

THIRD AMENDATORY AGREEMENT

This **THIRD 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 **FOOD FOR THOUGHT DENVER**, a Colorado nonprofit corporation whose address is 3559 W. 44th Avenue, Denver, Colorado 80211 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated August 6, 2020, an Amendatory Agreement dated February 24, 2021, and a Second Amendatory Agreement dated August 12, 2021 (collectively, the “Agreement”) to provide the services set forth in Exhibit A, Scope of Work.

B. The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, update paragraph 19-No Employment of Illegal Aliens, update paragraph 22, No Discrimination in Employment, 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, 2023** (the “Term”). 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 NINETY-TWO**

THOUSAND EIGHT HUNDRED SEVENTY-FIVE DOLLARS AND NO CENTS (\$792,875.00) (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. Section 19 of the Agreement entitled “**NO EMPLOYMENT OF ILLEGAL ALIENS TO PERFORM WORK UNDER THE AGREEMENT:**” is hereby deleted in its entirety and replaced with:

“19. NO EMPLOYMENT OF WORKERS WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:

a. This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the “Certification Ordinance”).

b. The Contractor certifies that:

(1) At the time of its execution of this Agreement, it does not knowingly employ or contract with a worker without authorization who will perform work under this Agreement, nor will it knowingly employ or contract with a worker without authorization to perform work under this Agreement in the future.

(2) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., and confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

(3) It will not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

(4) It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under this Agreement, and it is required to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.

(5) If it obtains actual knowledge that a subconsultant or subcontractor performing work under this Agreement knowingly employs or contracts with a worker without authorization, it will notify such subconsultant or subcontractor and the City within three (3) days.

The Contractor shall also terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the worker without authorization, unless during the three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with a worker without authorization.

(6) It will comply with a reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S., or the City Auditor, under authority of D.R.M.C. 20-90.3.

c. The Contractor is liable for any violations as provided in the Certification Ordinance. If the Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If this Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying the Contractor from submitting bids or proposals for future contracts with the City.”

4. Section 22 of the Agreement entitled “**NO DISCRIMINATION IN EMPLOYMENT**” is hereby deleted in its entirety and replaced with:

“**22. NO DISCRIMINATION IN EMPLOYMENT:** In connection with the performance of work under the Agreement, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts.”

5. **Exhibit A, Exhibit A-1, and Exhibit A-Amendment 02** are hereby deleted in its entirety and replaced with **Exhibit A-Amendment03, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A, Exhibit A-1, and Exhibit A-Amendment 02** are changed to **Exhibit A-Amendment03**.

6. **Exhibit B, Exhibit B-Amendment01 and Exhibit B-Amend02** are hereby supplemented with **Exhibit B-Amend03, Budget**, attached and incorporated by reference herein.

All references in the original Agreement to **Exhibit B, Exhibit B-Amendment01 and Exhibit B-Amend02** are supplemented with **Exhibit B-Amend03**.

7. **Exhibit E, Invoice Form** is hereby added to the exhibit list, as attached and incorporated by reference herein. All references in the original Agreement to the Exhibit List shall include **Exhibit E-Invoice Form**.

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

9. This Third 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-202264060-03/ ENVHL-202055208-03
Contractor Name: FOOD FOR THOUGHT DENVER

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:

By:

Contract Control Number:
Contractor Name:

ENVHL-202264060-03 / ENVHL-202055208-03
FOOD FOR THOUGHT DENVER

By: _____


BOB BELL
Name: _____
(please print)

Executive Director
Title: _____
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A_Amendment03

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 Food for Thought Denver (“FFT”). HFDK 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.

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

- **\$165,000** for Term 1 (August 1, 2020 – July 31, 2021)
- **\$252,500** for Term 2 (August 1, 2021 – July 31, 2022)
- **\$375,375** for Term 3 (August 1, 2022- July 31, 2023)
- **Cumulative Maximum Contract Amount: \$792,875**

II. Program Services and Descriptions

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

Overview: FFT will be granted funds to provide the following services: Overview. FFT’s only program is to provide food so students experiencing poverty can leave school on Friday afternoon with the confidence that they will be able to prepare and eat simple meals throughout the weekend. In its elementary and middle schools, FFT’s volunteers pack and distribute PowerSacks that contain nonperishable items that can feed a family of four two meals, plus snacks. In all high schools and some middle and elementary schools, FFT operates food pantries where students can select the foods they prefer. The program delivers food to each school throughout the school year (36 weeks). Deliveries are made to each school every other Friday so FFT can serve more schools than it would otherwise be able to, given funding limitations. However, because almost every family has at least two students attending the school, most families will receive two PowerSacks, which will provide enough food for two weekends.

Target Population. Currently, FFT serves close to 15,000 students, who attend 72 schools in the Denver metro area. FFT’s most recent student demographics are 66% Latino, 23% white, 9% African American and 2% Asian. FFT’s criteria for serving a school are that at least 90% of its students must qualify for FRL (\$29,000 per year for a family of four) and it must be located within reasonable distance of one of FFT’s four delivery routes. Because of expected increase in enrollment in the fall, we expect the number of students we serve will increase significantly.

Activities. Preparation for Friday’s food distribution begins every Monday when each school sends FFT its attendance count for that week. That count determines how much food FFT



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will order from Food Bank of the Rockies in order to provide enough food to feed two meals to a family of four with a budget of \$4 per PowerSack. On Tuesday, FFT reviews what food is available at the food bank and places its order for the week. In each of the PowerSack that get packed every week, FFT provides between 10–13 nonperishable items such as egg noodles, canned tomatoes, beans, ramen, granola bars, canned fruit, chicken, tuna and pasta. FFT intentionally orders food that children can prepare themselves if no adult is able to cook.

FFT uses USDA guidelines in defining “healthy food” for this program. A healthy diet is one that provides enough of each essential nutrient from nutrient-dense foods, contains a variety of foods from all of the basic food groups, and focuses on balancing calories consumed with calories expended to help you achieve and sustain a healthy weight. This eating pattern limits intake of solid fats, sugar, and salt (sodium). Every week, FFT orders food from Food Bank of the Rockies and selects between 10 and 13 items that will best fit this criteria. In addition, FFT plans to participate in Food Bank of The Rockies chef prepared meal kits program that will provide a complete meal kit ingredients that are healthy and nutritious.

On Thursday, a private trucking company that donates time and the use of a semitruck picks up pallets of food from Food Bank of the Rockies and delivers and offloads the pallets to FFT’s four packing sites (one in downtown Denver under the Colfax Viaduct in space donated by the Auraria Campus; one in Aurora in space donated by private warehouse; one at Loretto Heights in space donated by a private real estate company; and a fourth at Holm Elementary).

Every Friday morning, between 100 and 150 volunteers arrive at the Denver packing site and 50 volunteers arrive at the Aurora and Loretto Heights sites to assemble the PowerSacks and place them in bins labeled for their designated schools. The same thing happens at Holm Elementary on Thursday afternoons. These bins are then loaded into trucks that will deliver the food to the schools. Volunteers from FFT follow the trucks to the schools, where they carry the bins from the trucks (each weighs approximately 75 pounds) and deliver them to their respective classrooms where they are placed outside the door for students to take home after the final bell. FFT encourages schools to have community tables to make sure that no food is wasted and those who need food the most have access to extra or unwanted items. On Wednesdays, FFT’s volunteers take food to the schools that have food pantries and make sure that they are well stocked.

HFDK funds will support approximately 42,000 additional PowerSacks. For a 36-week school year during which FFT distributes, this funding will support approximately 1,200 students.

B. Roles:

Board Members: FFT has an active board. Our board members are involved in communications, volunteer management, grant management, fiscal management and operations management. As much as possible, we have tried to create dual role for each



EXHIBIT A_Amendment03

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board member to assure a smooth transition in case one of the board member is not available.

Volunteers: Because FFT is a 100% volunteer-run organization, volunteers are its heart and soul. A core team of volunteers provides the day-to-day management, e.g., ordering food each week, managing the logistics of picking up food from Food Bank of the Rockies and delivering it to schools, recruiting and organizing volunteers to pack food each Friday, bookkeeping, providing graphic design and FFT's social media presence, and cultivating donors and volunteers. To run this program, FFT relies on approximately 250 volunteers each week. Many companies organize group volunteer days with FFT. Our volunteers in charge of food procurement understand the cultural needs of our students and place food order accordingly.

Food Bank of the Rockies: FFT's most important agency partner is Food Bank of the Rockies, from which it purchases all of our food from the FBR. Other critical partners are its schools where FFT distributes food.

Denver Public Schools and School Liaisons: Currently, FFT partners with Denver Public Schools to distribute food. During COVID, FFT worked closely with the DPS central team (Food and Nutrition Services); otherwise, they work directly with each school. FFT relies upon partner schools for linguistic and additional cultural competency for each school. In essence, FFT has 72 different communities that they serve and each one is unique. By partnering with school liaisons, FFT is able to lean on their expertise and experience to better serve student constituents. Typically, FFT's school liaisons are school administrative personnel who provide accurate enrollment count per classroom every Monday morning (enrollment numbers do change and FFT wants to make sure they have enough PowerSacks for each classroom). They also work with the parent community to distribute left over food (absents as well as students who prefer not to take PowerSacks). Typically, they will either create a pantry or put a table in the front with all the extra food that parents can pickup.

C. Program Locations:

The program activities will take place at a number of Denver Public Schools. Addresses to be provided to HFDK staff upon final agreements.

Evaluation, Outcome Measures and Deliverables

The Grantee will attend a mandatory evaluation kick-off call at the beginning of the grant term. The grantee will review and update, 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 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



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grantee will share the final evaluation plan with HFDK staff and the Evaluation team and at the end of the grant term, will report on how the evaluation plan has been implemented and any resulting outcomes.

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 may also provide organizational and community input on Macro Evaluation activities and products (e.g., Theory of Change, Macro Evaluation plan, annual reports, etc.).

III. 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:

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, based on the Macro Evaluation Plan. The HFDK Evaluation team will provide a Reporting Form for grantees to submit this data every six months. 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 grantees in a collective Evaluation Dashboard and other documents to support their work. Importantly, the Reporting Form may also include a few open-ended questions about strategy, challenges, and successes for the grantee to fill out. Grantees will receive a guide to support completion of the survey and can also access additional technical assistance support for the reporting requirements from the HFDK evaluation team, as needed.



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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 (six month)	Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	February 1-15, 2023	Submitted through the Reporting Form
Report 2 (12 month/annual)	Demographic description of population served. Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	July 31 – Aug 15, 2023	Submitted through the Reporting Form
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 supported around the development or modification of their evaluation plan, evaluation tools, and other 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.

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



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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.

- **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. Implementation and Timeline

A. Timeline

The timeline for this agreement is attached as an exhibit.

IV. Invoice

A. Invoice

A sample of the optional invoice template is attached as an exhibit.

V. Payments

- A. Invoices and reports shall be completed and submitted to the HFDKinvoices@denvergov.org email on or before the 15th of each month following the month of services rendered 100% of the time.
- B. All non-personnel purchases of \$1,000 or more must have back up documentation submitted with the invoice and report each month to HFDK. Contractor is required to keep on file all documentation of purchase of items and/or payment less than \$1,000 but does not need to submit those back up documents with invoice and report.
- C. Contractor shall use preferred invoice template. Invoices shall be processed with immediate payment terms.

VI. General Grant Requirements



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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
- NOT use HFDK funds to purchase any of the following items:
 - All diet or regular sodas and sports/energy drinks
 - Flavored/added sugar milk
 - Juice of all kinds, including both fruit and vegetable juice drinks and 100% juice
 - Candy
 - Cookies and other sweet snacks like cakes, pastries, donuts, sugary cereals
 - Dairy desserts (e.g., ice cream)
- 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 historically/currently under-resourced youth ages 18 and under

Additional, grantees will be asked to:

- Attend evaluation and other capacity building workshops. All grantees are highly encouraged to attend trainings offered though 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/or evaluation partners each year.
- Follow the HFDK Communication Guidelines, including displaying signage and/or online banners noting that the program receives funding from DDPHE and the Healthy Food for Denver's Kids Initiative. The HFDK Initiative will provide electronic files (e.g., logos) and guidelines for printing and/or displaying on websites, social media accounts, and other materials.

VII. Other

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



DENVER
THE MILE HIGH CITY

EXHIBIT A_Amendment03

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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_Amend03

Healthy Food for Denver's Kids Program Budget

Organization Name	Food for Thought Denver				
Term	Year 3				
Request for Proposal Name	Healthy Food for Denver's Kids				
Budget Categories					
Food and Supplies					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Food	Food from Food Bank of the Rockies	Yes	63500	\$ 5.00	\$317,500.00
Total Food and Supplies					\$317,500.00
Program Operating Expenses					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Trucking	Trucking Services to deliver food to schools	Yes	1	\$ 18,750.00	\$18,750.00
Total Operating Expenses					\$18,750.00
Other / Miscellaneous					
Item	Description	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Evaluation	Data collection and reporting				\$5,000.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Other					\$5,000.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$341,250.00
Indirect					
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs <u>or</u> the organization's federally negotiated rate, based on the total contract budget.				
TOTAL INDIRECT COSTS					\$34,125.00
TOTAL AMOUNT REQUESTED FROM HFDK					\$375,375.00

Total Contract Maximum Amount (August 1, 2020- July 31, 2023)	\$792,875
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Exhibit E

**Denver Department of Public Health and Environment - Healthy Food for Denver's Kids
EXPENDITURE DETAILS for REIMBURSEMENT INVOICE FORM**

Invoice #	
Invoice Date	
Purchase Order / Contract #	
Payment Option	<input type="radio"/> EFT/Direct Deposit - Must be set up* <input checked="" type="radio"/> Mail Reimbursement Check to Remit Address

Organization Name	
Invoice Period	
Final Invoice Amount	\$ -
Payment Terms	Immediate

To:	
Program:	Healthy Food for Denver's Kids
HFDK Contact:	Jessica Murison
Address:	101 W Colfax
City:	Denver
State:	CO
Zip Code:	80202
Telephone:	760-715-7194
Email:	HFDKinvoices@denvergov.org

From:	
Contact Name:	
Remit Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	

Expenditure Categories				Total Amount
Food and Supplies				
Item	Description of Item	Quantity	Per Item Cost	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Food and Supplies				\$0.00
Program Operating Expenses				
Item	Description of Item	Quantity	Per Item Cost	
				\$ -
				\$ -
				\$ -
				\$ -
Total Operating Expenses				\$ -
Salary Employees				
Position Title	Description of Work	Percent of time spent this Month	Total earnings for monthly invoice period (Salary + Fringe)	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Hourly Employees				
Position Title	Description of Work	Hours	Hourly Rate	
				\$ -
				\$ -
				\$ -

				\$	-
				\$	-
Total Personnel Expenses				\$	-
Other / Miscellaneous					
Item	Description	Quantity	Per Item Cost		
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
Total Other Expense				\$	-
Direct Costs -Total				\$	-
Indirect Costs					
Item	Description				
10% Indirect rate (if applicable):					
TOTAL INDIRECT COSTS				\$	-
TOTAL THIS INVOICE				\$	-

Billing Summary	
Total Contract Amount	
Advanced Funds Invoiced (if applicable)	
Cumulative Amount Previously Invoiced	
Amount of this Invoice	\$ -
Total Invoiced to Date	\$ -
Budget Amount Remaining	\$ -