

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

Name:	Restorative Justice and the Arts
Convener:	Metro Arts, Juvenile Court, Nashville Career Advancement Center, Oasis Center
Contact:	Jennifer Cole

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.

July 1-October 1: Hire Metro Arts lead staff, conduct scope of work assessment for artists opportunities/needs within JJC staff, outline framework needs/requirements for arts/artist external referral partners and teaching artists, identify any opportunities for alignment with Learning Lab participants, create referral partner survey, Oasis Center create framework for artist/agency training on working with Juveniles and Families in crisis.

Deliverable: employee hire, partner survey, training outline.

November-January: Conduct survey, establish referral partners/teaching artist database, lead referral partner meeting and collect agreements, create scope of work and call for residency (ies) and group based artist placements, outline public art opportunities with General Services and JJC in feasibility study.

Deliverable: database/referral partner list, at least 20 trained referral partners, identification of at least 4 artist placements, public art opportunities within JJC facility.

January-March: hire resident artist(s), conduct check in and info sessions with JJC staff/referral partners, Oasis conduct artist training and monthly check in coaching, hire and engage at least 4 artists for group diversion process, identify budget/program needs for FY18, create youth evaluation tools, create artist evaluation tools, create JJC staff/family evaluation tools, establish budget for FY18.

Deliverable: at least 5 artists working with group diversion or in residencies, baseline evaluation and data collection, establish FY18 budget and program needs.

April-June: continue residencies and group diversion artist projects, finalize all artist and Oasis Center training payments, conduct feedback session with agencies/youth/parent/staff focus groups to identify project improvement opportunities, create final project report.

Deliverable: FY18 plan for artist inclusion/residencies, year one report including youth, artist, parent, staff and referral agency feedback.

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

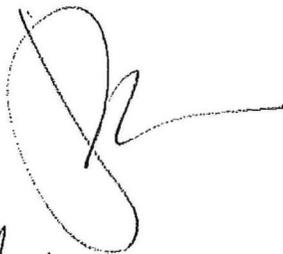
of agencies/art therapists identified as arts referral partners
of teaching artists identified to serve youth offenders
of youth referred by JJC to arts diversion programs
of families impacted by youth involvement in program
of new art works created in the JCC or Detention Center
of projects, exhibits or arts experiences created by young people in arts diversion
of artists/justice workers trained on best practices in arts and restorative justice
% of youth/families/case workers involved in arts diversion who indicated that arts experiences positively impacted them

Long Term (potential year 2 & 3)

% of decrease in youth recidivism within participating populations
% increase in available community based arts programs and/or training for youth offenders
% of youth exposed to the arts via the youth diversion system in Nashville

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.

Planning/Implementation Stage (see above) with milestones. However we plan to focus on continuous improvement and changes and have recommended changes to scope for FY18.

 Jen Cole

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Public Investment Plan Project Charter Agreement

I, Jennifer Cole, convener of the Metro Arts 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 \$ 8,700 and 1 FTEs was allocated to this PIP and will be kept in TBD 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

Thomas Dineal

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

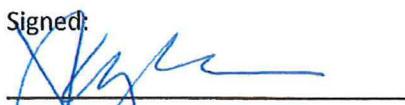
As Convener, I agree to meet with the Finance Director to discuss status of the PIP at any given time during the fiscal year.

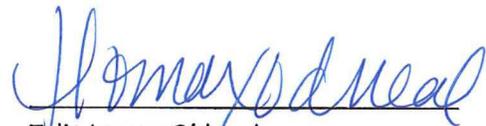
I understand that complying with the terms of the Project Charter Schedule will be considered during upcoming budget processes to determine whether funding will be provided on a recurring basis for this initiative.

Signed:

Name

Convener


Jen Cole
Metro Arts 7/7/16


Talia Lomax-O'dneal

Finance Director