

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

Name:	Digital Inclusion PIP
Convener:	Keith Durbin & Ellen Lehman
Contact:	Email: Keith.Durbin@nashville.gov Telephone: 615-880-2644

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".

The PIP committee funded one component of the original submission: funding for the Nashville Digital Inclusion Fund of the Community Foundation of Middle Tennessee provides a shared funding vehicle for qualifying families and individuals to access four things: connectivity to the internet, equipped devices, relevant support service and training in digital literacy skills required for effective use of technology. These will be deployed by leveraging new technology and long-term communal stakeholders including local nonprofits, religious institutions, schools and government entities.

According to Pew Internet Research, over 50,000 families in Davidson County are without access to a computing device, internet connectivity, or the training that makes being a connected citizen relevant in their lives. Mayor Dean supported creation the digital inclusion fund in order to provide a sustained, long term means by which the problem of the "digital divide" can be addressed across multiple disconnected communities, including children, youth, New Americans, unemployed and underemployed, seniors, medically fragile, and recently incarcerated.

The funding will support a staff person with three main priorities.

The first priority is to oversee and promote, for the NDIF board, currently funded digital inclusion initiatives to provide a computing device, relevant training and free or reduced price internet connectivity: Anytime Access for All (with Metro Nashville Public Schools) and ConnectHome (with Metro Housing and Development Authority).

The second priority is to develop new partnerships with trusted institutions which are both interested in digital literacy for their constituents and who have the capacity to do so. Examples might include organizations such as: Select Early Childhood Education Centers, Nashville OIC, the YMCA, select religious institutions, Fifty Forward, United Neighborhood Health Systems, etc. thus leveraging preexisting Community Foundation relationships. The third is to work with large community organizations and businesses to raise money and to continue the pipeline of donated used personal computer equipment to the NDIF that may be converted to program assets.

In addition to these priorities, the Community Foundation is working with community partners including Metro Information Technology Services and Vanderbilt University to establish a baseline understanding of true needs of the various communities that make up Davidson County, so that services may be directed to need more effectively.

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.

By 10/30/2016	Refine and publicize application process defining eligible entities and the requirements (minimum and desired) for receiving fund assets
By 10/30/2016	Encourage Advisory Board Members to help (a) approve applications, (b) recruit Partners and providers of assets (both computers, dollars and internet access)
By 03/30/2017	Distribute information and invite at least 10 organizations to submit application to receive NDIF assets (computers and internet access)
By 12/30/2016	Distribute at least 800 computers to NDIF board-approved programs
By 12/30/2016	Approve plan to formally study internet needs in Davidson County
By 06/30/2017	Distribute at least 1000 computers to NDIF board-approved programs
By 06/30/2017	Distribute information and Identify at least 5 organizations who can potentially contribute 500-1000 computers that can be received and refurbished to project requirements
By 06/30/2017	Partner with at least 5 non-profit agencies (in addition to MNPS and MDHA) for NDIF board-

approved distribution of computers & internet access

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

Meet all of the milestones and deliverables by 06/30/2017

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.

Grant funding to NDIF will facilitate the ongoing ability to advance digital inclusion within Nashville. FY17 is a year of implementation with the expectation that the fund has processes and works toward creating a steady and continuous stream of new partners who contribute assets and new partners who assist the Fund in distributing assets. New Milestones and Deliverables will be established that show an expanded ability to reach a much larger share of the community who need these assets to overcome the digital divide.

Ellen E. Lerman

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9-20-16

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Public Investment Plan Project Charter Agreement

I, Ellen Lehman & Keith Durbin, conveners of the Digital Inclusion 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 and 0 FTEs was allocated to this PIP and will be kept in CFMT's Nashville Digital Inclusion Fund, 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

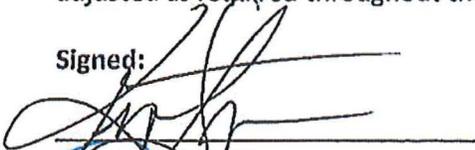
All parties agree to abide by the Project Charter and Project Schedule attached to this agreement. Satisfactory completion of the criteria - to be determined jointly by the Finance Director and Project Convener - will be required in order for the Public Investment Plan to be considered for continuation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

III. Reporting

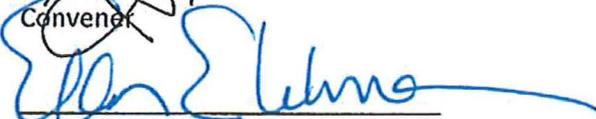
It is the responsibility of the Convener to ensure that reporting deadlines are met, and the agreed upon materials are provided at the dates specified in the FY17 Project Charter Schedule. The Convener shall report both the specified financial & performance metrics using the templates provided, and a 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



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

Talia Lomax-O'dneal

Finance Director