



Proposal for Emerging Opportunities Program Fall 2016

Submit application to EOPapplications@cityofmadison.com

Deadline: 12:00 pm (noon) on Friday, March 18, 2016
LATE APPLICATIONS WILL NOT BE ACCEPTED.

Please limit your proposal and responses to the form and space provided. Any materials submitted in addition to this application form will not be considered in the evaluation of the proposal. *Do not attempt to unlock or alter this form.*

If you need assistance with this proposal or are unclear about how to respond to any questions please contact CDD staff at 266-6520.

Agency or Group:	FoodWorks	Amount Requested:	\$16,500
Title of Proposal:	FoodWorks First Course Job Training Pilot		
Contact Person:	Matt Feifarek		
Address:	142 Talmadge / Madison, WI / 53704	Telephone:	608-403-5432
E-Mail:	matt.feifarek@gmail.com		
Is this Group a 501 (C) (3)?	Yes or No No	If no, applicant will need to secure a fiscal agent with 501 (C) (3) status	
Applicant Organization founded (Year):	2016		
Name of Fiscal Agent (if Applicable):	Sector67		
Fiscal Agent Contact Person:	Chris Meyer		
Project Description: (Approx. 20 Words)	A pilot test for "First Course", a new short-term job-training program for food-service jobs.		

1. Emerging Need or Opportunity: (5000 characters) Please describe the emerging need or unanticipated opportunity that warrants City resources and attention at this time:

The FoodWorks “First Course” program will help Madison meet two important challenges: (1) improving employment opportunities for communities who experience difficulty finding full & dignified employment and (2) reducing the acute labor shortage among Madison’s food-based employers.

Although citizens of Madison/Dane County traditionally enjoy low unemployment rates, there remains chronic high unemployment, particularly in communities of color. For example, in 2011 the unemployment rate among African Americans in Dane County was 25%, five times higher than it was for non-Hispanic whites, and higher even than the corresponding national rate (18%). The black/white poverty statistics are even more striking, with over 54% of African Americans in Dane County living below the federal poverty line, compared to only 8.7% of whites. The poverty rate among African Americans is nearly double in Dane County over the national rate. While perhaps less stark, these disparities persist for other minority and disadvantaged communities. [WCCF, Race to Equity Baseline Report, p. 7-8,12 (2013)]

According to the Wisconsin Council on Children and Families 2013 Race To Equity Baseline Report, a major cause for these disparities is that there is a misalignment between the region's labor market, which is oriented toward those with advanced degrees and to job seekers who are heavily-credentialed and well-networked. There are fewer pathways for lower skilled, less networked and entry-level workers. This is further aggravated by the presence of a large population of college students, who provide a "vast supply of young people competing for retail, hospitality, personal service, construction, manufacturing, and transportation jobs." [Id. at 17]

Despite the number of college students, Madison's restaurant and food-based businesses face persistent labor shortages at their entry level and line cook positions. [See L. Christians, Hungry for Talent: There are plenty of places to get a great meal in Madison, but there aren't enough people to cook them, (The Capital Times, Dec. 10, 2014)] Despite the part-time, high-turnover college student population, Madison-area restaurants posted 226 job openings on the Jobs Center of Wisconsin site alone within the last 30 days. In short, the challenge of finding, training and retaining employees undermines Madison's nationally-recognized food and restaurant economy.

FoodWorks' First Course program simultaneously addresses these two challenges by training and supporting people who want to work in Madison's worker-starved food/beverage sector.

2. Applicant Organization or Group: (5000 Characters) Please briefly describe the history and structure of your organization. Include information about staffing, your board and/or volunteers. Please describe any successes you have had in the areas of programming or the project described in this proposal.

Officially founded in 2016, but in development since 2014, FoodWorks is a new food-based service organization that uses food's central role in our lives to create a stronger community of workers, employers, businesses, farmers, entrepreneurs, and eaters.

FoodWorks' four main initiatives are:

The FoodWorks "First Course" job training program is designed to help unemployed and underemployed adults enter the culinary industry by training them in the entry-level skills necessary to work in our region's professional kitchens, and then supporting them through job placement and future transitions into new positions. FoodWorks' founding members have decades of experience teaching kitchen skills, having hired and trained hundreds of entry-level employees for their combined total of eight Madison businesses.

"FoodWorks Academy" will be a one-year intensive culinary school designed to provide talented, ambitious, experienced cooks with the practical, real-world skills necessary to succeed at the region's best restaurants, or to start their own. Built on Madison's leadership in the farm-to-table/Slow Food movement, two of Madison's most recognized chefs, Tory Miller and Jonny Hunter have designed a high-end, real world training curriculum that goes far beyond traditional culinary school. The curriculum covers the cutting edge of the food industry, including charcuterie; French, Spanish, Korean-fusion and Modernist cuisine; gastro-pub food; fermentation; and craft cocktails. In addition to classroom training, students will get on-the-job training by rotating through paid internships at several of the city's best restaurants and food businesses, including Chef Miller's L'Etoile, Graze, Estrellon and Sujeo, and Hunter's Forequarter, Underground Meats, and Middlewest. The curriculum is designed to complement Madison College's more traditional two-year culinary program, where Hunter also teaches.

"FoodWorks Lab" will be a food science lab that helps entrepreneurs develop food- and beverage-based products and businesses. The Lab will help launch food and beverage services, new products, farm innovations, and kitchen products. It will help new entrepreneurs take advantage of the business incubation, advisory, and funding programs at StartingBlock Madison. It will interface with small businesses and culinary startups (restaurants, chefs, farms, processors, value-add producers) and public institutions (farmers' markets, FEED Kitchens and the Madison Public Market). The Lab will also focus on improving

efficiencies and solving problems related to food waste, food safety, and open-sourcing food safety certification.

“FoodWorks Space” (working title) will be a new kind of culinary community center, using FoodWorks’ facilities to support and strengthen the food communities in and around Madison. Independent teachers, nonprofits, and passionate amateurs can use the facilities to teach night classes for cooking, preservation, gardening, composting, etc. Organizations such as REAP, FairShare, and Slow Food can use the space for meetings, seed swaps, skill fairs, etc. Companies can also use Space for product launches, tastings, pop-ups, parties, and more.

FoodWorks will be a 501(c)(3) charitable organization, incorporated in Wisconsin. At present, FoodWorks is supported through donated time and institutional support from its founding members, directors, and partners. The EOP grant will allow FoodWorks to build institutional capacity and to raise capital for its programs and initiatives, in addition to executing the pilot described in this application.

FoodWorks founding members are:

Jonny Hunter is founder and co-owner of the Underground Food Collective, which includes the Underground Butcher Shop, Underground Catering, Underground Meats, and the restaurant Forequarter. Hunter was nominated for the James Beard Foundation’s “Best Chef” award in 2015 and 2016. He is also a founding member of the Madison Area Chefs Network (MACN). A nationally-recognized chef, Hunter holds a masters in public policy from UW-Madison and has taught culinary classes at MATC.

Chef Tory Miller owns and runs four of Madison’s best restaurants: L’Etoile, Graze, Sujeo and Estrellon. He is also on the chef leadership committee of MACN and winner of the 2012 James Beard Award for Best Chef: Midwest.

Matt Feifarek will serve as FoodWorks’ executive director. Matt has more than 20 years of experience as an entrepreneur working in the IT field, building tools for small businesses with web technologies. For more than 10 years, he has been a leader in the Slow Food movement, both in New York City and Madison.

FoodWorks’ initial Board of Directors are Jonny Hunter, Matt Feifarek and Chandra Miller Fienen. Key partners include StartingBlock Madison, Madison Area Chef’s Network, MadREP, the UW Law & Entrepreneurship Clinic, and Sector67.

3. Intended Service Population: (2500 characters) Please describe the intended service population (e.g., where they are located, ages, ethnicities, income ranges, English language proficiency etc.).

FoodWorks’ First Course job training program focuses on (but is not by-design limited to) adults aged 18-35, from low income communities (median income <\$22,000/year) with above average unemployment rates (>15% unemployment), who are physically and intellectually capable of full-time food-service employment. Initial target populations will include African American and Latino adults, and other populations that currently experience difficulty finding full employment (for example, formerly incarcerated individuals). In the long term, if the need exists, we would seek to periodically offer First Course’s training in Spanish. For the purposes of this application and funding, we will conduct the trial/pilot in English.

FoodWorks will seek students from within Madison (and closely surrounding communities) and will place graduates with Madison businesses.

The EOP grant will allow FoodWorks to run a small pilot of the First Course program, consisting of one three-week session for four to six students, all of whom will be screened by FoodWorks’ community partners. If the pilot is successful, FoodWorks anticipates scaling up the First Course training program to 100-150 students per year, and perhaps more in future years.

4. Innovation: (5000 characters) How does this proposal reflect a new or innovative approach to the stated problem?

FoodWorks seeks EOP funds to support the design, development, execution and evaluation of a pilot of its First Course job training program. The First Course program is a unique 360 degree job training initiative, providing intensive food-based training designed to teach unemployed and underemployed adults the skills necessary for entry-level employment in the region's professional kitchens. Its four central innovations are listed below.

SEED: First Course aims to reduce employment and income disparities in Madison. To do so, FoodWorks will develop innovative ways to identify and select program participants from Madison's disadvantaged communities. To that end, FoodWorks is developing partnerships with leading local organizations that currently serve communities experiencing high unemployment to identify motivated and eligible adults, including the Urban League and the Latino Academy. These First Course partners are critical to helping FoodWorks identify students because they have broad and deep knowledge of their communities members, needs and motivations, They also can provide additional services and support to ensure the success of First Course students.

FEED: First Course's intensive curriculum in food service skills differs from existing food training; it will be designed by—and tailored to the real needs of—the region's food-based employers. Currently, most entry-level restaurant training is done on-the-job, which is resource drain on employers. Such ad hoc training may cover only a specific employer's immediate specialized needs and may neglect other elements of food-related work, such as food handling and food safety training. Even the education from traditional two-year culinary schools might not adequately prepare people to work in commercial kitchens, as those schools often focus on specialized techniques rarely used in restaurants, while neglecting some real world kitchen skills relied upon daily in a professional kitchen. The EOP grant will allow FoodWorks to develop and systematize a curriculum specifically designed to provide students with a well-rounded and complete set of entry-level skills and knowledge, to meet the needs of Madison's food-based employers.

PLANT: Due to the restaurant labor shortage, FoodWorks anticipates that successful completion of First Course will ensure students' job placement at participating employers. The EOP grant will allow FoodWorks to identify and select employers with appropriate job openings, and to develop strategies that will help place First Course students with the best available jobs at the best wages. FoodWorks intends that all of the students who graduate from the pilot will be placed in good jobs and FoodWorks is committed to leveraging relationships and networks to make this so. To ensure commitment on behalf of the students (and participation with the post-pilot evaluation process) FoodWorks will offer a \$1000 graduation bonus paid for by employers and community partners.

NOURISH: Skills alone are often not enough, restaurants often have high staff turnover for many reasons. The First Course program will provide continued industry-specific support, including job placement, employee and employer follow-up, mentoring, and intervention/support to help identify and resolve issues that may lead to resignation or termination. The First Course program will help build and maintain connections between students, alumni, and employers. As important as networks and mentors are for any professional, stronger networks are even more critical for members of low-income communities. To this end, membership in First Course's network of graduates will ideally be permanent, using charismatic graduates as mentors and social capital benefactors for the newest graduates. Thereby, FoodWorks plans to build a peer-to-peer support network, and hopefully create an on-going ecology of marketable skills, dignified work, professional relationship fostering, respect and long-term success.

5. Project/Program Goals: (5000 characters) Please describe the specific goals, objectives and intended measurable impacts of this program/project. Include the number of people you expect will benefit from this project.

FoodWorks seeks EOP funding to develop and run a pilot of its First Course job training program. The specific goals for the pilot are:

- (1) to partner with at least two community organizations to identify and select students for the pilot training from low income/high employment communities;
- (2) to systematize an open source, three-week (72 hour) training program that will provide students with the skills and knowledge to meet Madison-area food and beverage employers' needs and expectations;
- (3) to conduct a pilot training program with a cohort of four to six students in Fall 2016;
- (4) to secure full-time employment at fair wages (not less than Madison's living wage rate of \$12.83/hour) for 100% of successful First Course graduates;
- (5) to begin development of a sustainable support network for First Course graduates and a mechanism for tracking graduates' progress on an ongoing basis;
- (6) to produce a final report that evaluates and assesses the pilot First Course project.

If the pilot project meets or exceeds its goals, FoodWorks plans to scale up the First Course program to 10 sessions per year with 10 to 18 students per session. This would result in training, placing and supporting between 100 to 180 graduates with Madison-area food/beverage sector employers each year. When fully operational, First Course will be supported by a combination of student-paid tuition, sponsorships, industry support, and ongoing philanthropic and public support (e.g., workforce development grant or city funding).

While difficult to quantify, it is not difficult to imagine the economic multiplier effects for those directly and indirectly impacted by a successful First Course program: net family income increases for graduates, growth from fully-staffed small-businesses, professional relationships leading to recruiting new students, and so on.

6. Program/Project design: (5000 characters) Please describe structure of proposed program or project, hours of service/schedule, staffing, curriculum or project/service structure, etc.

FoodWorks seeks EOP funds to develop, pilot and evaluate the First Course jobs training program and organizational support needs. Specifically, EOP funds will support the following activities:

1. **General Organizational Support:** FoodWorks is currently working with the Law & Entrepreneurship Clinic at UW-Madison to build its organizational structure and capacity, including filing necessary business formation documents, applying for 501(c)(3) status, recruiting directors, and securing the necessary insurance coverage. FoodWorks anticipates that these initial startup activities and costs will be completed by the end of this summer.

FoodWorks' directors will be principally responsible for these activities, which are estimated to require 80 hours (50% donated) and \$16,000 in legal and business services (donation) provided by the Law & Entrepreneurship Clinic between March 1 - August 1, 2016.

2. **Curriculum and Course Material Development:** FoodWorks founder and nationally recognized chef, Jonny Hunter, will oversee the development of the First Course curriculum and materials. The goal is to develop a structured, systematized curriculum that is "plug-and-play," so that FoodWorks can hire experienced cooking instructors to teach the curriculum without significant additional preparation work required. Careful

development and systematization will enable FoodWorks to quickly scale up from its pilot to full operation, consisting of ten First Course sessions per year, each with 10 to 18 students (100-180 students/year).

FoodWorks estimates that curriculum development will require 30 hours of work by curriculum development consultant plus 20 hours of instructor time and 60 hours administrative assistance (50% donated), and can be completed by August 2016. It is the long-term plan to “open-source” the documents created by this process, so that other communities can use, customize, and refine them.

3. SEED: FoodWorks and its community partners will develop an application and selection process for recommending motivated and eligible adults for the First Course training. FoodWorks will also explore innovative ways to identify, recruit and select students, including holding a competition, recruiting sponsors for student scholarships, “adopt a student”, etc. FoodWorks anticipates using the EOP funds to offset some of the student costs for the pilot program. FoodWorks anticipates 50 hours of project management to develop the application and selection process with community partners, and to identify, recruit and select 4 to 6 students for the pilot class.

4. FEED: The First Course pilot will be a three week skills training program, where students will receive 72 hours of instruction time plus additional open kitchen time and “office hours.” Classes will be held 4 days/week, 6 hours/day at the FEED Kitchen on Madison’s north side. Curriculum will cover basic knife skills, kitchen stations, cooking techniques, equipment, terminology, kitchen etiquette, flavors, and food safety. If funded, FoodWorks’ anticipates holding the pilot First Course training in October 2016.

FoodWorks anticipates the pilot will require 100h of instructor time, including pre-course preparation (10 hours); teaching (72h); office hours (15h); and final evaluation and assessment (3h); plus an additional 50h (50% donated) of instructor support, student coordination and general program support.

5. PLANT: Upon successful completion of the training component, First Course graduates will receive job placement counseling (e.g., resume and interview training) by community partner organizations. First Course graduates will then have job interviews with Madison Area Chef Network (MACN) members with open positions appropriate for First Course graduates. By partnering with MACN, FoodWorks anticipates that 100% of its graduates will be hired for fair wages immediately upon completion of the First Course training. As mentioned above, students will receive a \$1000 bonus upon graduation and participation in the evaluation process. FoodWorks estimates that this component will require 30h of admin/project management support and will be completed by December 1, 2016.

6. NOURISH: FoodWorks will use EOP planning funds to develop a sustainable support network for First Course graduates. This includes working with its community partners and other organizations to identify resources for graduates, following up with graduates and employers, and helping graduates identify and achieve their employment goals. FoodWorks estimates that this component will require 40h of admin/project management.

7. Evaluation and Assessment: Because FoodWorks’ proposed EOP project is a planning and development project, evaluation and assessment is a critical component. In order to reduce internal bias, FoodWorks anticipates hiring an outside evaluator (80h) to develop the evaluation/assessment protocols, to conduct the evaluations, and to submit a final report on the pilot program.

7. Community Engagement: (2500 characters) Please describe how community, residents and program and/or project participants were engaged in the development of this proposal.

Madison Wisconsin is nationally famous for its community of farmers, artisanal producers, restaurants, cheesemakers, brewers, markets, and enthusiastic eaters. The food and beverage economic sector is strong, vibrant, and resilient. It’s because and within this context of Madison’s roots in the good/Slow food movement that FoodWorks is happening now. FoodWorks’ directors have been brainstorming with community experts, stakeholders, and partners for more than a year to develop an innovative way to use

Madison's food-based strengths to address one of Madison's social problems: the First Course program is born of that work.

FoodWorks is well represented by employer interests and employer knowledge: two of the founders each own several food businesses, and are founders of MACN. FoodWorks' directors have talked to a variety of MACN members, as well as kitchen managers at Epic, the UW Clinic, and MATC. These employers have deep knowledge about required curricula and skills, and the common challenges for new workers. First Course will distill this knowledge into its training program.

Representing the needs of the students themselves, several community partners will help us identify, recruit and support students: the Urban League, Madison College, the Latino Academy, and Race to Equity (WCCF). Leaders at these institutions are enthusiastic about the FoodWorks plan and are eager to help.

Finally, ongoing relationships with municipal organizations such as the mayor's office (who has shared enthusiasm for the project's potential to address African American unemployment) and Madison's economic and workforce development departments, have helped FoodWorks to refine its mission, connect with all of the above mentioned resources and partners, and to be in a good position to make this proposal.

FoodWorks is one of the member projects in MadREP's management of the federal "Investing in Manufacturing Communities Partnership" agriculture, food and beverage designation that was awarded last year. MadREP supports the FoodWorks vision and its aim to work with other allied institutions.

Having an opportunity to formalize the curriculum ideas for First Course and execute a rigorous test will give FoodWorks a chance to collect refining feedback from students and community partners, allies, and advisors. It will allow for testing and adaptation of the model, and for continued strengthening of cooperative relationships that serve Madison.

8. Collaboration: (2500 characters) Please describe the level of involvement with other service providers, schools, funders, government bodies, or other public or private stakeholders in the development of this proposal and its expected implementation.

For nearly two years, FoodWorks directors have been developing relationships with a variety of private, public and nonprofit organizations regarding FoodWorks' mission and initiatives. These organizations helped FoodWorks identify the need for, develop the structure of, and vet the assumptions underlying the proposed First Course job training pilot.

The Madison Urban League and Latino Academy helped FoodWorks understand the employment and job training needs of their communities. During implementation, they will help identify, screen and select students. They will provide additional support during the program and after graduation.

The Madison Area Chef Network (MACN) helped in the development of the proposal by identifying the labor shortage and need for the First Course program. Surveys of MACN members clarified the demand for restaurant employees, the type of training needed, the likelihood of full-time employment for graduates, and likely wage rates. During the pilot, MACN members will help develop and assess the curriculum, selection processes, job training, graduates, and outcomes. Their most important role will be guaranteed employers for successful graduates.

FoodWorks has discussed the First Course job training pilot with the Wisconsin Department of Workforce Development, the Division of Economic Assistance and Work Services for Dane County, and City of Madison's Department of Economic Development. As a result of these discussions, FoodWorks was encouraged to apply for EOP funds to cover the proposed project. If successful, the pilot will enable FoodWorks to apply for other workforce development funding to support the launch and operation of the First Course jobs training program.

As the the site for the pilot program, Madison’s FEED Kitchen allows FoodWorks to launch the pilot with minimal startup costs (e.g., space, equipment). By holding the First Course job training program at FEED, this proposal complements and builds upon the City’s investment in the FEED Kitchen facility and resources.

In March 2016, the UW Law & Entrepreneurship Clinic selected FoodWorks as a client eligible for donated legal advice and professional services. This partnership will allow FoodWorks to strengthen its organizational structure and capacity.

Other supportive and involved entities include MadRep, StartingBlock Madison, the Doyenne Group and Sector 67.

9. Proposed Timeline for Implementation:

Activity	Estimated Start and Completion Dates
FoodWorks startup activities (completing necessary business filing documents; application for 501(c)(3) charitable organization status; filling out board of directors; securing necessary insurance and liability coverage for programs).	March 1-Aug. 1, 2016
Curriculum development and systematization; instructor selection	April 1-August 1, 2016
Student selection/application process development	May - July 1, 2016
Pilot Program: Marketing (Aug. 2016), application & selection (Sept. 2016); training course (Oct. 2016); placement & initial evaluation (Nov-Dec 2016); 60-day follow up evaluations with students and employers (Jan. 2016)	Sept. 1-Dec. 31
Final report re First Course Program	Feb. 28, 2017

10. Funding: (500 characters each)

a) What other funding have you sought and/or received to support this project?

None to date. FoodWorks was encouraged to apply to this EOP grant to develop its First Course Program. To date, over 200 in-kind volunteer hours have been committed to the FoodWorks project. FoodWorks is also an accepted client of the UW Law & Entrepreneurship Clinic, which is providing legal and business services to FoodWorks.

b) Do you anticipate future funding needs from City sources associated with this proposal? Please describe.

FoodWorks hopes to work with the city for potential funding on a number of directions in the future, and are still exploring the possibility of building a new facility to house FoodWorks at the 800E Washington site (the mayor’s office initially connected director Jonny Hunter to StartingBlock Madison and Gebhardt Development to explore this possibility). In the interim, FoodWorks may need funding or logistical support to rent other facilities, or to help capitalize an alternative real-estate pla

c) Has your organization received funding from the City of Madison Community Development Division, City of Madison CDBG office, Community Services, the Emerging Opportunities Program or the former Emerging Neighborhoods Program in the last 5 years?

Yes No

11. Budget:

Summarize your project budget by estimated costs, revenue, and fund source.

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-City FUNDED PORTION
A. Personnel Costs (Complete Personnel chart below)				
1. Salaries/Wages (show detail below)	14,400	11,300	3,100	in-kind
2. Fringe Benefits and Payroll Taxes				
B. Program Costs				
1. Program supplies and equipment	500	500		
2. Office Supplies	150	150		
3. Transportation				
4. Other (explain)	23,050	3,050	20,000	in-kind
C. Space Costs				
5. Rent/Utilities/Telephone	3000	1500	1500	in-kind
6. Other (explain):				
D. TOTAL (A + B + C)	41,100	16,500	24,600	

Explanation of "Other" expenses: (500 characters)

Other Program Costs include startup/legal/insurance, fiscal agent fee, filing fees, donated legal services from UWLE Clinic and funds for student graduation bonuses.

12. Personnel Chart: Please list all paid staff that will be working on the proposed program/project.

Title of Staff Position	F.T.E.*	Proposed Hourly Wage*
Project Managers (includes director hours) (310 hours total, 50% donated)	0.07	\$20.00
Contract Position, Curriculum Developer (60 hours)	0.03	\$50.00
First Course Pilot Instructor (120 hours)	0.06	\$30.00
Contract Position, Pilot Evaluation (80 hours)	0.04	\$20.00
		\$
TOTAL	0.20	

*FTE = Full Time Equivalent (1.00, .75, .50, etc.) 2080 hours = 1.00 FTE Please identify FTE that will be spent in this project.

***Note: All employees involved in programs receiving City of Madison funds must be paid the established Living Wage as required under City of Madison Ordinance 4.20. Effective January 1, 2016 – December 31, 2016, the Living Wage is \$12.83 per hour.**

13. Fiscal Agent Relationship (if applicable): If applicant organization is not a 501c (3) this section must be completed. If applicant is a 501c (3) please skip to the Signature Page.

Fundamental expectations of the Fiscal Agent and Applicant relationship:

- The Fiscal Agent should read the EOP application and have some confidence that the applicant agency will be able to successfully implement the proposed project or program.
- The Fiscal Agent will accept allocated funds from the City of Madison for the identified program or project and reimburse the applicant for expenses incurred performing the work of the contracted program.
- The Fiscal Agent and the applicant agency will decide who will provide and purchase the necessary insurance coverage for the identified program.
- The Fiscal Agent will ensure that the funded project or program is in compliance with City of Madison Purchase of Service Contract requirements, including but not limited to Living Wage requirements, Non Discrimination and Affirmative Action, and equal benefits protections.

Applicant is expected to provide the Fiscal Agent with the Fiscal Agent Commitment Form. Please indicate date and staff person that received this form.

Date: 3/15/2016

Staff person: Chris Meyer

Position: Owner, Sector67

Telephone Number: (608) 241-4605

-SIGNATURE PAGE-

City of Madison Contracts:

The following information is provided in order to outline city requirements that will apply if your proposal is funded. All allocated funds will be administered through contracts with the City of Madison, community Development Division. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. If funded, applicants will be expected to attend a **mandatory meeting** on contracting requirements the week of November 17. City purchase of service contracts include requirements regarding non discrimination, and consideration of vulnerable populations along with specific requirements regarding the following three areas:

1. Affirmative Action:

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an Affirmative Action Plan with the Department of Civil Rights. A model Affirmative Action Plan and instructions are available at <http://www.cityofmadison.com/dcr/aaplans.cfm>.

2. Living Wage Ordinance:

All employees involved in programs supported by City of Madison funds must be paid the established Living Wage as required under City of Madison Ordinance 4.20. The Living wage effective January 1, 2016 is \$12.83 per hour. For more information on Living Wage requirements, go to <http://www.cityofmadison.com/finance/wage/>.

3. Insurance

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the office of City Risk Management:

- Commercial General Liability
- Automobile Liability
- Worker's Comp
- Professional Liability

The cost of this coverage can be considered in the request for funding. The Certificate of Insurance that will be required at the time of contracting is available on the City of [Madison Risk Management website](#).

A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520.

4. Signature:

(Any applications submitted without a signature will be considered incomplete and will not be considered for funding.)

Applicant Signature:

Enter Name: Matthew J. Feifarek

Date: 3/17/2016

By entering your initials in the box,

MJF

You are electronically signing your name and agreeing to the terms above.