

SECOND AMENDATORY AGREEMENT

This **SECOND 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 **HOUSING AUTHORITY OF THE CITY AND COUNTY OF DENVER**, a body corporate and political subdivision of the State of Colorado, with an address of 1035 Osage Street, Denver, Colorado 80204 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated April 5, 2022, and an Amendatory Agreement dated January 4, 2023, (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 Workers without Authorization, 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, 2021** and will expire on **July 31, 2024** (the “Term”). Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

2. Section 4 of the Agreement entitled “**COMPENSATION AND PAYMENT:**”, Subsection 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 SIXTY-ONE THOUSAND FOUR HUNDRED NINETY-ONE DOLLARS AND NO CENTS (\$1,061,491.00)** (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 WORKERS WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:**” is hereby deleted in its entirety and replaced with:

“19. [RESCINDED.]”

4. **Exhibit A** and **Exhibit A-Amendment01** are hereby deleted in its entirety and replaced with **Exhibit A-Amendment02, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** and **Exhibit A-Amendment01** are changed to **Exhibit A-Amendment02**.

5. All references in the original Agreement to **Exhibit B** and **Exhibit B_Amendment 01, Budget** now refer to **Exhibit B, Exhibit B_Amendment 01, and Exhibit B_Amendment 02 Budget**. **Exhibit B_Amendment 02** is attached and incorporated by reference herein.

6. **Exhibit D, Reimbursement Invoice Form** is hereby added to the **List of Exhibits**, attached and incorporated by reference herein. All references in the original Agreement to **List of Exhibits** are supplemented with **Exhibit D**.

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

8. This Second 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.]

Contract Control Number:
Contractor Name:

ENVHL-202368502-02/ ENVHL-202160889-02
HOUSING AUTHORITY OF THE CITY AND COUNTY OF
DENVER, COLORADO

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-202368502-02/ ENVHL-202160889-02
HOUSING AUTHORITY OF THE CITY AND COUNTY
OF DENVER, COLORADO

By:  _____
DE001G800334447...

Name: Annie Hancock
(please print)

Title: Director of Resident and Community Connections
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A – Amendment02

SCOPE OF WORK

I. Purpose of Agreement

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

Denver Housing Authority (DHA) has been awarded the following amounts in Healthy Food for Denver’s Kids funds:

- **\$338,666** for Term 1 (August 1, 2021 – July 31, 2022)
- **\$310,233** for Term 2 (August 1, 2022-July 31, 2023)
- **\$412,592** for Term 3 (August 1, 2023- July 31, 2024)
- Cumulative Maximum Contract Amount: **\$1,061,491**

II. Program Services and Descriptions

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

Nutrition and Healthy Cooking Classes Nutrition and Healthy Cooking Classes will aim to change low-income families’ eating habits through education. Our experienced team of chefs and nutritionists will provide six individualized classes each year. The curriculum, aimed at educating whole families, will include diet-related health conditions, food groups/balanced diets, understanding food labels, healthy freezer meals, cooking one-pot meals, cooking with kids, and healthy snacks. We currently provide Nutrition and Healthy Cooking Classes in the Mariposa District through Mile High 360. Under this program, we have conducted 6 family cooking classes, serving 13 – 16 families per class and 14 nutrition classes, serving 13 – 16 students per class. Using a proven and successful curriculum established in Mariposa, DHA and YEA will expand these classes from 12 to 25 households the low- and very low-income communities of Sun Valley, Mariposa, and Westwood.

Because the sessions will be entirely virtual, families will be able to participate at home on their own time, allowing us to serve more families. Virtual classes will also give us the flexibility to accommodate working families and school-aged children.

To further incentivize families to participate in the classes, we will create a small rewards catalog of items that will be made available and can be “purchased” if they participate in a certain number of classes. Proof of participation can be a photo of the completed dish, a photo of their family preparing the dish, a short survey sharing what they liked/disliked about the meal, or feedback concerning what they learned through the class. Examples of the rewards catalog include:



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Anticipated # of families	Anticipated # of classes	Incentives made available	Amount for incentive \$
25 families	2	Measuring cups OR child safe knives OR thermometer OR cutting board	\$20
12 families	4	Food chopper OR utensil set or mandoline slicer	\$40
8 families	6	Knife set OR food storage containers OR spiralizer OR blender	\$60
4 families	8	Pot and pan set OR dinnerware set	\$80
2 families	10	Air fryer OR Instapot OR \$100 King Sooper's gift card	\$100

The program will encourage participants to bring their own food ideas, based on their culture, to the classes by collecting families' recipes and stories and sharing them amongst participants to encourage cross-cultural exchange. Our chef will then work with families to co-create variations in making the foods healthier while preserving their authenticity.

Each family will receive meal kits, including ingredients and recipes, so they can prepare and enjoy the meal together without an added financial burden. Recruitment efforts will include both social media posts and flyers (translated as determined by need) with detailed information about the classes. DHA site coordinators will distribute the flyers door-to-door in DHA communities and to the broader community. Virtual classes will also be recorded and stored on a YEA/Osage Café platform, which allows greater access to viewers for years to come.

Healthy Snacks at Decatur Fresh and Osage Café and Mercado: DHA and YEA's second strategy for addressing food insecurity is to provide youth immediate access to healthy and nutritious meals and snacks, distributed at Decatur Fresh, a social enterprise marketplace that opened in November 2021 and at the Osage Café & Mercado that opened in May 2022. Many children rely on free or reduced-price meals at school and go hungry during the weekends and summers. We will provide snacks after school and on the weekends, when youth do not receive meals from school or the other local partners that provide meals and snacks during the week, such as, Sun Valley Youth Center, Sun Valley People's Center, Youth on Record, Arts Street, La Alma Rec Center, and Westwood I Have a Dream.



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Currently, 168 youth live in the Sun Valley housing developments, with an additional 1,500 youth living in the surrounding Westwood, Columbine, and Westridge developments, and we plan to serve any youth 18 years old and younger who requests food, regardless of where they live. We anticipate another 200+ youth moving into the Sun Valley Neighborhood between January and March of 2023. We will work across DHA departments, including the Resident and Community Connections (RCC) Service Coordinator and Local Resident Council (LRC) programs to further connect youth with healthy meals. To eliminate food waste, each youth will choose their snack based on preference. Each snack will consist of three food groups: fruits, vegetables, low-fat dairy, grains and/or protein. We will share information about this program via social media, school liaisons, community connectors, local partners, and at various events throughout the year at Decatur Fresh and the Osage Café & Mercado.

Youth-Led “Vegetable Artscape” Project. Westwood Homes in the Westwood Neighborhood is home to 180 families and has 48 garden plots throughout the development. For this project, Westwood youth will work with a local artist to highlight some of the vegetables that are being grown in the Westwood Homes community gardens. Youth will work with the Denver Urban Gardens and local community leaders to learn about the urban farming process, what vegetables are being grown in the neighborhood, how the farming supports the cultural diversity of the neighborhood. Youth will develop designs for the educational art and cultural pathway that leads through the community and highlights the food, the nutritional relevancy and how it relates to the community. This project will take place during the summer of 2024 and all youth will be paid for their time, another strategy to alleviate hunger for participating youth while also providing them with work experience. We will recruit participants with social media, flyers, and outreach at local schools. We will provide healthy snacks to all participants during the project. Westwood Homes is currently home to 267 youth under the age of 18 years. We will serve 20 unique youth through the Arts Street Vegetable Artscape Project, approximately 60 unique youth through the household cooking program, and approximately 1500 unique youth through snacks.

Case Manager - The case manager will be supporting the outreach and recruitment of youth and families for the workshops, tracking youth and families throughout the program, and providing on-going supportive services to the youth and families participating in the various programmatic elements. The case manager will help to connect families to necessary food programs, including SNAP applications, WIC, school meals, Food Bank of the Rockies, and so on. They will be supporting the pre-and-post evaluation process to help track and ensure grantee is meeting grant outcomes. This position will be part time (20 hrs/week).



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In 2022, the case manager and nutrition instructor attended a national child nutrition conference that focused on planning healthy meals and snacks for school-aged youth. The case manager and nutrition instructor will attend a conference addressing nutrition, health, and the overall well-being of youth 18 and under during 2023-2024 to better serve the youth and families in our programs. Funds will also be allocated for the wholesale snack production team for ServSafe Certifications.

B. Implementation and Timeline:

Youth and family recruitment for the snacks and nutrition classes will continue throughout the summer of 2023 and into 2024. We will host 10 sessions throughout the year. We will recruit 25 families total to participate in the programming. Overall, we aim to serve 75 participants, with 60 of those individuals being youth. The meal kits will be made available once per month with the virtual class recording.

Free healthy snacks will continue with outreach to the neighborhood through signage, flyers, neighborhood newsletters, and neighborhood association meetings. We will offer snacks after school Monday through Friday and on Saturdays. The number of snacks distributed will increase during the summer months. We will work with the Service Coordinators and LRCs to further share information about the healthy meals and encourage ongoing participation.

Lastly, our youth will work with a local artist and with Denver Urban Gardens to feature some of the vegetables that are being grown in the Westwood Community. The youth will develop designs for the educational art and cultural pathway leading to the garden and will highlight nutritious foods. The project will take place from May to July 2024. We will recruit 20 youth participants from DHA housing sites and adjacent communities to participate in the program.

Program Locations:

C. The program will be taking place at the following locations:

- Osage Kitchen – 1099 Osage St.
- Osage Café & Mercado- 1015 Osage St.
- Decatur Fresh – 995 Decatur St.
- Arts Street – 1079 Osage St.
- Westwood Homes — 855 S Irving St.

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



EXHIBIT A – Amendment02

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

Participation in the Macro Evaluation

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

III. Performance Management and Reporting

A. Performance Management

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

The Grantee will be reviewed for:

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



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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.

The table below summarizes reporting activity and due dates. The dates are subject to change, and/or frequency of the reporting 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, 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



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C. Evaluation Support

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

II. Budget

A. Budget

This grantee may use funds in support of the services described in the SNAP Outreach Program through Hunger Free Colorado, including using matching dollars for SNAP programming.

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

- Be reasonable, realistic, and justified including making an effort to purchase healthy meals or snacks at affordable prices through wholesale, Food Bank of the Rockies, or other low-cost purchasing methods whenever possible
 - Show strong fiscal responsibility
 - Limit indirect costs to 10%
- B. Indirect Cost Limit: The Grantee’s total indirect costs cannot exceed 10% of the Maximum Grant Amount as listed in the Budget. Administrative costs are included in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Administrative costs can be direct or indirect. Direct costs are costs that can be directly charged to the program and which are incurred in the provision of direct services. Indirect costs are defined as the administrative costs that are incurred for common or joint activities that cannot be identified specifically with a particular project or program.
- **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



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and photocopying; General liability insurance; Audit fees, rent, utilities, general office supplies **and equipment/technology**

III. Invoice

A. Invoice

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

IV. 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, if requested. Invoices shall be processed with immediate payment terms.

V. General Grant Requirements

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

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

Additionally, programs must:

- Ensure snacks or meals are healthy by meeting, at minimum, the USDA Dietary



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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.

VI. Other

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

Additional document requirements that may be requested for this contract:

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

Exhibit B_Amendment 02

Healthy Food for Denver's Kids Program Budget

Organization Name	Denver Housing Authority				
Term	Year 3				
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK02)				
Budget Categories					
Food and Supplies					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Healthy Snacks Provided at Decatur Fresh and Osage Café and Mercado	The snack will include fruit, vegetable, whole grain, protein, and/or low fat dairy	Yes	23,500	\$ 9.00	\$211,500.00
Meal Kits for Nutrition Classes	The meal kit will include ingredients to prepare a healthy meal for an entire family for the duration of the class.	Yes	198	\$ 30.00	\$5,940.00
Total Food and Supplies					\$217,440.00
Program Operating Expenses					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Stipends	Youth working on the vegetable artscape	Yes	20	\$ 500.00	\$10,000.00
Art Supplies and Materials	supplies and fabrication for the vegetable artscape	Yes	20	\$ 100.00	\$2,000.00
Ingredients	Used for nutrition and cooking classes	Yes	10	\$ 50.00	\$500.00
Tools and Utensils	Used for nutrition and cooking classes	Yes	25	\$ 35.00	\$875.00
Supplies Incentives	Used to incentivize families to participate in the classes	Yes	1	\$ 1,980.00	\$1,980.00
Food Containers	Packaging of snacks, meal kits, meals	Yes	23,698	\$ 0.50	\$11,849.00
Total Operating Expenses					\$27,204.00
Personnel and Administrative Services					
Salary Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Wholesale Employee	Maintain inventory, ensure availability of food for youth pick up, organize the pick-up	Yes	100%	\$ 43,260.00	\$43,260.00
Part-Time Wholesale Employee	Maintain inventory, ensure availability of food for youth pick up, organize the pick-up	Yes	50%	\$ 21,630.00	\$ 21,630.00
Nutritional Instructor	Curriculum development, teaching, meal kits preparation	Yes	50%	\$ 63,654.00	\$31,827.00
Case Manager	Recruitment, follow-up, assessments, referrals	Yes	50%	\$ 60,049.00	\$30,024.50
Total Personnel Services					\$126,741.50
Other / Miscellaneous					
Item	Description	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Office Supplies	Pens, notebooks, and copies for the cooking classes	Yes	25	\$ 10.00	\$250.00
Marketing Materials	Flyers, printing, outreach	Yes	1	\$ 2,000.00	\$2,000.00
Transportation	Mileage and gas	Yes	2228	\$ 0.65	\$1,448.20
Training	Nutrition training for case manager and nutritional instructor ServSafe Certifications for wholesale employees	Yes	1	\$ 5,000.00	
Total Other					\$3,698.20
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$375,083.70
Indirect					
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative
Indirect rate (if applicable):	7%				\$26,255.86

Evaluation	3% - build on baseline survey and develop a more in-depth evaluation tool to understand how each program is supporting healthy food options for youth and family in the neighborhood. Includes pre and post assessments for the edible artscapes program and pre and post assessments for all of our nutritional classes	\$11,252.51
TOTAL INDIRECT COSTS		\$37,508
TOTAL AMOUNT REQUESTED FROM HFDK		\$412,592

Total Contract Maximum Amount (August 1, 2021- July 31, 2024)	\$1,061,491.00
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Exhibit D

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

Invoice #	
Date Invoice is sent to HFDK	
Purchase Order/ Contract #	
Payment Option	

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

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

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

Expenditure Categories				Total Amount
Food and Supplies				
Item	Description of Item	Quantity	Per Item Cost	

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

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

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

You are not able to enter information into this summary spreadsheet tab - this is for summary purposes on Complete the expenditures spreadsheet tab only (the first tab in this Excel file). Then, sign (or print name designated box below. The information entered into the Expenditures tab will automatically populate in t below. Follow contract instructions to complete the Expenditures and submit the invoice.

Denver Department of Public Health & Environment REIMBURSEMENT INVOICE FORM

DATE INVOICE SENT TO HFDK:	
Organization Name:	0
Invoice Period:	0.00
Invoice #:	0.00
PO/Contract #:	0.00
Final Invoice:	\$ -
Payment Option:	2 Mailed Reimbursement Check

To:		From:	
HFDK Program:	Healthy Food for Denver's Kids	Contact Name:	0
HFDK Contact:	Jessica Murison	Address:	0
Address:	101 W Colfax		
City:	Denver	City:	0
State:	CO	State:	0
Zip Code:	80202	Zip Code:	0
Telephone:	760-715-7194	Telephone:	0
Email:	HFDKinvoices@denvergov.org	Email:	0

Expenditure Categories	Total / Requ
Food and Supplies	
Program Operating Expenses	

Personnel	
Other Costs	
SUB-TOTAL BEFORE INDIRECT	
Indirect	\$
TOTAL THIS INVOICE	\$

<p><i>// We affirm the claimed expenses comply with the budget provisions of the contract and are reasonable and necessary, relevant progress or other reports have been filed, and all contract milestones and/or tasks related to the invoice, been achieved.</i></p>	
Print Name, Title	Date