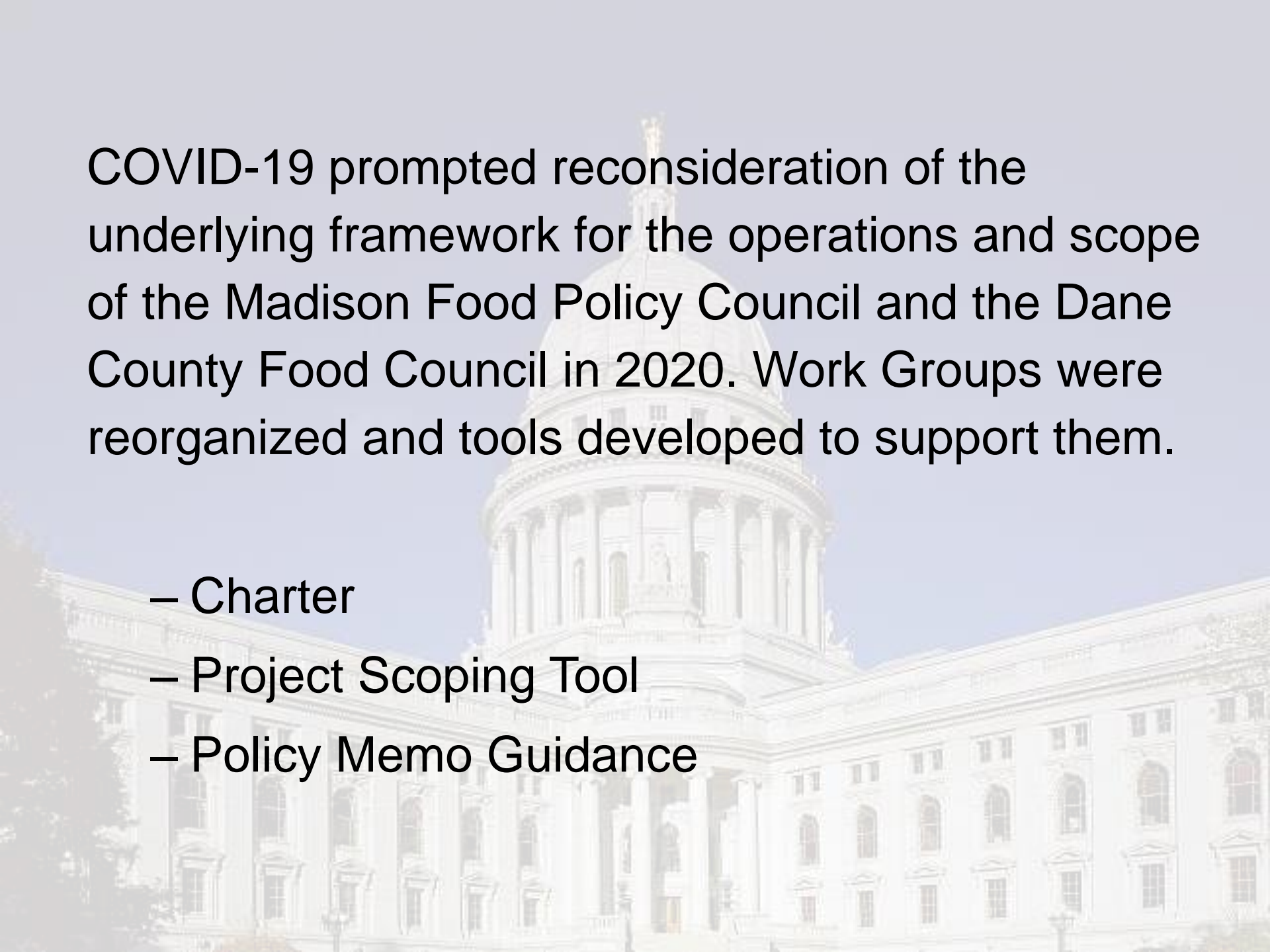


# **MFPC-DCFC**

## **Work Group Support Tools**

May 11, 2021

A faded, light blue-tinted background image of the Wisconsin State Capitol building, showing its iconic dome and classical architecture.

COVID-19 prompted reconsideration of the underlying framework for the operations and scope of the Madison Food Policy Council and the Dane County Food Council in 2020. Work Groups were reorganized and tools developed to support them.

- Charter
- Project Scoping Tool
- Policy Memo Guidance

# Overview Document

## MFPC-DCFC WORK GROUP SUPPORT TOOLS

When the Madison Food Policy Council reorganized its Work Groups in the spring of 2020 to focus on the Covid-19 pandemic, three documents were created to help focus their efforts and provide a public record of their work.

- The [Charter](#) explores the overall purpose of a given Work Group, the need(s) it intends to address, a process for doing so, a vision for success and how it will be measured; Roles & Responsibilities of members, and a list of Potential Projects are also identified in the charters. Members are asked to keep equity and sustainability principles in mind while completing the document. All current Work Groups completed their first charters in the fall of 2020 with support from the steering team that developed the document. Work Group Charters can, and should, be updated as appropriate over time.
- The [Project Scoping Tool](#) provides a framework for projects undertaken by a given Work Group. Equity impact of the project is analyzed using the City's [Racial Equity and Social Justice Tool](#), sustainability aspects are explored using The Natural Step [Sustainability Charter](#), helpful partners and experts are identified, and an implementation schedule is proposed. Work Groups are encouraged to utilize this tool to define their priority projects with the support from the staff team.
- The [Policy Memo Guidance](#) document is intended to be used when a Work Group chooses to explore and/or develop a new policy. It outlines the elements of an effective memorandum designed to educate advocates and potential decision-makers, and provides links to good examples. Work Groups using this tool should submit completed memos to the Food Policy Council for discussion and recommendations on next steps.

Current Work Groups have been identifying priorities among the Potential Projects listed in their Charters, along with new ideas that may have emerged during the pandemic. As they approach the project and/or policy phase of their work, it's helpful to remember that

- Members of the team are trained to support the group's discussion of the Racial Equity and Social Justice tool and The Natural Step Sustainability Charter
- Meetings of project members can be coordinated with staff availability outside of the regular full Work Group meetings
- Completed Support Tools will be shared with the Madison Food Policy Council and posted on the City's website

Thanks for your good work, and please feel free to reach out to staff for support. May 2021

## [URL – WORK GROUP SUPPORT TOOLS](#)

# Work Group Charter

## MADISON FOOD POLICY COUNCIL

### WORK GROUP CHARTER

- This document was prepared by Work Group members and Staff to provide overall direction at the vision and values level; specific projects undertaken by the group will be further defined in separate documents designed for that purpose.
- Principles of Equity and Sustainability were considered in the preparation of all responses in this Charter; tools and frameworks specific to these principles are essential elements of the Project Scoping Tool and will be addressed for every project.
- Work Group Charters will be reviewed and updated periodically, changes noted by current version number/date, and prior versions will be saved.

OVERVIEW	
NAME OF WORK GROUP:	REGIONAL AGRICULTURE AND FOOD SOVEREIGNTY
<b>STATEMENT OF PURPOSE/NEED:</b> <ul style="list-style-type: none"><li>• Why is this Work Group important now?</li><li>• Identify the problem/current state, i.e. what is happening?</li><li>• What opportunities are presented by the current state?</li><li>• What is the need to address equity issues in the community and impacts on communities of color and low-income populations?</li><li>• What is the need to promote sustainability and build community resilience?</li><li>• Other?</li></ul>	<p>The Madison Food Policy Council and Dane County Food Council seek to address existing issues of food insecurity that have been exacerbated by the COVID-19 crisis.</p> <p>Food access was an issue prior to the pandemic and continues to pose challenges now and for the future. Communities across the county experience inequitable access to fresh, healthy, and culturally appropriate food as well as to land on which to grow food, the latter of which is especially relevant to many of Madison's immigrant and minority farming communities.</p> <p>The need to bolster opportunities for regional agriculture and create support structures for food sovereignty practices, especially within the context of a changing climate, are critical to fostering a resilient and inclusive local food system. Food sovereignty is defined by the U.S. Food Sovereignty Alliance as "the right of peoples to healthy and culturally appropriate food produced through ecologically sound and sustainable methods, and their right to define their own food and agriculture systems. It puts the aspirations and needs of those who produce, distribute and consume food at the heart of food systems and policies rather than the demands of markets and corporations."</p> <p>The pandemic has highlighted fragility in the food supply chain and daily tasks such as grocery shopping pose increased risks of exposure to the virus and subsequent illness. This is particularly true for many of Madison and Dane County's communities of color and low-income populations, who carry the additional burdens of high rates of chronic disease and barriers to fresh food access, and environmental injustice. Furthermore, as Midwest producers continue to see the changes in climate volatility and extreme weather events, the economic viability</p>

FINAL

8/19/20

PAGE 1

[URL – WORK GROUP CHARTER](#)

# New Tools

A faint, light-colored background image of the Wisconsin State Capitol building, showing its iconic dome and classical architectural details.

- Project Scoping Tool
- Policy Memo Guidance



# Project Scoping Tool

MFPC/DCFC WORK GROUPS

PROJECT SCOPING TOOL 2021

PROJECT DETAILS	
Project Title	
Brief Description (5-7 sentences) <input type="checkbox"/> What will be accomplished? <input type="checkbox"/> Who will be involved?	
EQUITY IMPACT ANALYSIS	
Complete the <a href="#">fast-track RESJ tool</a> for all proposed projects/actions: <input type="checkbox"/> How will you identify and mitigate unintended consequences for low-income communities and communities of color in particular? <input type="checkbox"/> Are there communities that stand to be disproportionately impacted by this project? <input type="checkbox"/> How will the project address those impacts?	
SUSTAINABILITY ANALYSIS	
Complete <a href="#">The Natural Step MFPC Sustainability Charter</a> for proposed projects/actions <input type="checkbox"/> How will this Project move the City towards greater sustainability and resilience in the future? <input type="checkbox"/> In particular, how will this Project improve the ability of residents to meet their basic needs without interfering with the needs of others in the community?	

[URL – PROJECT SCOPING TOOL](#)

# RESJ Fast Track Tool

## Racial Equity and Social Justice Initiative RESJ Tool: Fast-Track Version



### INSTRUCTIONS

*This abbreviated version of the full RESJ Tool is intended for issues on a short timeline or without a widespread impact.*

*Examples:*

- single piece of legislation already drafted and introduced.
- creation of a single position description and job posting for an open position
- development of a single budget item proposal

*For broader policies and legislation in its beginning phase, please use the full version of the RESJ Toolkit.*

*This tool should be completed by people with different racial and socioeconomic perspectives. When possible, involve those directly impacted by the issue. Include and document multiple voices in this process. The order of questions may be re-arranged to suit your situation.*

**Mission of the Racial Equity and Social Justice (RESJ) Initiative:** To establish racial equity and social justice as core principles in all decisions, policies and functions of the City of Madison.

**Equity** is just and fair inclusion into a society in which all, including all racial and ethnic groups, can participate, prosper, and reach their full potential. Equity gives all people a just and fair shot in life despite historic patterns of racial and economic exclusion ([www.policylink.org](http://www.policylink.org)).

The persistence of deep racial and social inequities and divisions across society is evidence of bias at the individual, institutional and structural levels. These types of bias often work to the benefit of White people and to the detriment of people of color, usually unintentionally or inadvertently.

**Purpose of this Tool:** To facilitate conscious consideration of equity and examine how communities of color and low-income populations will be affected by a proposed action/decision of the City.

The “*What, Who, Why, and How*” questions of this tool are designed to lead to strategies to prevent or mitigate adverse impacts and unintended consequences on marginalized populations.

### BEGIN ANALYSIS

Name of topic or issue being analyzed:

Main contact name(s) and contact information for this analysis:

Names and affiliations of others participating in the analysis:

# The Natural Step Sustainability Framework Charter



MADISON FOOD POLICY COUNCIL  
PROJECT SUSTAINABILITY CHARTER 2020

<b>Project Name</b>		
<b>Work Group</b>		
<b>Chair(s)</b>		
<b>Members</b>		
<b>Statement of Need</b> <i>(Why is this project important now?)</i>		
<b>Project Description / Statement of Work</b>		
<b>Stakeholders</b>		<b>Stakeholder Needs / Requirements</b>
<b>Stakeholder Roles and Responsibilities</b>		
<b>Stakeholders</b>	<b>Roles</b>	<b>Responsibilities</b>
<b>Project Definition</b>		
<b>Project Goals</b>		
<b>Project Scope</b>		
<b>Project Deliverables</b>		
<b>How will progress be measured?</b>		
<b>Project Team Roles and Responsibilities</b>		
<b>Team Members</b>	<b>Roles</b>	<b>Responsibilities</b>

[URL – TNS SUSTAINABILITY FRAMEWORK CHARTER](#)



# Policy Memo Guidance

## MFPC-DCFC WORK GROUP POLICY MEMO GUIDANCE

### What is a Policy Memo?

A policy memo is a concise summary document that provides analysis (and possibly recommendations) in regards to a specific situation, program, policy, or problem. Policy memos are useful for memo recipients to quickly bring themselves up to speed on a given subject. It is important to be concise yet thorough. Generally speaking, a memo should be no longer than 2-4 pages (single-spaced) including citations.

#### Who is the audience?

It's important to understand the needs and expectations of your audience who, in most cases, you will be familiar with. For example, if your audience is an elected official or the general public, you should generally assume that they lack specific expertise in a topic. You may need to define technical terms and provide enough background about the situation you are discussing so that a "lay" audience can grasp your arguments. On the other hand, if you are writing for an audience that is already knowledgeable in the subject area, you will waste time and energy providing background information that your readers already know.

Memos may cover subjects that vary in scope from federal, state, and local policy. There are strong interactions between these three levels, and it may be important to discuss the environment at other levels in order to bring focus back to Madison and Dane County.

Memos should be written using active sentences, presenting one topic/argument per paragraph, stated concisely and persuasively. Format clearly and proofread carefully.

### How to write a Policy Memo

Policy memos can have some variation, but tend to follow a standard structure:

- **Address** – Use To/From/Date/Re format at the top. If someone encounters this memo after it is written, this provides context on the author, the audience, and the timeline of its preparation
- **Outline**: The following sections may be explicitly used as headings or as a rough outline for the memo body:
  - **Introduction** – summary of memo's conclusions and recommendations
  - **Background** – summary of historical or technical bases for the memo
  - Supporting arguments/analysis
  - **Recommendations/Conclusions/Implications** – the memo concludes by leading the reader to a logical position
- **References**

### Policy Memo examples

1. **Appendix A**: Child Nutrition Reauthorization memo
2. [Policy Memo Samples](#) - Rutgers University

April 2021

[URL – POLICY MEMO GUIDANCE](#)

# Policy Memo Example

## Child Nutrition Act

To: Public Health Madison and Dane County  
From: Kendall Prom, Dietetic Intern  
RE: Child Nutrition Reauthorization  
Date: October 27<sup>th</sup>, 2015

Child nutrition programs have been implemented and supported to safeguard the health and well-being of children who may not have access to adequate amounts of food at home. Legislation has been in place since 1966 when Lyndon B. Johnson signed the Child Nutrition Act to ensure access to food for children who come to school hungry. While the programs are permanently authorized, revisions are made every 5 years to determine funding and strengthen and increase efficacy of the programs. The current law, the Healthy, Hunger-Free Kids Act of 2010, is beyond its expiration date and due for reauthorization. It is important that the advancements made in 2010 progress forward as the bill is reauthorized in order to continue protecting children by providing good, adequate nutrition.

### Child Nutrition Act

The relationship between good nutrition and the ability of a child to develop and learn forms the basis of the Child Nutrition Act of 1966, a facet of legislation added to the food services programs with the intent to combat childhood hunger.<sup>1</sup> This is achieved by funding programs that provide healthy, nutritious meals and snacks at various locations outside of the home such as schools, care centers, and summer programs. With the purpose fighting hunger, the Child Nutrition Act authorized the following major federal assistance programs:

- ☐ School Breakfast Program
- ☐ National School Lunch Program
- ☐ Summer Food Service Program
- ☐ Child and Adult Care Food Program
- ☐ WIC

These programs ensure all children have access to good, nutritious food wherever they are, with the goal of improving child nutrition. Every five years Congress reviews these programs through the Child Nutrition and WIC Reauthorization.

### Healthy, Hunger-Free Kids Act of 2010

In 2010, the Healthy, Hunger-Free Kids Act of 2010 reauthorized the aforementioned programs to increase access to healthy foods and promote child well-being. The reauthorization made profound changes to school meal programs by placing specific nutrition standards such as “smart snacks,” offering more fruits and vegetables, reducing the amount of sodium, and serving whole-grain rich products.<sup>2</sup> Through the establishment of these standards it is likely that student health will improve and obesity will be reduced. The act also emphasized increasing efforts to end childhood hunger by expanding eligibility of children.

A faded, light blue-tinted photograph of the Wisconsin State Capitol building serves as the background. The building is a large, white, neoclassical structure with a prominent central dome topped by a statue. The dome is surrounded by a circular colonnade. The main body of the building features multiple stories of arched windows and classical columns. The word "Questions?" is superimposed in the center of the image.

**Questions?**