

## AMENDATORY AGREEMENT

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a home rule and municipal corporation of the State of Colorado (the “City”) and **DENVER URBAN GARDENS**, a Colorado nonprofit corporation, whose address is 1031 33rd Street, Suite 100, Denver, Colorado 80205 (the “Contractor”), jointly (“the Parties”).

### RECITALS:

**A.** The Parties entered into an Agreement dated August 4, 2020, (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on **Exhibit A, Scope of Work**, to the City’s satisfaction.

**B.** The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, amend the scope of work and amend the budget.

**NOW THEREFORE**, in consideration of the premises and the Parties’ mutual covenants and obligations, the Parties agree as follows:

1. Section 3 of the Agreement entitled “**TERM**” is hereby deleted in its entirety and replaced with:

“**3. TERM**: The Agreement will commence on **August 1, 2020** and will expire on **July 31, 2022** (the “**Term**”). The term of this Agreement may be extended by the City under the same terms and conditions for annual renewal up to two additional years by a written amendment to this Agreement. Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

2. Section 4 of the Agreement entitled “**COMPENSATION AND PAYMENT**” Sub-section d. (1) entitled “**Maximum Contract Amount**:” is hereby deleted in its entirety and replaced with:

“**d. Maximum Contract Amount**:

**(1)** Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **SEVEN HUNDRED EIGHTY-NINE THOUSAND SEVEN HUNDRED SEVENTY-TWO DOLLARS AND NO CENTS (\$789,772.00)** (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by

Contractor beyond that specifically described in **Exhibit A**. Any services performed beyond those in **Exhibit A** are performed at Contractor’s risk and without authorization under the Agreement.”

3. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-Amendment01, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A-Amendment01**.

4. **Exhibit B** is hereby deleted in its entirety and replaced with **Exhibit B-Amendment01, Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** are changed to **Exhibit B-Amendment01**.

5. As herein amended, the Agreement is affirmed and ratified in each and every particular.

6. This Amendatory Agreement will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

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**Contract Control Number:** ENVHL-202159400-01 / 202055206-01  
**Contractor Name:** DENVER URBAN GARDENS

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of:

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

\_\_\_\_\_

\_\_\_\_\_

**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

\_\_\_\_\_

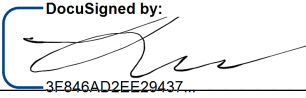
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By:

\_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

ENVHL-202159400-01 / 202055206-01  
DENVER URBAN GARDENS

By:  \_\_\_\_\_  
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Name: Linda Appel Lipsius  
(please print)

Title: Executive Director  
(please print)

ATTEST: [if required]

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)



## EXHIBIT A – Amendment01

### SCOPE OF WORK

#### I. Purpose of Agreement

- A. The purpose of this contract is to establish an agreement and Scope of Services between the Healthy Food for Denver’s Kids (“HFDK”) Initiative and Denver Urban Gardens (“DUG”). DUG shall provide the identified services for the City under the support and guidance of the Denver Department of Public Health and Environment, **Healthy Food for Denver’s Kids Initiative** using best practices and other methods for fostering a sense of collaboration and communication.

Denver Urban Gardens has been awarded the following amounts in Healthy Food for Denver’s Kids funds:

- **\$426,515** for Term 1 (August 1, 2020 – July 31, 2021)
- **\$363,257** for Term 2 (August 1, 2021 – July 31, 2022)
- **Cumulative Maximum Contract Amount: \$789,772**

#### II. Program Services and Descriptions

- A. DUG will be granted funds to provide the following services:

Through a menu of programs across grade levels, students will have opportunities to learn more about food, gardening, and food systems. Feeding students with meals and snacks is integrated into programming as well. In an effort to strengthen the food and food education system in Denver, DUG will collaborate with multiple partners, leveraging and pooling resources and expertise, and sharing our learnings with each other along the way.

#### EXISTING YEAR 1 PROGRAMMING CONTINUING INTO YEAR 2

Audience	Programming	Relevance to Food Access and Education	Projected Attendance
Grades 3-5 Partner: Slow Food Denver	Lil’ Sprouts Cooking Classes (4-week series of cooking classes online or in-person)	Weekly recipes for healthy meals and snacks, favoring sourcing ingredients from local farms. Exposing children to foods they may not be familiar with as well as representation of a cross section of foods for cultural relevance	250 students (5 schools)
Grades 3-5 Partner: Denver Botanic Gardens	Virtual Program (45-minute online program)	Program will have ties to food education. Teachers will have the option of ordering classroom or individual grow kits for their students	200 students (11 classes)
High School Partner:	Internships	Summer interns learn the basics of organic gardening,	10 students



## EXHIBIT A – Amendment01

### SCOPE OF WORK

Groundwork Denver	(Teen interns supporting DUG gardens with additional enrichment programming)	growing food, cooking, and presentations on food justice. Interns during the school year learn about our operations and work to support the Grow-a-Garden program
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### NEW FOR YEAR 2

Audience	Programming	Relevance to Food Access and Education	Projected Attendance
Early Childhood (Pre-K to Grade 2 in schools, ECE centers)  Partners: Culture of Wellness	Little Gardeners (4-class series specifically for young children)	Series of lessons taught by DUG educators connecting young children to the outdoors and to learn how food grows. For each class, students will also have a healthy snack tied to the theme for the day	300 students (20 programs, 80 classes)
High School  Partners: Strive Prep SMART An Ounce of Nutrition	Food Justice & Leadership (Year-long course with topics in food access, food justice, leadership, nutrition, cooking, and gardening)  NOTE: This is expanded into a year-long program after a pilot in Year 1	Along with classes in cooking and nutrition where they will have food provided, students will learn about food systems and incorporate their learning into community projects of their choice	140 students
Families  Partner: Culture of Wellness	Grow-a-Garden (DUG's food access program providing seeds, seedlings, education to gardeners)  NOTE: This leverages off of existing DUG programming with a specific community focus on families with young children.	Providing families with resources to grow their own food	140 people 40 kits

**Total attendance:** 1040. DUG will focus on areas of the city that are noted in the 2019 Child Well-Being Index with a high degree of societal and systemic problems.

#### B. Roles:

- **Healthy Food for Denver's Kids program manager:** This staff member is responsible for coordination, development, and management of all activities tied to Healthy Food for Denver's Kids project, and training Youth Educators
- **Program Administrative Assistant:** Responsible for administrative support for programming, grant tracking and reporting; targeted community building in under-resourced neighborhoods to help inform and support specific needs through DUG programming



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### SCOPE OF WORK

- **Youth Educators:** Responsible for implementing educational program, participating in curriculum and DEI trainings. This includes our Senior Educator and seasonal education staff.
- **DUG Corps:** Responsible for on-the-ground support for gardens and gardeners in an effort to create thriving, equitable gardens within the DUG network with a focus on the least resourced DUG gardens

#### C. Program Locations:

The program activities may take place at the following locations, including but not limited to:

<b>Location Name</b>	<b>Address</b>
Fairview Elementary School	2715 W 11th Ave, Denver, CO 80204
Maxwell Elementary	14390 Bolling Dr, Denver, CO 80239
Swansea Elementary School	4650 Columbine St, Denver, CO 80216
Cole Elementary School	3240 Humboldt St, Denver, CO 80205
Johnson Elementary School	1850 S Irving St, Denver, CO 80219
Denver Green School Southwest	6700 E Virginia Ave, Denver, CO 80224
Goldrick Elementary School	1050 S Zuni St, Denver, CO 80223
Ellis Elementary School	1651 S Dahlia St, Denver, CO 80222
McMeen Elementary School	1000 S Holly St, Denver, CO 80246
Bryant Webster Dual Language ECE-8 School	3635 Quivas St, Denver, CO 80211
Cheltenham Elementary School	1580 Julian St, Denver, CO 80204
Clayton Early Childhood Center	3801 Martin Luther King Jr Blvd, Denver 80205
Columbine Elementary	2540 E 29 <sup>th</sup> Ave, Denver, CO 80205

#### D. Program success:

DUG staff administers pre- and post-surveys before and after most programming to measure participant changes in knowledge, attitude, and self-efficacy:

- Students' knowledge about nutrition and gardening
- Students' attitudes about healthy eating and gardening
- Students' nutrition and garden-related self-efficacy
- Students' fruit and vegetable consumption
- Families/parents/guardians' nutrition and garden-related self-efficacy
- Families/parents/guardians knowledge on how to grow fruits and vegetables
- Families/parents/guardians behavior pertaining to healthier eating at home
- Families/parents/guardians actions to increase fruit and vegetable consumption

Previous research affirms the notion that gardening has positive effects on people's health. In a study coordinated through the University of Colorado, DUG community gardeners reported an increase in their fruit and vegetable consumption by four servings per week over the season. Ninety percent of participants in DUG's Grow a Garden program stated their grocery bills were reduced, and 78% felt more able to provide food for themselves and their families.



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For Year 2, DUG is in the initial stages of implementing measures and defining goals for greater racial equity in its operations and programming. DUG will place an emphasis on providing culturally relevant food for participants, as well as seeking out resources and expertise in approaches for culturally responsive teaching.

Given the large scope of work, DUG will contract an evaluator early on to ensure that the measures and reporting reflect objective data gathering that informs progress.

#### I. Implementation and Timeline

Period	Key Milestones	Notes
Qtr 1 (Aug-Oct)	<ul style="list-style-type: none"> <li>• Establish and define measures with evaluator</li> <li>• Hire seasonal educators to deliver programs</li> <li>• Program development for ECE programming</li> <li>• Recruit teachers for programs and send out information on grant funded opportunities</li> <li>• Fall cooking classes with Slow Food Denver</li> <li>• ECE classes (pilot initial programs and then expand)</li> <li>• Fall intern in DUG office</li> <li>• Garden to Cafeteria harvesting in gardens</li> <li>• Develop virtual program with Denver Botanic Gardens</li> <li>• High School Food Justice Course begins in partnership with An Ounce of Nutrition</li> </ul>	<ul style="list-style-type: none"> <li>• Emphasis on coordination with partners and delivery of fall programming</li> </ul>
Qtr 2 (Nov-Jan)	<ul style="list-style-type: none"> <li>• Deliver virtual programs</li> <li>• Winter internship in DUG office</li> <li>• Grow a Garden orders</li> </ul>	<ul style="list-style-type: none"> <li>• Emphasis on planning for spring programming</li> </ul>
Qtr 3 (Feb-Apr)	<ul style="list-style-type: none"> <li>• Grow a Garden programming and delivery</li> <li>• Spring gardening with ECE classes, elementary schools</li> <li>• Teacher training related to spring gardening</li> <li>• Food Justice Course: Student-directed community projects begin—support students in their plans</li> <li>• Family programming via Grow a Garden related to garden education</li> <li>• Planning for summer internships</li> <li>• Hire seasonal staff to support gardens</li> <li>• Hire seasonal staff to support summer interns</li> </ul>	<ul style="list-style-type: none"> <li>• Emphasis on spring program delivery and prep for summer</li> </ul>
Qtr 4 (May-Jul)	<ul style="list-style-type: none"> <li>• Summer Internship program with Groundwork Denver</li> </ul>	<ul style="list-style-type: none"> <li>• Emphasis on summer interns, delivery of summer programs and planning for next school year</li> </ul>





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### SCOPE OF WORK

	<ul style="list-style-type: none"> <li>• Family programming via Culture of Wellness network</li> <li>• Plans for next school year</li> </ul>	
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#### I. Evaluation, Outcome Measures and Deliverables

The Grantee will draft, finalize, and implement an evaluation plan for the grant that will specify the evaluation questions, process measures (e.g., how the program was implemented, what was done, for whom, and how much; barriers and facilitators, etc.), outcome measures (e.g., what results the program had), how the data will be collected, responsible party(ies), and timelines. The measures in the evaluation plan will align with the items and descriptions in the “program success” section above. A general description of types of measures are listed below, but the final measures will be decided upon with the grantee in collaboration with the HFDK Evaluation team. The HFDK evaluation team is available to provide technical assistance to the grantee on the development and implementation of the evaluation plan, as needed. The grantee will share the final evaluation plan with HFDK staff and the Evaluation team.

**Program Outputs** are outputs of operating the agreed-upon program. These may include, for example, number of classes or events held, number of students reached, number of meals served, or number of partnerships developed, among others. The Grantee will be asked to collect demographic information for participants as much as possible to help report progress on disparities and direct efforts more equitably. The HFDK Evaluation team will work with grantees to determine the best practices for collecting demographic information while ensuring dignity, privacy and safety.

**Outcomes** are longer-term results of the program that demonstrate impact. These may include, for example, changes in skills, knowledge, attitudes or behaviors, curriculum or policy changes within an organization, etc.

#### **Participation in the Macro Evaluation**

The grantee will participate in the Macro Evaluation, including working in partnership with the HFDK Evaluation team, for shared learning to improve the Denver food system. The HFDK Evaluation team will work with all HFDK grantees to determine which local and macro level data will be collected and reported on through the Reporting Form (see the Reporting Section below). The grantee will provide organizational and community input on Macro Evaluation activities and products (e.g., Theory of Change, Macro Evaluation plan, annual reports, etc.).

#### II. Performance Management and Reporting

##### A. Performance Management

Monitoring will be performed by Denver Department of Public Health and Environment (DDPHE) – **Healthy Food for Denver’s Kids** staff and/or designee.

The Grantee will be reviewed for:



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1. **Program Monitoring/Evaluation-Related Activities:** Review and analysis of current program information to determine the extent to which grantee contractors are achieving established agreed upon goals. This may include the review and analysis of Evaluation Dashboards, the Reporting Form and Annual reports of grantees (see below). As needed, HFDK may attend evaluation check-ins with the grantee and the HFDK Evaluation team to understand progress towards agreed-upon goals in the grant
2. **Fiscal Monitoring:** Review financial systems and billings to ensure that contract funds are allocated and expended in accordance with the terms of the agreement.
3. **Administrative Monitoring:** Monitoring to ensure that the requirements of the contract document, Federal, State and City and County regulations, and DDPHE policies are being met.

### B. Reporting

The Grantee will be responsible for reporting on program outputs and outcomes, agreed upon in their final evaluation plan, on a regular basis. The HFDK Evaluation team will provide a Reporting Form for grantees to submit this data every six months, which will be finalized with grantee input to ensure it is user-friendly, non-burdensome and accessible. The grantee data submitted through the Reporting Form will be used in the macro evaluation to measure progress across the entire cohort of HFDK grantees, and will additionally be given back to the grantee in an Evaluation Dashboard to support their own work. Importantly, the Reporting Form may also include a few open-ended questions about strategy, challenges and successes for the grantee to fill out, which will also be included in their Evaluation Dashboard report to track learning over time. Grantees can also access technical assistance support for the reporting requirements from the HFDK evaluation team, as needed.

The table below summarizes reporting activity and due dates. The dates are subject to change.

Report # and Name	Description	Due Date	Reports to be sent to:
Report 1 – Evaluation Dashboard	Progress on process and outcome measures and learning questions Upload relevant evaluation documents	February 1-15, 2022	Submitted through the Reporting Form
Report 2 – Evaluation Dashboard	Progress on process and outcome measures and learning questions Upload relevant evaluation documents	July 31 – Aug 15, 2022	Submitted through the Reporting Form
Final Report – Annual	Cumulative process measures, outcome	July 31 – Aug 15, 2022	A template will be provided for the annual report and will utilize



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	measures, and learning over time. Additional narrative description of successes and challenges.		Evaluation Dashboard data to pre-populate. Report will be submitted to HFDK staff.
Other reports as reasonably requested by the City.	To be determined (TBD)	TBD	TBD

#### C. Evaluation Support

The HFDK evaluation team has been contracted by the City to provide evaluation technical assistance for grantees in developing, finalizing, and implementing their own evaluation plans, and to support grantee’s participation in the macro evaluation. Grantees will be assigned an Evaluation Partner from the HFDK evaluation team to work around their evaluation plan, evaluation tools, and general evaluation questions. Additionally, the HFDK evaluation team will provide technical assistance to the HFDK cohort of grantees on a variety of topics, to be determined in the future based on grantees’ needs and interests.

At a minimum, grantees will be required to participate in 3 webinars/trainings provided by the HFDK staff, Evaluation Team, and external partners that are intended to identify best practices, support peer learning, and provide opportunities for networking.

## II. Budget

### A. Budget

The budget for this agreement is attached as an exhibit. All expenditures must:

- Be reasonable, realistic, and justified including making an effort to purchase healthy meals or snacks at affordable prices through wholesale, Food Bank of the Rockies, or other low-cost purchasing methods whenever possible
- Show strong fiscal responsibility
- Limit indirect costs to 10%

B. Indirect Cost Limit: The Grantee’s total indirect costs cannot exceed 10% of the Maximum Grant Amount as listed in the Budget. Administrative costs are included in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Administrative costs can be direct or indirect. Direct costs are costs that can be directly charged to the program and which are incurred in the provision of direct services. Indirect costs are defined as the administrative costs that are incurred for common or joint activities that cannot be identified specifically with a particular project or program.



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- **Examples of indirect costs include:** Salaries and related fringe benefits for accounting, secretarial, and management staff, including those individuals who produce, review and sign monthly program and fiscal reports; Consultants who perform administrative, non-service delivery functions; General office supplies; Travel costs for administrative and management staff; General office printing and photocopying; General liability insurance; Audit fees, rent, utilities, general office supplies and equipment/technology

### III. Invoice

#### A. Invoice:

- Each invoice shall include the following information: invoice number and date, due date, payment terms, contract activity and detailed description, purchase order number (to be provided by HFDK staff), and an itemized list of the charges in alignment with approved expenses as shown in the Budget (Exhibit B)
- Supporting Documentation
  - The Grantee agrees to retain all receipts and supporting documentation for personnel and non-personnel expenditures, and provide them to the City if requested. The required documentation for retention of:
    - **Program expenses**, includes but is not limited: invoices, receipts or proof of payment for budgeted program expenses, supplies, equipment, mileage/travel expense, or other charges. Proof of payment could be invoices, receipts, ACH forms, bank statements or credit card bills
    - **Personnel**, includes payroll register (employee information) or paystubs, time sheets signed by employee, or time and salary certification
    - **Indirect/administrative costs**, includes documentation to substantiate submitted charges, invoice and proof of payments
  - The Grantee will provide supporting documentation for all non-personnel expenditures over \$1,000 with the monthly invoice. The required documentation for expenses over \$1,000 are:
    - **Program expenses**, includes but is not limited: invoices, receipts or proof of payment for budgeted program expenses, supplies, equipment, mileage/travel expense, or other charges. Proof of payment could be invoices, receipts, ACH forms, bank statements or credit card bills.

### IV. Payments

- A. Invoices and reports shall be completed and submitted on or before the 15th of each month following the month of services rendered 100% of the time. Contractor shall use preferred invoice template, if requested. Invoices shall be processed with immediate payment terms.



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B. A one-time advance payment may be made through a written request to the HFDK Contract Administrator. The written request shall detail the amount to be paid in advance, price quotes with line item details, personnel costs, etc. and dates the services or supplies will be performed or purchased by the Grantee.

Any advanced funds shall be reconciled upon completion of payment by the grantee or upon the last invoice of the grant term. Reconciling the advanced funds will include providing invoices and proof of payments as required in **Section IV Invoice** of this document. Advanced funds shall be used only for expenses as detailed in Exhibit B- Budget. If the advance payment is not used by the Grantee, or not used for the approved expenses as detailed in the request, the Grantee shall re-pay the city any remaining or unreconciled funds.

#### V. General Grant Requirements

##### **Funds for program(s) and activities must providing quality services for at least one of the following:**

1. Access to healthy food, including up to three healthy meals and snacks per day, with emphasis on filling gaps when meals are not already provided;
  - a. May include buying and distributing local food from Colorado farms, ranches and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than compared out-of-state foods) For example, if a pound of carrots grown out of state costs \$1.00 and a pound of carrots grown in Colorado is \$1.08, it would be acceptable to purchase the higher priced carrots.
  
2. Hands-on experiential education and public health programs associated with farming, gardening, cooking, nutrition, dietary and home economics, and healthy eating
  - a. May include buying and utilizing local food from Colorado farms, ranches, and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than comparable out-of-state foods, see above 1a. for an example)

##### **Additionally, programs must:**

- Ensure snacks or meals are healthy by meeting, at minimum, the USDA Dietary Guidelines for Americans
- Be tied directly to activities located within the City and County of Denver that serve youth who are Denver residents
- Benefit low-income and/or at-risk youth ages 18 and under

##### **Programs must:**

- Show a commitment to diversity, equity, and inclusion across the organization and programming (e.g., in staffing, culturally relevant foods, etc.)
- Ensure snacks, meals, and any other food distributed is healthy by meeting, at minimum, the HFDK standard guidelines that include:
  - o Efforts to be culturally relevant
  - o Limited added sugar



**DENVER**  
THE MILE HIGH CITY

## **EXHIBIT A – Amendment01**

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- o Efforts to include more non-starchy vegetables than starchy carbohydrate foods
- Be tied directly to activities located within the City and County of Denver that serve youth who are Denver residents
- Benefit low-income youth under the age of 18

#### **Grantees will be asked to:**

- Attend evaluation and other capacity building workshops. All grantees are highly encouraged to attend trainings offered through HFDK
- Meet with an HFDK representative to debrief, share lessons learned about grant process, programming impact, etc.
- Host at least one site visit for HFDK staff, commissioners, and evaluation partners each year.
- Display signage and/or online banners noting that the program receives funding from the Healthy Food for Denver's Kids Initiative. The HFDK Initiative will provide electronic files and guidelines for printing and/or displaying on websites, social media accounts, and other materials.

#### **VI. Other**

***Grantee shall submit updated documents which are directly related to the delivery of services***

Additional document requirements that may be requested for this contract:

- A. Organizational Chart
- B. Updated Certificate of Insurance
- C. Reports and information for Program Evaluation, as required

Exhibit B_Amendment01				
Organization Name	Denver Urban Gardens			
Term	Year 2			
Request for Proposal Name	Healthy Food for Denver's Kids			
Budget Categories				
Food and Supplies				
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Community Events: Food & Supplies	Local produce to support events at 10 venues (schools, recreation centers, parks) with gardening and food education related programming for youth	10	\$ 300.00	\$3,000.00
Lesson Supplies: Food & Gardening Supplies	Elementary school Grow kits to grow food (seeds, grow lights) for classroom or individual use; Kits for pre-K students to grow food with families , 40 kits total	52	\$ 125.00	\$6,500.00
Food: Cooking classes in partnership with Slow Food Denver	40 classes at 5 schools, includes both elementary and High School	40	\$ 200.00	\$8,000.00
Summer garden activation	Seeds, seedlings, and garden upgrades to increase yield production at 9 schools	9	\$ 1,800.00	\$16,200.00
Grow-a-Garden Kits for families	40 kits for families with pre-K children	40	\$ 125.00	\$5,000.00
<b>Total Food and Supplies</b>				<b>\$38,700.00</b>
Program Operating Expenses				
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Community Program Supplies	Venue and materials for summer classes and community events for 10 youth programs	10	\$ 175.50	\$1,755.00
Youth Program Supplies	Materials, tools, and development of classroom kits for ECE audiences	25	\$ 400.00	\$10,000.00
Parent/Family Program Supplies	Workshops and materials as follow up to Grow a Garden program for parents/caretakers, workshop materials, signage	20	\$ 350.00	\$7,000.00
Incentives	Incentives for kids to follow up with workshop activities (water bottles, stickers, etc.)	200	\$ 10.00	\$2,000.00
Mileage	Mileage for seasonal staff support at schools and other venues	11	\$ 130.00	\$1,430.00
<b>Total Operating Expenses</b>				<b>\$22,185.00</b>
Personnel and Administrative Services				
Salary Employees				
Position Title	Description of Work	Percent of Time	Salary + Fringe	Total Amount Requested from Healthy Food for Denver's Kids Initiative
HFDK Program Manager	Oversight, coordination and management of all activities tied to HFDK project	100%	\$ 65,000.14	\$65,000.14
Program Administrative Assistant	Responsible for supporting tracking, reporting, coordination of programming, scheduling, and on occasion delivery of programming	100%	\$ 49,000.00	\$49,000.00
Youth Education Specialist	Implementation of youth programming and training of seasonal staff, program development	31%	\$ 62,500.00	\$19,375.00
Hourly Employees				
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Seasonal Educators	Seasonal Educators (during gardening season)	2000.00	\$ 19.00	\$38,000.00
Seasonal Garden Crew	Seasonal Garden Infrastructure & Maintenance support: Ensure highest yield of food production and maintenance of gardens, in particular to under-resourced Denver gardens	1665	\$ 18.00	\$29,970.00
<b>Total Personnel Services</b>				<b>\$201,345.14</b>
Other / Miscellaneous				
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Interpretation/Translation/Signage	Program related interpretation, translation	1	\$ 2,003.50	\$2,003.50
Social media/Video production/Communications		1	\$ 2,000.00	\$2,000.00
Evaluation		1	\$ 4,000.00	\$4,000.00
Groundwork Denver	High school summer internships	1	\$ 30,000.00	\$30,000.00
An Ounce of Nutrition	Staffing and curriculum support for year-long food justice course at Strive Prep SMART High school.	1	\$ 30,000.00	\$30,000.00
<b>Total Other</b>				<b>\$68,003.50</b>
<b>TOTAL DIRECT COSTS (Supplies &amp; Operating, Personnel, Other)</b>				<b>\$330,233.64</b>
Indirect				
Item	Description			Total Amount Requested from Healthy Food for Denver's Kids Initiative
10% indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs, based on the total contract budget.			10% of Direct Costs
<b>TOTAL INDIRECT COSTS</b>				<b>\$33,023</b>
<b>TOTAL AMOUNT REQUESTED FROM HFDK</b>				<b>\$363,257</b>