

SUMMARY FOR 3/3/16 LOCAL FOOD COMMITTEE MEETING

Work Element	Next Steps	Accompanying Documents	Budget From Implementation Strategy
Work Element 1: Operating Organization	<ul style="list-style-type: none"> • Develop Draft articles of incorporation and by-laws for operating organization • Identify the founding board members • File to create organization • 1st Board Meeting • Operating Agreement with City 	Timeline from Anne	\$5,000
Work Element 2: Funding	<ul style="list-style-type: none"> • Issue RFP for financial consultant and fundraiser • Track and pursue grants • Talk to congressional delegation • Follow up with state (WEDC and Gov.) • Structure NMTC transaction • Follow up with Community Foundation • Launch fundraising campaign 	Draft RFP	\$190,000
Work Element 3: Physical Design	<ul style="list-style-type: none"> • Survey • Phase 1 & 2 Environmental • Follow up with shopping center owners • Determine course of action on location • Engage architect • Design Development 	Draft RFP (next meeting)	\$85,000
Work Element 4: Continued Vendor Development and Support	<ul style="list-style-type: none"> • Create MarketReady Program 	MarketReady Program Summary	\$200,000
Work Element 5: Momentum Building	<ul style="list-style-type: none"> • Website • Collateral materials 		\$20,000
Additional preconstruction costs	<ul style="list-style-type: none"> • Staffing • Legal • Etc. 		\$250,000
Total			\$750,000