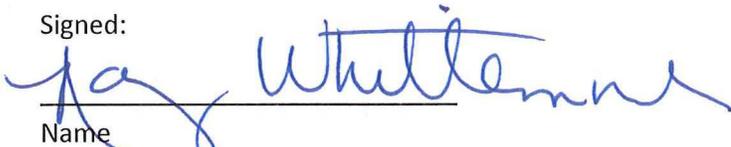
Schedule:

- **1st Quarter Report Due – 10/17/16**
- **2nd Quarter Report Due – 01/17/17**
- **3rd Quarter Report Due – 04/17/17**
- **Year-End Report Due – 07/15/17**

As Convener, I agree to meet with the Finance Director to discuss status of the PIP at any given time during the fiscal year.

I understand that complying with the terms of the Project Charter Schedule will be considered during upcoming budget processes to determine whether funding will be provided on a recurring basis for this initiative.

Signed:


Name

Convener


Name

Talia Lomax-O'dneal

Finance Director