

ATTACHMENT 1: MCDC Scope of Services January 1, 2022 – December 31, 2022

Key Terms:

C4CS: Center for Community Stewardship (fiscal agent)

CBOs: Community Based Organizations

CIDs: Cooperatives in Development

MCDC: Madison Cooperative Development Coalition (Lead organization)

	Service	Description	Key Activities	Amount
1	Fiscal Agent & Financial reporting: C4CS	C4CS will provide accounting services to MCDC and will submit regular reports to the City of Madison and the MCDC Board	<ul style="list-style-type: none"> ● Accounting & Tax Preparedness ● Monthly financial statements to MCDC Board ● Hiring or contracting organizations for MCDC work/projects ● Quarterly and annual financial reports to MCDC/City ● Timely disbursement to CBOs, CIDs, and service providers ● Development of disbursement policies and procedures 	\$30,000
2	Contracting Services	Funding will support the contracting of services to meet MCDC program needs as they arise, subject to approval of MCDC Board	<ul style="list-style-type: none"> ● Contract to complete report on 2017-2021 MCDC activities i ● Other contracting services as necessary ● Funds to develop a pipeline of potential cooperative business ideas and conversions via targeted industry and place-based analysis. <ul style="list-style-type: none"> ○ UW Center for Cooperatives will give guidance and oversight of this analysis ○ Funding will be available for use for specialized reports and outreach to the manufacturing community 	\$35,000

3	Lead Cooperative Developer (Full Time) Employed by UW Center for Cooperatives	The Lead Cooperative Developer manages all aspects of MCDC program design and delivery and provides direct technical assistance and support to CIDs and CBOs. This full-time position is employed by and housed at the UW Center for Cooperatives. The contract budget covers salary, fringe benefits, and UW-Madison's overhead.	<ul style="list-style-type: none"> ● Manage all programmatic aspects of MCDC initiative, provide education and technical assistance to CIDs, development and coordination with CBO partners, and manage day to day “back office” support. ● MCDC 101 Workshop development, delivery, and promotion ● Produce quarterly and annual program reports for City ● Provide one-on-one technical assistance to CIDs and CBOs ● Collect CBO and CID intake forms and reports ● Coordinate and oversee contracted services ● Support the marketing of MCDC programming and resources ● Act as an informational resource for outside requests and inquiries ● Coordinate with the Revolving Co-op Loan Fund ● Website Maintenance ● Maintain social media presence ● Maintain Preferred Provider list ● Provide governance support and coordination to Board and advisory committee ● Maintain calendar of MCDC programs and events ● Fundraising and organizational development ● Maintain records of MCDC metrics 	\$103,470
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4 GRANTS	Community-based Organization (CBO) Development Grants	MCDC will provide funding to CBOs/Unions for providing cooperative development services to their constituency. Funds may cover items such as staff time for community organizing, developing workshops, and providing education and technical assistance to (CIDs).	<ul style="list-style-type: none"> ● Funding between \$1,000-\$30,000 for organizing and developing cooperatives ● Promote and recruit CBOs to apply ● EB will accept CBO grant requests and will work with outside advisory committee to award grants.. ● CBO's provide light cooperative development assistance and referrals to Lead Cooperative Developer ● We expect a variety of funding levels depending on the CBO/Union's capacity ● All CBO work will be coordinated in partnership with MCDC and will complement the goals of MCDC 	\$60,000
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GRANTS	Cooperatives in Development (CIDs) Technical Assistance and training and development scholarships	CIDs can apply for funding to cover the cost of their technical assistance needs (e.g. legal, financial, business planning, accounting assistance, etc.). MCDC will maintain a preferred provider list of technical assistance providers.	<ul style="list-style-type: none"> ● Track and report number of CIDs ● Process payments to CIDs in coordination with C4CS ● Type and level of technical assistance provided dependent on the need of CID ● Coordinate with UW Center for Cooperatives to have a list of preferred providers and pro-bono support in addition to paid technical assistance ● Technical assistance for costs associated with daycare and other wraparound services will be considered ● Hours of technical assistance provided are dependent on the project but will be recorded 	\$68,534 Total grants = \$128,534
5	MCDC Coalition Expenses	Funds for costs associated with organizing and training opportunities for Lead Co-op Developer, CIDs, CBOs, and (e.g. planning, room rental, trainers, program marketing), publishing, and other direct expenses incurred by the coalition.	<ul style="list-style-type: none"> ● Funding for administrative costs of MCDC (such as website hosting, printing materials, etc) ● Funds for conferences, trainings, and travel, or webinar registrations ● Funds for scholarships or stipends, if provided 	\$2,996
	Total			\$300,000