

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 **THE GROWHAUS**, 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 August 12, 2020, an Amendatory Agreement dated March 9, 2021, and a Second Amendatory Agreement dated October 1, 2021, (collectively, the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, the 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 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”). The term of this Agreement may be extended by the City under the same terms and conditions for one (1) additional one (1) year term, by a written amendment to this Agreement. Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

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

“**d. Maximum Contract Amount:**

(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **ONE MILLION FOUR HUNDRED SEVENTEEN THOUSAND NINE HUNDRED SIXTY-SEVEN DOLLARS AND NO**

CENTS (\$1,417,967.00) (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 and Exhibit A-Amendment01**, and **Exhibit A-Amendment02** 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-Amendment01**, and **Exhibit A-Amendment02** are changed to **Exhibit A-Amendment03**.

6. **Exhibit B, Exhibit B-Amendment01**, and **Exhibit B-Amendment02** are hereby deleted in its entirety and replaced with **Exhibit B-Amendment03, Budget**, attached and

incorporated by reference herein. All references in the original Agreement to **Exhibit B, Exhibit B-Amendment01, and Exhibit B-Amendment02** are changed to **Exhibit B-Amendment03**.

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

8. 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-202264103-03/-ENVHL-202055346-03
Contractor Name: THE GROWHAUS

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-202264103-03/-ENVHL-202055346-03
THE GROWHAUS

By:  _____

Name: Giselle Diaz Campagna
(please print)

Title: Executive Director
(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 The GrowHaus. GrowHaus 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.

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

- **\$346,445** for Term 1 (August 1, 2020 – July 31, 2021)
- **\$128,555** for Term 1 – COVID Supplemental Funds (February 1, 2020 – July 31, 2021)
- **\$444,851** for Term 2 (August 1, 2021 – July 31, 2022)
- **\$498,116** for Term 3 (August 1, 2022-July 31, 2022)
- **Cumulative Maximum Contract Amount: \$1,417,967**

II. Program Services and Descriptions

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

Healthy Food Access: The GrowHaus will provide healthy food to GES kids and families through no cost and low-cost food boxes. No cost food boxes include fresh produce as well as food staples and are frequently adapted based on community feedback. Food products are delivered directly to residents’ doorstep to eliminate transportation barriers. The GrowHaus anticipates distributing 4,800no cost food boxes and 1,750low cost food boxes, reaching a total of 2,000 kids and adults, from HFDK funding.

Food Education for Kids: The GrowHaus education programs serve children and youth through out-of-school programming. During the school year, The GrowHaus will run experiential after-school programming for elementary students, designed to inspire young kids to develop healthy habits. The GrowHaus anticipates offering weekly classes for 35 weeks during the school year. During the summer, we will host Seed2Seed, an annual eight-week summer program for 15-20 high school students that teaches about healthy eating, gardening, food justice, and leadership. After the program, there will be opportunities for students to continue building their leadership skills and engage with The GrowHaus.

Multi-Generational Education

The GrowHaus Promotora team will conduct family check-ins and multi-generational summer workshops, which support families in building healthy habits at home. We anticipate hosting 100 family check-ins throughout the year, which provide one on one support, guidance, and service navigation to families in GES. Additionally, in the summer, Promotoras will collaborate with youth educators to lead multi-generational summer programs, which bring together kids



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and their parents/ caregivers to encourage healthy eating habits, growing food, and further exploration into food systems.

SNAP / WIC Community Outreach

The GrowHaus will leverage its role as a trusted community leader to support SNAP and WIC outreach and education activities. Promotoras will conduct phone calls, family check-ins, and pop-up events to share eligibility and enrollment information. The GrowHaus team will have the capacity to go through the SNAP enrollment with community members and make direct referrals to the nearest WIC clinic. In addition to providing outreach and enrollment support, our team will help community members sign-up for a low-cost food box, using SNAP dollars.

B. Roles:

- **Staff** is often from GES, has lived experience with the issues the team addresses, or aligns with the demographics of the people The GrowHaus serves, meaning they may speak Spanish as a first language, be an immigrant, or identify as Latina or Latino.
- **The role of community** trust and engagement creates a positive feedback loop that allows The GrowHaus to hear resident feedback and make appropriate community-informed program improvements, thus driving more resident engagement and additional feedback.
- The programs detailed in this proposal will be implemented by leaders of **three main departments**: Food Distribution (led by the Product Manager and Associate Director of Food Access and Community Outreach) , Food Education (led Youth Education Program Manager), and Community Outreach (Community Outreach Associate Director). Direction will be provided by the Executive Director.
- Partnerships developed over a decade will play an essential part of this program's success. The GrowHaus has built robust, effective partnerships with numerous organizations:
 - Within the Food Distribution department, The GrowHaus partners closely with Denver Food Rescue, We Don't Waste, Bondadosa, Food Bank of the Rockies, and numerous local farms and food distributors.
 - The education department has partnerships with local schools including Swansea Elementary, Bruce Randolph high school, Garden Place Academy and local organizations like YMCA and Denver Public Library.
 - The community outreach department works closely with local service providers, including Clinica Tepeyac and Focus Points Family Resource Center
 - Community Outreach programming partners with Hunger Free Colorado and Colorado WIC (through CDPHE) to learn and share valuable information about SNAP and WIC. As a participant of Hunger Free Colorado's SNAP PEAS program, our team members will be able to go through the SNAP enrollment process with community members.

Program Locations:

The program activities will take place at the following locations:



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- Johnson Recreation Center, Swansea Elementary School, Valdez Perry Library, Focus Points Family Resource Center, Christ Lutheran Church, Garden Place Academy, Wyatt Academy
- Homes across GES (for food delivery, in-person visits)
- Virtual
- The GrowHaus office/classroom and outdoor spaces: 3840 York St, Denver CO
- The GrowHaus packing facility: 5150 E 39th Ave, Denver CO

C. Implementation and Timeline

August

- Food Distribution: no cost and low-cost food box distribution
- Food Education: Seed2Seed teen leadership program
- Multigenerational Education: Family check-ins and summer multigenerational classes
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

September

- Food Distribution: no cost and low-cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins and summer multigenerational classes
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

October

- Food Distribution: no cost and low-cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

November

- Food Distribution: no cost and low-cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

December

- Food Distribution: no cost and low-cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

January

- Food Distribution: no cost and low-cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)



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February

- Food Distribution: no cost and low-cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

March

- Food Distribution: no cost and low-cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

April

- Food Distribution: no cost and low-cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

May

- Food Distribution: no cost and low-cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

June

- Food Distribution: no cost and low-cost food box distribution
- Food Education: Seed2Seed teen leadership program
- Multigenerational Education: Family check-ins and summer multigenerational classes
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

July

- Food Distribution: no cost and low-cost food box distribution
- Food Education: Seed2Seed teen leadership program
- Multigenerational Education: Family check-ins and summer multigenerational classes
- SNAP / WIC Community Outreach: outreach activities (phone calls, home visits, pop-up events)

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.).

I. 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.

I. 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



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- 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**

II. Invoice

A. Invoice

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

III. 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.

IV. General Grant Requirements

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

1. Access to healthy food, including up to three healthy meals and snacks per day, with emphasis on filling gaps when meals are not already provided;
 - a. May include buying and distributing local food from Colorado farms, ranches and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than compared out-of-state foods) For example, if a pound of carrots



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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 through HFDK
- Meet with an HFDK representative to debrief, share lessons learned about grant process, programming impact, etc.
- Host at least one site visit for HFDK staff, commissioners, and/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.

V. Other

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

Additional document requirements that may be requested for this contract:

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



EXHIBIT A- Amendment03

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Exhibit B - Amendment03

Healthy Food for Denver's Kids Program Budget

Organization Name	The GrowHaus			
Term	Year 3	The GrowHaus is requesting \$498,116 to support HFDK activities in year three, a 7 percent increase from the previous year. Additional funds will primarily be used for food costs, SNAP / WIC outreach and enrollment activities, as well as increased pay for staff members. The GrowHaus has transitioned many hourly workers to full-time salaried positions, requiring additional funds.		
Request for Proposal Name	Healthy Food for Denver's Kids			
Budget Categories				
Food and Supplies				
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
No-cost grocery program	The no cost grocery program includes a combination of donated and purchased food. We purchase \$25 worth of food for every no-cost grocery box distributed and anticipate distributing 4,800 boxes with requested funds, out of a total of 19,000 boxes over the year.	4,800	\$ 25.00	\$ 120,000.00
Food for low-cost food boxes	We expect to spend \$20 for each low cost food box we distribute. We expect to distribute 1,750 low cost boxes with funds from HFDK, out of a total of 5,500 boxes over the course of the year.	1,750	\$ 20.00	\$ 35,000.00
Packaging for no-cost grocery program and low cost food boxes	Packaging and bags used to aggregate and transport food to customers. We expect to package 2,000 boxes with funds from HFDK, out of a total of 6,550 boxes over the course of the year.	2,000	\$ 0.50	\$ 1,000.00
Seed2Seed Food and Materials	Through Seed2Seed, we provide healthy lunches and snacks for students, as well as curriculum materials for students (notebooks, welcome package), general supplies for cooking classes, photography and art supplies, and food/materials for events. We expect to spend \$1,000 for each of the 15 student participants, and are requesting \$450 for each student from HFDK.	15	\$ 450.00	\$ 6,750.00
Teen Workshops	We will provide monthly workshops for teens to more deeply engage in topics related to their personal, professional, and wellness journey. We anticipate spending \$100 for each workshop offered.	12	\$ 100.00	\$ 1,200.00
School Year Programming for Elementary Students	We anticipate offering weekly education programming for elementary school students during the school year, totaling approximately 35 weeks and 35 classes. We expect to spend \$50 per class.	35	\$ 50.00	\$ 1,750.00
Multigenerational Summer Programming	We anticipate conducting weekly sessions for eight weeks with 30 participating families. We expect to spend \$100 per family.	30	\$ 100.00	\$ 3,000.00
Family Check-Ins	We anticipate conducting 100 family check-ins throughout the year, which may include a home visit, service navigation, or support enrolling in a government assistance program. We expect to spend \$30 per family check-in.	100	\$ 30.00	\$ 3,000.00
SNAP / WIC Outreach and Education Materials	We anticipate hosting 20 pop-up events throughout the year and spending \$250 per event on print materials and other supplies.	20	\$ 250.00	\$ 5,000.00
Total Food and Supplies				\$176,700.00
Program Operating Expenses				
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Home Delivery Fee	We partner with Bondadosa to conduct free home deliveries for our no cost grocery program and low cost boxes purchased on the online marketplace. For deliveries in Globeville and Elyria-Swansea, we spend \$2.50 per delivery. The GrowHaus anticipates delivering 6,300 food boxes and is requesting funding to deliver 2,000 boxes.	2,000	\$ 2.50	\$ 5,000.00
Seed2Seed Student Stipends	Each student will receive a stipend of \$200 for participating in the program	15	\$ 200.00	\$ 3,000.00
Seed2Seed Guest Speaker Stipends	Eight speakers will come and share their experiences and lessons learned with students. We will provide each guest speaker with a \$125 honorarium.	8	\$ 125.00	\$ 1,000.00
Food packaging and distribution facility	Proposal's proportional share of warehouse rental cost, where all food items are packed	12	\$ 2,000.00	\$ 24,000.00
Office and classroom lease	Proposal's proportional share of The GrowHaus main office rental cost, which includes desk and community classroom/ meeting space	12	\$ 1,500.00	\$ 18,000.00
Online Sales Platform	The GrowHaus uses Delivery Biz Pro to facilitate sales of low cost food boxes and add-on products. We pay \$800/month for the service and are requesting \$100/month from HFDK.	12	\$ 100.00	\$ 1,200.00

Technology and Evaluation	The GrowHaus will use a database to record and better understand how community members engage with our programming throughout the year. The database will help our team track touchpoints as well as unduplicated interacting with our programs.				\$4,000.00
Total Operating Expenses					\$56,200.00
Personnel and Administrative Services					
Salary Employees					
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	
Senior Education Program Manager	Oversee curriculum building and program implementation for all education programming for kids, maintain partnerships, oversee education staff, manage collection of impact metrics, and ensure safe, impactful programs	35%	\$ 58,500.00	\$20,475.00	
Youth Education Manager	Support curriculum building and program implementation for kids and multigenerational programming, support collection of impact metrics, and ensure safe, impactful programs	30%	\$ 40,000.00	\$12,000.00	
Associate Director of Food Access and Community Outreach	Oversee food access programming, including low-cost and no-cost food boxes, as well as SNAP / WIC outreach enrollment efforts	30%	\$ 62,000.00	\$18,600.00	
Community Outreach Associate Manager	Implement and lead SNAP / WIC outreach and enrollment opportunities as well as multi-generational programming and family check-ins	30%	\$ 45,500.00	\$13,650.00	
Assistant Food Distribution Manager	Oversee food packing team and manage day to day packing operations for no-cost and low-cost food boxes	30%	\$ 42,500.00	\$12,750.00	
Product and Purchasing Manager	Oversee all purchasing of food products for the no cost grocery program as well as products for the low cost boxes and add-ons, manage invoicing with vendors, track receipts and expenditures for HFDK	25%	\$ 50,000.00	\$12,500.00	
Food Access Coordinator	Create and maintain feedback loops with community members to ensure all food access programs are accessible and product offerings are culturally appropriate, lead SNAP / WIC outreach and enrollment activities	30%	\$ 41,500.00	\$12,450.00	
Hourly Employees					
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative	
Promotora 1	programming and support SNAP / WIC outreach and enrollment activities	800	\$ 22.00	\$17,600.00	
Promotora 2	programming and support SNAP / WIC outreach and enrollment activities	800	\$ 22.00	\$17,600.00	
Food Packers (6)	Pack boxes for no-cost grocery program and low-cost boxes and add-on products. We are accounting for 12 hours a week for 6 food packers throughout the year.	3744	\$ 18.00	\$67,392.00	
Promotora Apprentice	Support SNAP / WIC outreach and enrollment efforts throughout the year	275	\$ 18.00	\$4,950.00	
Promotora Apprentice	Support SNAP / WIC outreach and enrollment efforts throughout the year	275	\$ 18.00	\$4,950.00	
Total Personnel Services					\$214,917.00
Other / Miscellaneous					
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	
Professional development	Each staff member listed above receives a \$375 stipend to participate in professional development opportunities. We are requesting \$264 for each staff member from HFDK.	19	\$ 264.00	\$5,016.00	
Total Other					\$5,016.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$452,833.00
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 or the organization's federally negotiated rate, based on the total contract budget.				
TOTAL INDIRECT COSTS					\$45,283

TOTAL AMOUNT REQUESTED FROM HFDK	\$498,116
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Total Contract Maximum Amount (August 1, 2021- July 31, 2023)	\$1,417,967.00
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