

ATTACHMENT 1: MCDC-C4CS Scope of Services January 1, 2023 – December 31, 2023

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 and tax preparedness ● Monthly financial statements to MCDC Board ● Quarterly and annual financial reports to MCDC/City ● Act as employer or contract organizations for MCDC work/projects ● Timely disbursements to CBOs, CIDs, and service providers ● Development of disbursement policies and procedures ● Tracking disbursements to CIDs 	\$12,426

2	<p>Lead Cooperative Developer (Full Time) Employed by UW Center for Cooperatives</p>	<p>The Lead Cooperative Developer manages all aspects of MCDC education and technical assistance to CIDs, development and program design and delivery and coordination with CBO partners, and manage day to day “back office” support. 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.</p>	<ul style="list-style-type: none"> ● Manage all programmatic aspects of MCDC initiative, provide ● 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 	\$107,028
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3	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 list of technical assistance providers. ● 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 	\$3041.58
			TOTAL	\$122,495.58