

## **AMENDATORY AGREEMENT**

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **DENVER FOOD RESCUE**, a Colorado nonprofit corporation, whose address is 3840 York Street, Denver, Colorado 80205 (the “Contractor”), jointly (“the Parties”).

### **RECITALS:**

**A.** The Parties entered into an Agreement dated September 14, 2023 (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, update paragraph 7-Examination of Records and Audits, add paragraph 34-Compliance with Denver Wage Laws, amend the scope of work exhibit, update the budget exhibit, and update the certificate of insurance exhibit.

**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, 2023**, and will expire on **December 31, 2027**, (the “Term”). The term of this Agreement may be extended by the City under the same terms and conditions 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:**” subsection **d.** entitled “**Maximum Contract Amount:**”, sub-subsection **(1)** 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 **FOUR MILLION SIX HUNDRED SIXTY-NINE THOUSAND SIX HUNDRED TWENTY-EIGHT DOLLARS AND NO CENTS**

**(\$4,669,628.00)** (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 7 of the Agreement entitled “**EXAMINATION OF RECORDS AND AUDITS:**” is hereby deleted in its entirety and replaced with:

“7. **EXAMINATION OF RECORDS AND AUDITS:** Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access and the right to examine, copy and retain copies, at City’s election in paper or electronic form, any pertinent books, documents, papers and records related to Contractor’s performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. Contractor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audit pursuant to this paragraph shall require Contractor to make disclosures in violation of state or federal privacy laws. Contractor shall at all times comply with D.R.M.C. 20-276.”

4. Section 18 of the Agreement entitled “**NOTICES:**” is hereby deleted in its entirety and replaced with:

“18. **NOTICES:** All notices required by the terms of the Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid, if to Contractor at the address first above written, and if to the City at:

Executive Director of Public Health and Environment or Designee  
201 W. Colfax Avenue, Suite 800  
Denver, Colorado 80223

With a copy of any such notice to:

Denver City Attorney's Office  
1437 Bannock St., Room 353  
Denver, Colorado 80202

Notices hand delivered or sent by overnight courier are effective upon delivery. Notices sent by certified mail are effective upon receipt. Notices sent by mail are effective upon deposit with the U.S. Postal Service. The Parties may designate substitute addresses where or persons to whom notices are to be mailed or delivered. However, these substitutions will not become effective until actual receipt of written notification."

5. Section 34 of the Agreement entitled "**COMPLIANCE WITH DENVER WAGE LAWS:**" is hereby added to the Agreement as follows:

**34. COMPLIANCE WITH DENVER WAGE LAWS:** To the extent applicable to the Contractor's provision of Services hereunder, the Contractor shall comply with, and agrees to be bound by, all rules, regulations, requirements, conditions, and City determinations regarding the City's Minimum Wage and Civil Wage Theft Ordinances, Sections 58-1 through 58-26 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid all earned wages under applicable state, federal, and city law in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, the Contractor expressly acknowledges that the Contractor is aware of the requirements of the City's Minimum Wage and Civil Wage Theft Ordinances and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein."

6. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-Amendment 01, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A-Amendment 01**.

7. All references in the original Agreement to **Exhibit B, Budget** now refer to **Exhibit B** and **Exhibit B-Amendment 01**. **Exhibit B-Amendment 01** is attached and incorporated by reference herein.

8. All references in the original Agreement to **Exhibit C, Certificate of Insurance** now refer to **Exhibit C** and **Exhibit C-Amendment 01**. **Exhibit C-Amendment 01** is attached and incorporated by reference herein.

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

10. 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.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]**

**[SIGNATURE PAGES FOLLOW.]**

**Contract Control Number:** ENVHL- 202368601-01/ ENVHL- 202368601-01  
**Contractor Name:** DENVER FOOD RESCUE

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:

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**APPROVED AS TO FORM:**

Attorney for the City and County of Denver

By:

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**REGISTERED AND COUNTERSIGNED:**

By:

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By:

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**Contract Control Number:** ENVHL- 202368601-01/ENVHL- 202368601-01  
**Contractor Name:** DENVER FOOD RESCUE

DocuSigned by:  
By:   
94858CCAD1B04E6...

Name: Jamie Anderson  
(please print)

Title: Executive Director  
(please print)

ATTEST: [if required]

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

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

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



## **EXHIBIT A\_AMENDMENT 01**

### **SCOPE OF WORK**

#### **I. Purpose of Agreement**

The purpose of this contract is to establish an agreement and Scope of Services between the Department of Public Health and Environment and Denver Food Rescue (the “Provider”).

The Provider shall provide the identified services for the City under the support and guidance of the Denver Department of Public Health and Environment using best practices and other methods for fostering a sense of collaboration and communication.

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

- **\$ 3,119,485.00** for Term 1 (August 1, 2023 – December 31, 2025)
- **\$1,550,143.32** for Term 2 (January 1, 2026-December 31, 2027)
- Cumulative Maximum Contract Amount: **\$4,669,628.32.**

#### **II. Program Services and Descriptions**

The Provider will be granted funds to provide the following services:

The proposed program is a collaboration between DFR, SOTS, SVKCC, FFC, TUF, and UpRoot. All collaborators use culturally responsive nutrition standards informed by the communities they serve. The combined efforts of the collaborative will provide Denver youth and families with free food distribution seven days a week, year-round education opportunities, and assistance applying for Federal Nutrition Assistance programs.

DFR and SVKCC programing address all three of HFDK’s priority areas: DFR creates nutritious food access by rescuing and distributing fresh food 363 days per year. In 2022, DFR rescued over 600,000 lbs of fresh food, of which almost 400,000 lbs was fresh produce, and delivered it to 20 community led NCGPs. SVKCC is one of DFR’s oldest partners, and does biweekly distributions of free food, much of it rescued by DFR. SOTS is another of DFR’s NCGP partners and does a weekly distribution of DFR’s food rescue. DFR also partners with several community organizations, schools, Denver Health, and City of Denver departments to host NCGPs throughout the city. With HFDK funding, DFR will supplement rescued food with purchased culturally responsive and requested foods for each NCGP. These will be purchased directly from local BIPOC-led farms and food hubs.

DFR and SVKCC will work together to increase participation in federal assistance programs, and to provide food and nutrition education. Both organizations have employees trained in signing up community members for SNAP and WIC and with HFDK funding, will be able to provide staff hours for outreach and signups for federal programs, and expand their youth education programs. DFR’s SAN program has been operating since 2020 and has expanded from serving 60 to 250 youth at the Heart and Hand Center and various DPS locations. SVKCC provides low-barrier access to healthy food, job training, and opportunities to improve

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### SCOPE OF WORK

economic outcomes for youth. They also provide nutrition education, cultural enrichment, and physical fitness activities to support healthy communities. Their NCGP program expands food access in the Sun Valley community and surrounding Denver neighborhoods by serving over 1,100 lower-income community residents each month. With HFDK funding, both DFR and SVKCC will be able to continue and expand youth employment and professional development opportunities, cooking classes, nutrition education, and other programs to promote health equity and social justice for families and children.

SOTS, TUF, UpRoot, and FFC programming addresses two HFDK priority areas: 1) increased access to fresh, healthy, locally grown produce, and 2) provide nutrition education. SOTS' food access runs year-round weekly, serving approximately 30 families per week and includes whole, local, and organic foods grown by Indigenous producers. With additional funding for staff, SOTS will increase the pickup window from 1 hour, add additional delivery routes to elders and families that cannot pickup food, and increase the amount of food our staff and volunteers are able to grow. SOTS will also be able to purchase additional food as we work towards our goal of self-sufficiency, distribute information on the nutritional and medicinal benefits of our foods and how to prepare them, and create additional food distribution events. We plan to work with local low-income Denver schools including Morey Middle School, DSST Byers, and the American Indian Academy of Denver to distribute weekly snack-bag and weekend food bags. Additionally, SOTS will provide food bags and meals to youth involved in current programming, provide meals during program activities, and lead Indigenous cooking classes year-round and during harvest season.

TUF will produce approximately 3,250 lbs of produce per year for this collaborative, overseeing all seed-to-harvest work, to be distributed at no cost to the recipients. TUF will grow specifically requested and desired vegetables and varieties. They will use diverse growing practices and agricultural technology to ensure fresh, healthy, locally grown produce year round. TUF's horticultural staff will also provide farm-based youth and family education for participants of the collaborative year-round, through classes and intergenerational programming conducted both on the farm and at partnering locations.

UpRoot's gleaning initiative works with producers and fruit-tree stewards to glean surplus produce and divert this life-sustaining resource onto the tables and into the hands of Colorado residents currently facing nutrition insecurity. They currently partner with 14 farms and 12 hunger-relief and/or social-justice agencies in Metro Denver, recovering and redistributing ~100,000 servings of fresh, locally grown surplus produce in 2022 (an increase of 377% from 2020 when their work began). The program's service model will be community-led, with volunteers and staff from the partnering organizations working together to provide food distribution, nutrition education, and other services.

FFC will build on initial success and deepen our local impact, strengthen city-wide networks and increase Nutritious Local Food Access and Security for Denver's youth and families. Specifically, FFC aims to increase the amount of homegrown produce donated through its city-wide network by accelerating gardener outreach, improving technology, and hiring a Denver-based local coordinator. These efforts will result in 140,000 pounds of homegrown produce donations by the end of 2025 donated by a total network of 7,000 gardeners (including 1,750 youth), thus providing the equivalent of 117,000 meals. 25,000 youth will be

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reached by 2025 including those receiving increased access to healthy food and those engaged in the garden. FFC and DFR also work together to provide education and opportunities for youth with four youth positions each summer.

FFC's expanded Denver network consists of: DFR (including distribution at SVKCC and SOTS) Groundwork Denver, Kaizen Food Rescue, Ekar Farm, Project Worthmore, IFCS, Focus Points Family Resource Center, and Sustainable Wheat Ridge. Funding will increase the amount of healthy, local produce reaching youth and families facing food and nutrition insecurity by our partners, city-wide.

Together, this collaborative addresses all three of HFDK's priority areas and considers the supply, distribution, and education aspects of improving Denver's food access from a city-wide perspective.

#### **PARTNERS:**

DFR has over 60 partnerships to rescue, distribute, and deliver food, provide youth education, and assist in SNAP/WIC enrollment, across the entire City and County of Denver.

SOTS has worked with DFR since 2020. SOTS's food-share program provides healthy meals and snacks to 150 families monthly. HFDK funding supports hiring BIPOC farmers and educators and increases access to nutrient-dense, culturally relevant foods that honor indigenous culture and ancestry. SOTS will improve educational opportunities rooted in traditional methods for growing and distributing free, fresh produce for indigenous youth.

Since 2016, SVKCC and DFR have collaborated to increase resources for participants and now serve 100-150 families per week. With the collaborative, SVKCC will expand cooking classes and nutrition education programs, cocreate programming to ensure diversity, equity, inclusion, and belonging in all classes, and the Health and Wellness Program Coordinator will collaborate through participant referrals, and SNAP/ WIC enrollment assistance.

DFR and TUF have been working together since 2019. For this collaboration, TUF will provide 50% (~3,250lbs) of produce to DFR, to be distributed amongst 20 NCGPs, including two collaborators: SOTS & SVKCC. TUF's harvest plan will be informed by the end consumer to ensure it is culturally responsive – growing specifically requested vegetables and varieties. By utilizing diverse growing practices (hydroponic and soil-based) and leveraging agricultural technology TUF will ensure fresh, healthy, locally grown produce for the community year-round. In addition, TUF will provide farm-based youth and family education for those served by this collaborative through classes and intergenerational programming conducted on the farm. Through these experiences, families will be provided with a direct connection and sense of ownership to where their food comes from—an opportunity and privilege that many urban, lower-income families historically do not have.

Since 2015, FFC has collaborated with DFR by engaging gardeners and youth to promote, receive and distribute garden produce donations, and provide youth employment and education. In 2022, FFC gardeners donated 7,000 pounds of produce, distributed to 5,453

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individuals through partners. DFR is a co-founder of FFC and its largest distributor. This expansion focuses on increasing gardener donations through outreach

UpRoot has donated nutritious, gleaned produce to DFR's NCGPs since 2022 and to SOTS since 2020 at no cost. UR works with area producers and anti-hunger agencies to harvest and redistribute surplus produce, and provides tax-donation receipts.. UR facilitates multiple food-recovery efforts weekly. Every gleaning provides an experiential education opportunity for volunteers, including social, environmental and economic justice topics.

The strong ties between these organizations provides a great foundation for collaboration with HFDK's support. DFR will contribute co-working office space, cargo van access, SNAP outreach assistance, and administrative services through a new Operations Director. SOTS will communicate to share food, resources, and clients when there is scarcity/excess among organizations, and to find the most appropriate food and service providers. SVKCC will share commercial kitchen space. FFC, TUF, UpRoot will share more than 200,000 pounds of fresh produce, while FFC's technology also increases organizations' ability to access fresh foods. All partners will cross-promote volunteer opportunities, promote knowledge-sharing and provide cross-training opportunities. All collaborators will meet quarterly to ensure alignment of goals

**A. Program Locations:** The Provider will serve the following sites and/or neighborhoods:

<b>Geographical Location</b>	<b>Please check all that apply</b>
Citywide	<input type="checkbox"/>
Athmar Park	<input type="checkbox"/>
Auraria	<input type="checkbox"/>
Baker	<input type="checkbox"/>
Barnum	<input type="checkbox"/>
Barnum West	<input type="checkbox"/>
Bear Valley	<input type="checkbox"/>
Belcaro	<input type="checkbox"/>
Berkeley	<input checked="" type="checkbox"/>
Capitol Hill	<input type="checkbox"/>
Central Business District	<input type="checkbox"/>
Central Park	<input type="checkbox"/>
Chaffee Park	<input checked="" type="checkbox"/>
Cheesman Park	<input type="checkbox"/>
Cherry Creek	<input type="checkbox"/>
City Park	<input type="checkbox"/>
City Park West	<input type="checkbox"/>
Civic Center	<input type="checkbox"/>

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Clayton	<input checked="" type="checkbox"/>
Cole	<input type="checkbox"/>
College View - South Platte	<input type="checkbox"/>
Congress Park	<input type="checkbox"/>
Cory - Merrill	<input type="checkbox"/>
Country Club	<input type="checkbox"/>
DIA	<input type="checkbox"/>
East Colfax	<input checked="" type="checkbox"/>
Elyria Swansea	<input type="checkbox"/>
Five Points	<input checked="" type="checkbox"/>
Fort Logan	<input type="checkbox"/>
Gateway - Green Valley Ranch	<input type="checkbox"/>
Globeville	<input checked="" type="checkbox"/>
Goldsmith	<input type="checkbox"/>
Green valley Ranch	<input checked="" type="checkbox"/>
Hale	<input type="checkbox"/>
Hampden	<input type="checkbox"/>
Hampden South	<input type="checkbox"/>
Harvey Park	<input type="checkbox"/>
Harvey Park South	<input type="checkbox"/>
Highland	<input type="checkbox"/>
Hilltop	<input type="checkbox"/>
Indian Creek	<input type="checkbox"/>
Jefferson Park	<input checked="" type="checkbox"/>
Kennedy	<input type="checkbox"/>
La Alma lincoln park	<input checked="" type="checkbox"/>
Lincoln Park	<input type="checkbox"/>
Lowry Field	<input type="checkbox"/>
Mar Lee	<input type="checkbox"/>
Marston	<input type="checkbox"/>
Montbello	<input checked="" type="checkbox"/>
Montclair	<input type="checkbox"/>
North Capitol Hill	<input type="checkbox"/>
North Park Hill	<input checked="" type="checkbox"/>
Northeast Park Hill	<input checked="" type="checkbox"/>
Overland	<input type="checkbox"/>
Platt Park	<input type="checkbox"/>
Regis	<input type="checkbox"/>
Rosedale	<input type="checkbox"/>
Ruby Hill	<input type="checkbox"/>
Skyland	<input type="checkbox"/>

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Sloan Lake	<input type="checkbox"/>
South Park Hill	<input type="checkbox"/>
Southmoor Park	<input type="checkbox"/>
Speer	<input type="checkbox"/>
Sun Valley	<input checked="" type="checkbox"/>
Sunnyside	<input type="checkbox"/>
Union Station	<input type="checkbox"/>
University	<input type="checkbox"/>
University Hills	<input type="checkbox"/>
University Park	<input type="checkbox"/>
Valverde	<input type="checkbox"/>
Villa Park	<input checked="" type="checkbox"/>
Virginia Village	<input type="checkbox"/>
Washington Park	<input type="checkbox"/>
Washington Park West	<input type="checkbox"/>
Washington Virginia Vale	<input type="checkbox"/>
Wellshire	<input type="checkbox"/>
West Colfax	<input type="checkbox"/>
Westwood	<input type="checkbox"/>

If applicable, please note the physical address where programming takes place:

Site	Address

#### B. Public Good

The Healthy Food for Denver's Kids Initiative seeks to build an equitable and strategic approach to increasing access to healthy food and food-based education for children and youth ages 18 and under in the City and County of Denver. By providing Denver youth and their families with healthy food, meals, and snacks and/or educational opportunities focused on farming, gardening, cooking, nutrition, and healthy eating, this contract will contribute to the Initiative's goals, which include:

1. Increasing the number of children and youth who receive healthy meals and snacks in the City and County of Denver;
2. Increasing the number of children and youth receiving nutrition, food skills, and sustainable and just food systems education in the City and County of Denver; and
3. Reducing overall food insecurity in households with children and the number of children and youth experiencing hunger in the City and County of Denver.



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#### **III. Evaluation, Outcome Measures and Deliverables**

##### **A. Process and Outcome Measures/Deliverables**

The Provider will report on the process measures and outcome measures. The measures in the surveys Providers will answer will align with the items and descriptions in the "Program Services and Descriptions" section above. A general description of types of measures are listed below, but the final measures will be decided upon with the Provider in collaboration with the HFDK Evaluation contractor and staff. The HFDK evaluation contractor is available to provide technical assistance to the Provider on the development and implementation of their metrics, as needed.

**Process measures** 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 Provider will be asked to collect demographic information for participants as much as possible to help report progress on disparities and direct efforts more equitably.

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

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

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

#### **IV. Performance Management and Reporting**

##### **A. Performance Management**

Monitoring will be performed by Denver Department of Public Health and Environment (DDPHE) staff and/or designee.

The Provider will be reviewed for:

1. **Program Monitoring/Evaluation-Related Activities:** Review and analysis of current program information to determine the extent to which the Provider is achieving established agreed upon goals. This may include the review and analysis of Evaluation Dashboards, the Reporting Form and Annual reports. As needed, DDPHE



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may attend evaluation site visits or check-ins to understand progress towards agreed-upon goals in this agreement.

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 Provider will be responsible for reporting on program outputs and outcomes.

Denver Food Rescue will be responsible for reporting on the following Sections of the Evaluation Survey; Food Access, Food/Nutrition Education, Food Production and Food & Nutrition Assistance.

The table below summarizes reporting activity and due dates. The dates and or frequency may be 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	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	Submitted through the Reporting Form
Report 3 (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	Submitted through the Reporting Form



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Report 4 (12 month/ann ual)	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	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 contractor has been contracted by the City to provide evaluation technical assistance for HFDK grantees to support grantee's participation in the macro evaluation. HFDK grantees will be supported around the development or modification of their evaluation tools, and other general evaluation questions. Additionally, the HFDK evaluation contractor 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.

The Provider will be responsible for reporting on process and outcome measures on a quarterly basis. The Provider's data submitted to the monitoring platform 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 Provider to support their own work. Importantly, the Monitoring Platform may also include a few open-ended questions about strategy, challenges and successes for the Provider to fill out.

#### V. 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 up to 15%

**Indirect Cost Limit:** The Provider's total indirect costs cannot exceed 15% 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



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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

#### VI. **Invoice**

##### A. Invoice

The Provider will use the HFDK invoice template provided to them. A sample of the HFDK invoice template is attached as an exhibit.

#### VII. **Payments**

- A. A complete invoice package shall be completed and submitted to the [HFDKinvoices@denvergov.org](mailto: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 complete invoice package each month to HFDK. Provider 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. Provider must keep all personnel files and other documentation on hand related to this grant for audit purposes.
  - a. When submitting backup documentation, Provider must indicate which purchases within a receipt were purchased with Healthy Food for Denver's Kids projects, and which were not.
- C. Provider shall use preferred invoice template. **Invoices shall be processed with immediate payment terms.**
- D. Invoice timeliness, use of invoice templates, attendance to invoice training, and other factors will be used in determining compliance.

#### VIII. **General Grant Requirements**

- A. **Funds for program(s) and activities must providing quality services for at least one of the following:**
  - i. 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;
    - 1. 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



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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.

- ii. Hands-on experiential education and public health programs associated with farming, gardening, cooking, nutrition, dietary and home economics, and healthy eating
  - 1. 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:**

- A. Encourage consumption of a variety of culturally responsive foods with high nutrient content: vegetables, fruits, whole grain, lean protein and low-fat dairy
- B. It is encouraged to serve as many of the items fresh and/or simply prepared as possible, as opposed to ultra-processed foods.
- C. **NOT use HFDK funds to purchase any of the following items:**
  - i. All diet or regular sodas and sports/energy drinks
  - ii. Flavored/added sugar milk
  - iii. Juice of all kinds, including both fruit and vegetable juice drinks and 100% juice
  - iv. Candy
  - v. Sweet desserts and snacks like cakes, pastries, cupcakes, pies and brownies
  - vi. Sweet breakfast foods (e.g. sugary cereals, donuts, toaster pastries)
  - vii. Dairy desserts (e.g., ice cream, milkshakes)
- D. Limit the purchase and preparation of deep-fried, par fried, or flash fried foods (e.g. fried chicken, French fries, potato chips)
- E. Limit the preparation and purchase of foods with partially hydrogenated oil (Trans fat).
- F. Be tied directly to activities located within the City and County of Denver that serve youth who are Denver residents
- G. Benefit low-income and/or historically/currently under-resourced youth ages 18 and under

**Additional, Provider will be asked to:**

- A. Ensure snacks or meals are healthy by meeting, at minimum, the Healthy Food for Denver's Kids Nutrition Guidelines.
- B. Attend evaluation and other capacity building workshops. Providers are highly encouraged to attend trainings offered through HFDK. The Evaluation kick off meeting, initial 1:1 with HFDK Program staff, invoice training, and orientation are mandatory meetings.
- C. Meet with an HFDK representative once a year to debrief, share lessons learned about grant process, programming impact, etc.
- D. Host at least one site visit for HFDK staff, commissioners, and/or evaluation partners each year.
- E. 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.



**DENVER**  
THE MILE HIGH CITY

## **EXHIBIT A\_AMENDMENT 01**

### **SCOPE OF WORK**

#### **IX. Other**

- A. *Provider shall submit updated documents which are directly related to the delivery of services*
- B. Additional document requirements that may be requested for this contract:
  - i. Organizational Chart
  - ii. updated Certificate of Insurance
  - iii. reports and information for Program Evaluation, as required.

## Exhibit B

Instructions: Use this Budget Worksheet Template to explain how your organization plans to use funds consistently with the proposed work plan. Align budget requests and associated deliverables to provide a consistent, logical picture of what you will accomplish, by whom, and the associated costs. The information in each expenditure category helps the Review Panel understand your request. Please provide narrative for each category in the "Description of Work/Item" section. You may add more lines to each section, please ensure they are included in the total sum. Please note you are allowed to request up to 15% of the DIRECT costs for Indirect Costs, and up to 10% of the Direct Costs for Evaluation. You may also use funds for translation and interpretation needs.

If your budget does not show alignment, DDPHE may contact you with requests for clarifications and/or modifications.

## Healthy Food for Denver's Kids Program Budget

Organization Name	Denver Food Rescue							
Term	Year 1 (January 1, 2026-December 31, 2026)							
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK06)							
<b>Budget Categories</b>								
<b>Food and Supplies</b>					<b>Please Mark with an X each Priority Area that the line item pertains to.</b>			Are any of the personnel 100% funded by this grant? Yes/No
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
NCGP supplies	supplies, bags, tables, cameras, packaging, tents, cleaning services for demonstrations, other necessities for running NCGPs	12	\$ 500.00	\$6,000.00				
Local fresh food purchase	Food purchased for cooking demonstrations, SAN program lessons, and to supplement NCGP rescued food sources	12	\$ 2,500.00	\$30,000.00				
Home Cooking Kits for Self Sufficiency and Nutrition class participants	covered by budget rollover from Years 1-2.5							
				Total Food and Supplies	\$36,000.00			
<b>Program Operating Expenses</b>								
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
Food Trailer and garage maintenance	covered by budget rollover from Years 1-2.5							
Volunteer Stewardship	Appreciation for volunteers, which may include t-shirts, tote bags, small appreciation events, etc. based on participant feedback; budgeted at \$25 per each 250 active volunteers	1	\$ 1,000.00	\$1,000.00				
Compost for NCGPs	covered by budget rollover from Years 1-2.5	1	\$ 745.00	\$745.00				
Mileage for food deliveries	Mileage staff to deliver food and community outreach	12	\$ 500.00	\$6,000.00				
NCGP leader stewardship	Some NCGPs receive a stipend to support community members who assist in the operation of the NCGP	12	\$ 1,000.00	\$19,500.00				
				Total Operating Expenses	\$27,245.00			
<b>Personnel and Administrative Services</b>								
<b>Salary Employees</b>								
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
Executive Director	use. ED will be developing this program, grants scaling strategic planning. Will lead the facilitation and coordination of community-based partner / subcontractor meetings as appropriate to support and guide grant	30%	\$ 115,000.00	\$34,500.00				
Program Operations Manager	Responsible for ensuring that No Cost Grocery Program are managed/ SAN education program	75%	\$ 70,000.00	\$52,500.00				
Food Access Manager	owers, farmers, and food donors to ensure DFR has the highest quality rescued food for our No Cost Grocery Program	50%	\$6500	\$32,500.00				
Volunteer Coordinator 1	daily logistics of rescuing food for our No Cost Grocery Programs; DFR has two because we operate 7 days per week	50%	\$60000	\$30,000.00				
Volunteer Coordinator 2	daily logistics of rescuing food for our No Cost Grocery Programs; DFR has two because we operate 7 days per week	50%	\$60000	\$30,000.00				
Development Director	ng programs. Maintains accurate data for all grant reporting. Assists in the development of goals and strategies for	5%	\$9000	\$4,500.00				
<b>Hourly Employees</b>								
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
Summer Seasonal Support	Additional support during summer/harvest season for food logistics	150.00	\$ 19.00	\$2,850.00				
Fresh Food Connect Youth Employees	The Fresh Food Connect youth will pick up excess produce from local gardeners to deliver to NCGPs	400	\$ 19.00	\$7,600.00				
Self Sufficiency and Nutrition Instructor	covered by budget rollover from Years 1-2.5			\$0.00				
				Total Personnel Services	\$194,450.00			
<b>Other / Miscellaneous</b>								
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				Total Other	\$0.00			
<b>EVALAUTION</b>								
Item	Description	Percentage		Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
Evaluation (up to 10% of the direct costs amount can be used for Evaluation)	Evaluation funds can be used for a variety of eval expenditures (e.g., staff time or hiring new staff for data + evaluation, community engagement: compensating community members to surveys or focus groups, hiring your own external evaluation contractor, data/evaluation software, attending conferences/PD for evaluation learning). Up to 10% of funds can be used for Evaluation.	10%						
				Total Evaluation	\$0.00			
<b>Subcontractors</b>								
Name of Organization	Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3
The Urban Farm	Supplies	Seeds & Plant Starts; Irrigation Sup	1	\$ 5,000.00	\$5,000.00			
The Urban Farm	Program Operating Expenses	Digital Marketing & Paid Media; W	1	\$ 12,000.00	\$12,000.00			
The Urban Farm	Personnel	Salary: Horticultural Manager; Hor	1	\$ 50,380.77	\$50,380.77			
The Urban Farm	Indirect	10% of Allocated Budget	1	\$ 8,422.60	\$8,422.60			
The Urban Farm	Admin Fee for Denver Food Rescue	10% of Allocated Budget	1	\$ 8,422.60	\$8,422.60			

UpRoot: Personnel and Admin Services	Sub-award to UpRoot Colorado (UpRoot) to cover personnel costs (Gleaning & Food-Systems Coordinator) at 1.0 FTE.	Coordinator will lead programmatic	1	\$ 62,590.52	\$62,590.52
UpRoot: Other	Administrative support: grant implementation		1	\$ 5,459.10	\$5,459.10
Sun Valley Kitchen	Food and Supplies	Food and supplies purchased to support the program	30	\$ 533.33	\$15,999.90
Sun Valley Kitchen	Personnel Costs	Personnel costs to support the NC	52	\$ 2,534.61	\$131,799.72
Sun Valley Kitchen	Other Costs	Community Outreach expenses, including food	100	\$ 10.00	\$1,000.00
Fresh Food Connect	Marketing/ enrollment supplies	Outreach supplies including flyers	200	\$ 5.00	\$1,000.00
Fresh Food Connect	Digital Marketing and Paid Media	Online marketing to increase awareness	5	\$1,000.00	\$5,000.00
Fresh Food Connect	Required Insurance	Insurance requirements for FFC	1	\$1,000.00	\$1,000.00
Fresh Food Connect	Direct administrative cost: FFC bookkeeping	Bookkeeping expenses to administer	1	\$2,519.00	\$2,519.00
Fresh Food Connect	Denver Program Coordinator	Essential staff to make connection	50%	\$75,000.00	\$37,500.00
Fresh Food Connect	Director of Product and Operations	Hires and oversees Denver Program	10%	\$95,000.00	\$9,500.00
Fresh Food Connect	Marketing Director	Internal marketing expert oversees	10%	\$95,000.00	\$9,500.00
Fresh Food Connect	Admin	10% administrative fee prior to indirect	1	\$8,577.00	\$8,577.00
Spirit of the Sun	food bags and boxes	food and supplies for distribution	1	\$12,187.13	\$12,187.13
Spirit of the Sun	Insurance requirements	Required insurance	1	\$1,700.00	\$1,700.00
Spirit of the Sun	agriculture supplies	misc agriculture supplies like soil and compost	1	\$807.78	\$807.78
Spirit of the Sun	Executive Director	This staff member oversees the entire program	10%	\$7,000.00	\$700.00
Spirit of the Sun	Program Manager	Assists in connecting families to food	20%	\$11,000.00	\$2,200.00
Spirit of the Sun	Indigenous Agriculture Coordinator and Farm Support	Coordinate all farm staff, volunteers, and contractors	20/week/30 weeks	\$25.00	\$15,000.00
Spirit of the Sun	Farmer	Farmer to help run our plots on plots	20/week/25 weeks	\$25.00	\$12,500.00
Spirit of the Sun	Outreach Coordinator	Outreach to families and youth, grants	20/week/52 weeks	\$25.00	\$26,000.00
Spirit of the Sun	Food Distributor	This staff member will distribute food	20/week/52 weeks	\$25.00	\$26,000.00
Spirit of the Sun	Evaluation (up to 10% of the direct costs amount can be used for Evaluation)	Evaluation funds can be used for a variety of activities	1	\$13,994.65	\$13,994.65
Spirit of the Sun	Admin	10% administrative fee prior to indirect	1	\$13,756.93	\$13,756.93
			Total Subcontractors		\$500,517.89
			TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)		\$758,212.69
Indirect					
Item	Description		Total Amount Requested from Healthy Food for Denver's Kids Initiative		
15% Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.		15% of Direct Costs		
		TOTAL INDIRECT COSTS		\$93,385.29	
		TOTAL AMOUNT REQUESTED FROM HFDK		\$851,597.98	

## Exhibit B

Instructions: Use this Budget Worksheet Template to explain how your organization plans to use funds consistently with the proposed work plan. Align budget requests and associated deliverables to provide a consistent, logical picture of what you will accomplish, by whom, and the associated costs. The information in each expenditure category helps the Review Panel understand your request. Please provide narrative for each category in the "Description of Work/Item" section. You may add more lines to each section, please ensure they are included in the total sum. **Please note you are allowed to request up to 15% of the DIRECT costs for Indirect Costs, and up to 10% of the Direct Costs for Evaluation. You may also use funds for translation and interpretation needs.**

If your budget does not show alignment, DDPHE may contact you with requests for clarifications and/or modifications.

## Healthy Food for Denver's Kids Program Budget

Organization Name	Denver Food Rescue							
Term	Year 2 (January 1, 2027- December 31, 2027)							
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK06)							
<b>Budget Categories</b>								
<b>Food and Supplies</b>					<b>Please Mark with an X each Priority Area that the line item pertains to.</b>			<b>Are any of the personnel 100% funded by this grant? Yes/No</b>
<b>Item</b>	<b>Description of Item</b>	<b>Quantity</b>	<b>Per Item Cost</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>	<b>Priority Area 1</b>	<b>Priority Area 2</b>	<b>Priority Area 3</b>	
NCGP supplies	supplies, bags, tables, cameras, packaging, tents, cooking devices for demonstrations, other necessities for running NCGPs	12	\$ 500.00	\$6,000.00				
Local fresh food purchase	Food purchased for cooking demonstrations, SAN program lessons, and to supplement NCGP rescued food sources	12	\$ 2,500.00	\$30,000.00				
Home Cooking Kits for Self Sufficiency and Nutrition class participants	covered by budget rollover from Years 1-2.5			\$0.00				
				<b>Total Food and Supplies</b>	<b>\$36,000.00</b>			
<b>Program Operating Expenses</b>								
<b>Item</b>	<b>Description of Item</b>	<b>Quantity</b>	<b>Per Item Cost</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>	<b>Priority Area 1</b>	<b>Priority Area 2</b>	<b>Priority Area 3</b>	
Food Trailer and garage maintenance	covered by budget rollover from Years 1-2.5			\$0.00				
Volunteer Stewardship	Appreciation for volunteers, which may include t-shirts, tote bags, small appreciation events, etc. based on participant feedback; budgeted at \$25 per each 250 active volunteers	1	\$ 1,000.00	\$1,000.00				
Compost for NCGPs	covered by budget rollover from Years 1-2.5	1	\$ 745.00	\$745.00				
Mileage for food deliveries	Mileage staff to deliver food and community outreach	12	\$ 500.00	\$6,000.00				
NCGP leader stewardship	Some NCGPs receive a stipend to support community members who assist in the operation of the NCGP	12	\$ 1,000.00	\$19,500.00				
				<b>Total Operating Expenses</b>	<b>\$27,245.00</b>			
<b>Personnel and Administrative Services</b>								
<b>Salary Employees</b>								
<b>Position Title</b>	<b>Description of Work</b>	<b>Percent of Time</b>	<b>Salary + Fringe Benefits</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>	<b>Priority Area 1</b>	<b>Priority Area 2</b>	<b>Priority Area 3</b>	
Executive Director	use. ED will be developing this program, grants scaling strategic planning. Will lead the facilitation and coordination of community-based partner / subcontractor meetings as appropriate to support and guide grant	30%	\$ 115,000.00	\$34,500.00				
Program Operations Manager	Responsible for ensuring that No Cost Grocery Program are managed/ SAN education program	75%	\$ 70,000.00	\$52,500.00				
Food Access Manager	owers, farmers, and food donors to ensure DFR has the highest quality rescued food for our No Cost Grocery Prog	50%	\$6500	\$32,500.00				
Volunteer Coordinator 1	daily logistics of rescuing food for our No Cost Grocery Programs; DFR has two because we operate 7 days per we	50%	\$60000	\$30,000.00				
Volunteer Coordinator 2	daily logistics of rescuing food for our No Cost Grocery Programs; DFR has two because we operate 7 days per we	50%	\$60000	\$30,000.00				
Development Director	ng programs. Maintains accurate data for all grant reporting. Assists in the development of goals and strategies f	5%	\$9000	\$4,500.00				
<b>Hourly Employees</b>								
<b>Position Title</b>	<b>Description of Work</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>	<b>Priority Area 1</b>	<b>Priority Area 2</b>	<b>Priority Area 3</b>	
Summer Seasonal Support	Additional support during summer/harvest season for food logistics	150.00	\$ 19.00	\$2,850.00				
Fresh Food Connect Youth Employees	The Fresh Food Connect youth will pick up excess produce from local gardeners to deliver to NCGPs	400	\$ 19.00	\$7,600.00				
Self Sufficiency and Nutrition Instructor	covered by budget rollover from Years 1-2.5			\$0.00				
				<b>Total Personnel Services</b>	<b>\$194,450.00</b>			
<b>Other / Miscellaneous</b>								
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Per Item Cost</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>	<b>Priority Area 1</b>	<b>Priority Area 2</b>	<b>Priority Area 3</b>	
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				<b>Total Other</b>	<b>\$0.00</b>			
<b>EVALAUTION</b>								
<b>Item</b>	<b>Description</b>	<b>Percentage</b>		<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>	<b>Priority Area 1</b>	<b>Priority Area 2</b>	<b>Priority Area 3</b>	
Evaluation (up to 10% of the contract amount can be used for Evaluation)	Evaluation funds can be used for a variety of eval expenditures (e.g., staff time or hiring new staff for data + evaluation, community engagement: compensating community members to surveys or focus groups, hiring your own external evaluation contractor, data/evaluation software, attending conferences/PD for evaluation learning). Up to 10% of funds can be used for Evaluation.	10%						
				<b>Total Evaluation</b>	<b>\$0.00</b>			
<b>Subcontractors</b>								
<b>Name of Organization</b>	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Per Item Cost</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>	<b>Priority Area 1</b>	<b>Priority Area 2</b>	<b>Priority Area 3</b>
The Urban Farm	Supplies	Supplies & Repairs; Food Safety & Distribution Supplies; Nutrient	1	\$ 3,333.33	\$3,333.33			
The Urban Farm	Program Operating Expenses	Water/Irrigation; Electrical Freight Farm; Electrical	1	\$ 8,000.00	\$8,000.00			
The Urban Farm	Personnel	Horticulture Assistant & Educator; Executive Director;	1	\$ 33,587.18	\$33,587.18			
The Urban Farm	Indirect	10% of Allocated Budget	1	\$ 5,615.06	\$5,615.06			
The Urban Farm	Admin Fee for Denver Food Rescue	10% of Allocated Budget	1	\$ 5,615.06	\$5,615.06			

UpRoot: Personnel and Admin Services	Sub-award to UpRoot Colorado (UpRoot) to cover personnel costs (Gleaning & Food-Systems Coordinator) at 1.0 FTE.	Coordinator will lead programmatic	1	\$ 35,673.24	\$35,673.24
UpRoot: Other	Administrative support: grant implementation		1	\$ 5,459.10	\$5,459.10
Sun Valley Kitchen	Food and Supplies	Food and supplies purchased to support the NO	30	\$200.00	\$6,000.00
Sun Valley Kitchen	Personnel Costs	Personnel costs to support the NO	52	\$1,112.90	\$57,870.80
Fresh Food Connect	Marketing/ enrollment supplies	Outreach supplies including flyers	200	\$ 5.00	\$1,000.00
Fresh Food Connect	Digital Marketing and Paid Media	Online marketing to increase awareness	5	\$ 5.00	\$5,000.00
Fresh Food Connect	Required Insurance	Insurance requirements for FFC	1.00	\$1,000.00	\$1,000.00
Fresh Food Connect	Direct administrative cost: FFC bookkeeping	Bookkeeping expenses to administer	1	\$2,519.00	\$2,519.00
Fresh Food Connect	Denver Program Coordinator	Essential staff to make connection	50%	\$75,000.00	\$37,500.00
Fresh Food Connect	Director of Product and Operations	Hires and oversees Denver Program	10%	\$95,000.00	\$9,500.00
Fresh Food Connect	Marketing Director	Internal marketing expert oversees	10%	\$95,000.00	\$9,500.00
Fresh Food Connect	Admin	10% administrative fee prior to indirect	1	\$8,577.00	\$8,577.00
Spirit of the Sun	food bags and boxes	food and supplies for distribution	1.00	\$12,187.13	\$12,187.13
Spirit of the Sun	Insurance requirements	Required insurance	1.00	\$ 1,700.00	\$1,700.00
Spirit of the Sun	agriculture supplies	misc agriculture supplies like soil and compost	1.00	\$ 1,000.00	\$1,000.00
Spirit of the Sun	Executive Director	This staff member oversees the entire program	10%	\$807.78	\$80.78
Spirit of the Sun	Program Manager	Assists in connecting families to food	20%	\$11,000.00	\$2,200.00
Spirit of the Sun	Indigenous Agriculture Coordinator and Farm Support	Coordinate all farm staff, volunteers	20/week/30 weeks	\$25.00	\$15,000.00
Spirit of the Sun	Farmer	Farmer to help run our plots on plots	20/week/25 weeks	\$25.00	\$12,500.00
Spirit of the Sun	Outreach Coordinator	Outreach to families and youth, grants	20/week/52 weeks	\$25.00	\$26,000.00
Spirit of the Sun	Food Distributor	This staff member will distribute food	20/week/52 weeks	\$25.00	\$26,000.00
Spirit of the Sun	Evaluation (up to 10% of the direct costs amount can be used for Evaluation)	Evaluation funds can be used for a variety of things	1	\$13,994.65	\$13,994.65
Spirit of the Sun	Admin	10% administrative fee prior to indirect	1	\$13,756.93	\$13,756.93
Total Subcontractors					\$360,169.26
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$617,864.26
Indirect					
Item	Description			Total Amount Requested from Healthy Food for Denver's Kids Initiative	
15% indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.			15% of direct costs	
	TOTAL INDIRECT COSTS				\$80,681.08
	TOTAL AMOUNT REQUESTED FROM HFDFK				\$698,545.34

FOR HFDK staff reference only. Please do not edit

	TOTAL
Year1	\$851,597.98
Year2	\$698,545.34
Total Grant Amount	\$1,550,143.32
Original Contract Amount	
Total Maximum Contract Amount	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/7/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	License # 0757776  HUB International Insurance Services (COL) 2000 S. Colorado Blvd Tower 2, Suite 150 Denver, CO 80222	CONTACT NAME: PHONE (A/C, No, Ext): (303) 893-0300	FAX (A/C, No): (866) 243-0727
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Alliance of Nonprofits for Insurance, Risk Retention Group (ANI)	10023
INSURED	Denver Food Rescue 3840 York St #245 Denver, CO 80205	INSURER B : Pinnacol Assurance Company	41190
		INSURER C : Swiss Re Corporate Solutions Elite Insurance Corporation	29700
		INSURER D : Coalition Insurance Company	29530
		INSURER E :	
		INSURER F :	

**COVERAGEs****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Professional: 1M AGG		X	X 02-CP-0046843-01-09	2/17/2025	2/17/2026	EACH OCCURRENCE	\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	
	OTHER:						MED EXP (Any one person)	\$ 20,000	
							PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 2,000,000	
							PRODUCTS - COMP/OP AGG	\$ 2,000,000	
							LIQUOR LIAB	\$ 1,000,000	
A	AUTOMOBILE LIABILITY		X	X 02-CP-0046843-01-09	2/17/2025	2/17/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person)	\$	
	UMBRELLA LIAB						BODILY INJURY (Per accident)	\$	
	EXCESS LIAB						PROPERTY DAMAGE (Per accident)	\$	
	DED							\$	
	RETENTION \$						EACH OCCURRENCE	\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N	N/A	X 4189675	3/1/2025	3/1/2026	PER STATUTE	X	OTHE- R
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY)						E.L. EACH ACCIDENT	\$	1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
							E.L. DISEASE - POLICY LIMIT	\$	1,000,000
C	Crime	X		CWB0030766-02	2/17/2025	2/17/2026	Limit		25,000
D	Cyber/Privacy/Netwrk	X	X	C-4LS3-094506-CYBER-2025	1/12/2025	1/12/2026	Aggregate:		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

As required by written contract, the City and County of Denver, its Elected and Appointed Officials, Employees and Volunteers are included as Additional Insured as respects to the commercial general liability and business auto. A waiver of subrogation applies.

**CERTIFICATE HOLDER****CANCELLATION**

City and County of Denver  
Office of Climate Action, Sustainability and Resiliency  
201 W Colfax Ave Dept 704  
Denver, CO 80202

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE