Public Investment Plan (PIP) – Project Charter – Proposed Final Scope Of Work	
Name:	Nashville Construction Readiness Partnership
Convener:	Paul Haynes, Executive Director / NCAC
Contact:	Brian Clark, Deputy Director 862-8890 x77425

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".

NO CHANGE

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. Develop partnerships with Community Based Organizations (CBOs) and Construction employers. *(Quarter 1)
2. Train partners on the use of the State Jobs4TN.gov job matching website (Resumes & Job Orders). CBO training will be "train the trainer" which will certify them as a Community Access Point and allow them to provide resume training to interested job seekers in their area. *(Quarter 2)
3. Establish a Construction employer panel to advise the creation of a short-term construction training class.*(Quarter 1)
4. Procure for short-term construction training classes.*(Quarter 2)
5. Establish a referral process for CBOs to send construction training candidates to the Nashville American Job Center.*(Quarter 1 -2)
6. Match training graduates with construction employers. *(Quarter 3-4; on-going)
7. Review all action steps periodically and adjust as necessary *(on-going)

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

1. 240 construction RESUMES available in Jobs4TN.gov (Q: 30, 60,75,75)
2. 240 construction JOB ORDERS available in Jobs4TN.gov (Q: 30, 60, 75, 75)
3. 30 CBOs trained as Jobs4TN.gov COMMUNITY ACCESS POINTs (Q: 0,10,10,10)
4. 90 (Davidson county) construction trainees ATTENDING (Q: 0, 0, 30, 60)
5. 45 (Davidson county) construction trainees COMPLETED (Q: 0, 0, 15, 30)
6. 100 (Davidson county) EMPLOYED or ENROLLED in additional training (Q: 10, 20, 35, 35)

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.

This project will be in the implementation stage at the end of the first year. The project can't be considered complete as long as there are Job Seekers looking for employment and construction companies looking for Workers. We do expect that all Actions outlined in section 2 will be complete or on-going.

Paul Haynes Thomas Sadneal

Public Investment Plan Project Charter Agreement

I, Paul Haynes, convener of the Nashville Construction Readiness Partnership / 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 $475,000.00 and 2 FTEs was allocated to this PIP and will be kept separate from other programs, 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:

Paul Haynes

Convener

Talia Lomax-O'dneal

Finance Director