

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

<b>Name:</b>	Minority Enterprise Growth And Needs (M.E.G.A.N. Study)
<b>Convener:</b>	Zak Kelley, Office of the Finance Director
<b>Contact:</b>	Zak Kelley

**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".**

Our initial proposal called for a local university, determined through a RFP, to serve as our research partner to conduct the study. In light of the funding awarded and the complexity of the procurement process, our team has opted to use an existing contract with Griffin & Strong P.C. This is the same firm that performed Metro's most recent disparity analysis, an update for which will be included as part of the M.E.G.A.N. Study. Griffin & Strong have a long history in Nashville & are well positioned to undertake this study & have it completed by early spring.

**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.**

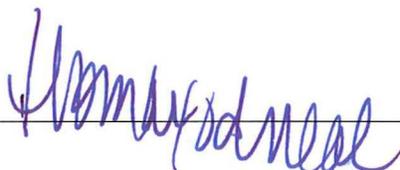
1. (Aug-Sept 2016) Plan for Data Collection
  - a. Identify MWBE sources for MEGAN Project with goal of gathering 1,000 business names
  - b. Provide detailed data collection plan for MWBE lists by October 1, 2016**
2. (Oct-Dec 2016) Collect Quantitative Data
  - a. Collect additional MWBE lists from organizations & trade associations attempting to gather 5,000 MWBE business names, addresses, phone numbers, email, type of work & ethnicity
  - b. Present electronic data files of MWBE lists to the city by January 2017**
  - c. Draft Survey instrument for private sector analysis
3. (Jan-June 2017) Conduct Survey of MWBEs
  - a. Survey conducted online, phone & in person if necessary to obtain 1,000 responses
  - b. Cross-tabs available from survey by June 30, 2016**
4. (Jun-Dec 2017) Procurement, Private Sector, Market & Regression analysis Conducted
  - a. Final report delivered to city leaders by December 30, 2017**

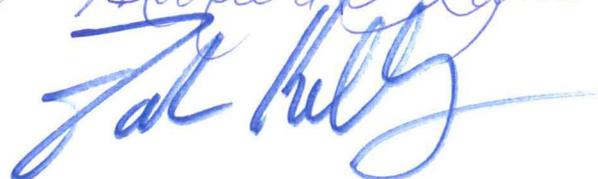
**3. Provide clear and measurable criteria for how you propose that the administration and the PIP panel should evaluate the proposal's success during FY17**

Deliverable	Criteria for Success
Demographic Information	<ul style="list-style-type: none"> <li>• Geographical mapping of MBEs</li> <li>• Average size &amp; ownership statistics</li> <li>• Estimates of current economic impact, as well as potential economic loss due to barriers</li> <li>• System for tracking &amp; communicating with MBEs</li> </ul>
Barriers to Growth	<ul style="list-style-type: none"> <li>• Identification &amp; comprehensive analysis of the issues that prevent MBEs from expansion</li> <li>• Comprehensive analysis of the disparity between minority &amp; non-minority entrepreneurship</li> </ul>
Policy Goals	<ul style="list-style-type: none"> <li>• Action plan that includes short-term &amp; long-term steps Metro can take to eliminate MBE growth barriers inside &amp; outside our procurement process</li> </ul>

**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 M.E.G.A.N. Study will be completed & those results outlined about will be available by December 30, 2017.





Public Investment Plan Project Charter Agreement

I, Zak Kelley, convener of the Minority Enterprise Growth And Needs Assessment (M.E.G.A.N.) Study 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 \$150,000 and zero FTEs was allocated to this PIP and will be kept in an account determined by the Department of Finance, 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.

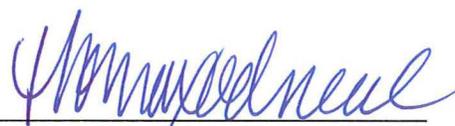
III. Reporting

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 15<sup>th</sup> (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:**

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

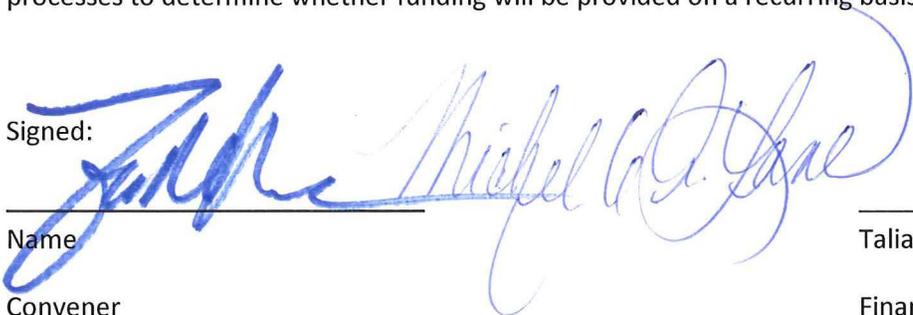
As Convener, I agree to meet with the Finance Director to discuss status of the PIP at any given time during the fiscal year.

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

