| Name: Steering Clear – A Driver’s License Diversion Program |
|-----------------------------|-----------------------------|
| Convener: Dawn Deaneer      | Contact: 615-862-7296       |

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 criteria for program eligibility and diversion options, and define the scope of assistance the program can offer different types of participants. (By end of month 3)
2. Identify physical location for the program and develop a design concept for the workspace (By end of month 3).
3. Develop process models for eligibility screening, participation, monitoring, data collection and tracking, completion and termination from the program. (by end of month 4)
4. Identify the optimal information system (database) for program needs, and steps necessary to make it operational (by end of month 5)
5. Produce draft manual/handbook for the program. (By end of month 6).
6. Develop written agreements with internal and external partners about their roles in the diversion program and how they will work cooperatively with Steering Clear to streamline diversion processes (By end of month 9)
7. Design, modify or create forms and/or other documents that will be necessary to program operation. (By end of month 9).
8. Develop realistic data-based staffing needs, and realistic goals for success (by end of month 10)
9. Have an operable information system for the program (by end of month 12)
10. Have physical space available for program operation (by end of month 12)
11. Be ready to hire and train necessary personnel (by end of month 12)

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

Steering Clear will have a successful FY17 if we complete the following milestones:
1. Publication of a final manual/handbook outlining all aspects of how the program will operate
2. Development of the information systems (electronic and paper) necessary to track and monitor participation in the program and participant outcomes
3. Identification of suitable physical location and space for program operation, a realistic projection of necessary staffing, and a proposal for funding those needs.
4. Finalized written agreements with all internal and external partners about their roles in facilitating the program’s success
5. Be ready to launch on a pilot basis effective on or about July 1, 2017
At the end of the First Year, we should be wrapping up the Planning Stage, and be ready to move to Implementation Stage.
Public Investment Plan Project Charter Agreement

I, Dawn Deaner, convener of the Steering Clear 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 $0 and 0 FTEs was allocated to this PIP for Fiscal Year 2017-18. I acknowledge that if any funding is allocated during Fiscal Year 2017-18, it will be considered non-recurring, and that continuation funding will be contingent upon satisfactory completion of the terms outlined in this agreement. All parties acknowledge that if funding and resources are allocated to this PIP in Fiscal Year 2017-18, they will be 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 funding in this or 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  Dean Doner
Convener

Talia Lomax-O’neal
Finance Director