**Homeless Steering Committee Agreement with Schmitz Consulting and Funding**

Date: February 5, 2020

To: Homeless Steering Committee

From: Susan Schmitz (Schmitz Consulting, LLC)

RE: Phase II Funding/Project Manager for the Homeless Steering Committee’s work

Investment (What will it cost?): Schmitz Consulting, LLC prefers to work on a fixed-price basis to reduce the likelihood of misunderstandings over costs and to reduce any risk. If the scope of work changes in the six-month time period, we will discuss changing the tasks, deliverables, timeline and fees necessitated by the change in scope.

Scope of work expected from Schmitz Consulting, LLC, functioning as the Project Manager:

* Solicit funds needed to pay Schmitz Consulting LLC
* Find and select a 501(c)3 fiscal agenda that can receive donated funds (as needed for the project) and distribute them under the direction of the steering committee.
* Provide agendas/ minutes/printed materials
* Move the project forward according to an (agreed upon) timeline.
* Susan Schmitz will be responsible for communication between the Steering Committee and governmental bodies (city of Madison, Dane County, State of Wisconsin), including the public.
* Provide relevant information from research done on various communities around the country.
* Continue to meet with community leaders and those involved in homelessness & affordable housing in Dane County to build support for a new shelter that moves people into permanent housing.
* Build partnerships with those working on Diversion and Affordable Housing.
* Invite new partners to join or address the Steering Committee as requested.
* Provide additional requested information that is relevant to the Steering Committee’s work.
* Responsible for all information as requested by the Steering Committee

$30,000 payable in six payments each of $5,000 beginning January 31, 2020. \*\*\*

\*\*\*If donated funds are not enough to pay Schmitz Consulting on a monthly basis, Schmitz Consulting does not get paid.