

## A G R E E M E N T

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

The Parties agree as follows:

**1. COORDINATION AND LIAISON:** The Contractor shall fully coordinate all services under the Agreement with the Executive Director of Public Health and Environment, (“Executive Director”) or, the Executive Director’s Designee.

**2. SERVICES TO BE PERFORMED:**

**a.** As the Executive Director directs, the Contractor shall diligently undertake, 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 Contractor is ready, willing, and able to provide the services required by this Agreement.

**c.** The Contractor shall faithfully perform the services in accordance with the standards of care, skill, training, diligence, and judgment provided by highly competent individuals performing services of a similar nature to those described in the Agreement and in accordance with the terms of the Agreement.

**3. TERM:** The Agreement will commence on **August 1, 2023**, and will expire on **December 31, 2025** (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.

**4. COMPENSATION AND PAYMENT:**

**a. Budget.** The City shall pay and the Contractor shall accept as the sole compensation for services rendered and costs incurred under the Agreement the line item amounts set forth in the budget contained in **Exhibit B**. Amounts billed may not exceed the budget set forth in **Exhibit B**.

**b. Reimbursable Expenses:** There are no reimbursable expenses allowed under the Agreement. All of the Contractor’s expenses are contained in the budget in **Exhibit B**.

**c. Invoicing:** Contractor shall provide the City with a monthly invoice in a format and with a level of detail acceptable to the City including all supporting documentation required by the City. The City’s Prompt Payment Ordinance, §§ 20-107 to 20-118, D.R.M.C., applies to invoicing and payment under this Agreement.

**d. Maximum Contract Amount:**

(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **THREE MILLION FOUR HUNDRED SIXTY-ONE THOUSAND FIVE HUNDRED EIGHTY-TWO DOLLARS AND NO CENTS (\$3,461,582.00)** (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.

(2) The City’s payment obligation, whether direct or contingent, extends only to funds appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of the Agreement. The City does not by this Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years. The Agreement does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.

**5. STATUS OF CONTRACTOR:** The Contractor is an independent contractor retained to perform professional or technical services for limited periods of time. Neither the Contractor nor any of its employees are employees or Directors of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever.

**6. TERMINATION:**

**a.** The City has the right to terminate the Agreement with cause upon written notice effective immediately, and without cause upon thirty (30) days prior written notice to the Contractor. However, nothing gives the Contractor the right to perform services under the Agreement beyond the time when its services become unsatisfactory to the Executive Director.

b. Notwithstanding the preceding paragraph, the City may terminate the Agreement if the Contractor or any of its officers or employees are convicted, plead *nolo contendere*, enter into a formal agreement in which they admit guilt, enter a plea of guilty or otherwise admit culpability to criminal offenses of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature in connection with Contractor's business. Termination for the reasons stated in this paragraph is effective upon receipt of notice.

c. Upon termination of the Agreement, with or without cause, the Contractor shall have no claim against the City by reason of, or arising out of, incidental or relating to termination, except for compensation for work duly requested and satisfactorily performed as described in the Agreement.

d. If the Agreement is terminated, the City is entitled to and will take possession of all materials, equipment, tools and facilities it owns that are in the Contractor's possession, custody, or control by whatever method the City deems expedient. The Contractor shall deliver all documents in any form that were prepared under the Agreement and all other items, materials and documents that have been paid for by the City to the City. These documents and materials are the property of the City. The Contractor shall mark all copies of work product that are incomplete at the time of termination "DRAFT-INCOMPLETE".

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 Parties to make disclosures in violation of state or federal privacy laws. Parties shall at all times comply with D.R.M.C. 20-276.

**8. WHEN RIGHTS AND REMEDIES NOT WAIVED:** In no event will any payment or other action by the City constitute or be construed to be a waiver by the City of any breach of covenant or default that may then exist on the part of the Contractor. No payment, other action, or inaction by the City when any breach or default exists will impair or prejudice any right or remedy available to it with respect to any breach or default. No assent, expressed or implied, to any breach of any term of the Agreement constitutes a waiver of any other breach.

**9. INSURANCE:**

**a. General Conditions:** Contractor agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. Contractor shall keep the required insurance coverage in force at all times during the term of the Agreement, including any extension thereof, and during any warranty period. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as “A-VIII” or better. Each policy shall require notification to the City in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, Contractor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City’s contract number. Contractor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

**b. Proof of Insurance:** Contractor may not commence services or work

relating to this Agreement prior to placement of coverages required under this Agreement. Contractor certifies that the certificate of insurance attached as **Exhibit C**, preferably an ACORD form, complies with all insurance requirements of this Agreement. The City requests that the City's contract number be referenced on the certificate of insurance. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Contractor's breach of this Agreement or of any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements.

c. **Additional Insureds**: For Commercial General Liability, Business Auto Liability, Professional Liability, and Excess Liability/Umbrella (if required), Contractor and subconsultant's insurer(s) shall include the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured.

d. **Waiver of Subrogation**: For all coverages required under this Agreement, with the exception of Professional Liability, Contractor's insurer shall waive subrogation rights against the City.

e. **Subcontractors and Subconsultants**: Contractor shall confirm and document that all subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) procure and maintain coverage as approved by the Contractor and appropriate to their respective primary business risks considering the nature and scope of services provided.

f. **Workers' Compensation and Employer's Liability Insurance**: Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.

g. **Commercial General Liability**: Contractor shall maintain a Commercial General Liability insurance policy with minimum limits of \$1,000,000 for each bodily injury and property damage occurrence, \$2,000,000 products and completed operations aggregate (if applicable), and \$2,000,000 policy aggregate.

**h. Business Automobile Liability:** Contractor shall maintain Automobile Liability with minimum limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.

**i. Professional Liability (Errors & Omissions):** Contractor shall maintain minimum limits of \$1,000,000 per claim and \$1,000,000 policy aggregate limit. The policy shall be kept in force, or a Tail policy placed, for three (3) years for all contracts except construction contracts for which the policy or Tail shall be kept in place for eight (8) years.

**10. DEFENSE AND INDEMNIFICATION:**

**a.** Contractor hereby agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or relating to the work performed under this Agreement (“Claims”), unless such Claims have been specifically determined by the trier of fact to be the sole negligence or willful misconduct of the City. This indemnity shall be interpreted in the broadest possible manner to indemnify City for any acts or omissions of Contractor or its subcontractors either passive or active, irrespective of fault, including City’s concurrent negligence whether active or passive, except for the sole negligence or willful misconduct of City.

**b.** Contractor’s duty to defend and indemnify City shall arise at the time written notice of the Claim is first provided to City regardless of whether Claimant has filed suit on the Claim. Contractor’s duty to defend and indemnify City shall arise even if City is the only party sued by claimant and/or claimant alleges that City’s negligence or willful misconduct was the sole cause of claimant’s damages.

**c.** Contractor will defend any and all Claims which may be brought or threatened against City and will pay on behalf of City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of City shall be in addition to any other legal remedies available to City and shall not be considered City’s exclusive remedy.

**d.** Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Contractor under the terms of this indemnification obligation.

The Contractor shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection.

e. This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

**11. TAXES, CHARGES AND PENALTIES:** The City is not liable for the payment of taxes, late charges or penalties of any nature, except for any additional amounts that the City may be required to pay under the City's prompt payment ordinance D.R.M.C. § 20-107, *et seq.* The Contractor shall promptly pay when due, all taxes, bills, debts and obligations it incurs performing the services under the Agreement and shall not allow any lien, mortgage, judgment or execution to be filed against City property.

**12. ASSIGNMENT; SUBCONTRACTING:** The Contractor shall not voluntarily or involuntarily assign any of its rights or obligations, or subcontract performance obligations, under this Agreement without obtaining the Executive Director's prior written consent. Any assignment or subcontracting without such consent will be ineffective and void, and will be cause for termination of this Agreement by the City. The Executive Director has sole and absolute discretion whether to consent to any assignment or subcontracting, or to terminate the Agreement because of unauthorized assignment or subcontracting. In the event of any subcontracting or unauthorized assignment: (i) the Contractor shall remain responsible to the City; and (ii) no contractual relationship shall be created between the City and any subconsultant, subcontractor or assign.

**13. INUREMENT:** The rights and obligations of the Parties to the Agreement inure to the benefit of and shall be binding upon the Parties and their respective successors and assigns, provided assignments are consented to in accordance with the terms of the Agreement.

**14. NO THIRD PARTY BENEFICIARY:** Enforcement of the terms of the Agreement and all rights of action relating to enforcement are strictly reserved to the Parties. Nothing contained in the Agreement gives or allows any claim or right of action to any third person or entity. Any person or entity other than the City or the Contractor receiving services or benefits pursuant to the Agreement is an incidental beneficiary only.

**15. NO AUTHORITY TO BIND CITY TO CONTRACTS:** The Contractor lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters

that purport to obligate the City must be executed by the City in accordance with the City's Charter and the Denver Revised Municipal Code.

**16. SEVERABILITY:** Except for the provisions of the Agreement requiring appropriation of funds and limiting the total amount payable by the City, if a court of competent jurisdiction finds any provision of the Agreement or any portion of it to be invalid, illegal, or unenforceable, the validity of the remaining portions or provisions will not be affected, if the intent of the Parties can be fulfilled.

**17. CONFLICT OF INTEREST:**

**a.** No employee of the City shall have any personal or beneficial interest in the services or property described in the Agreement. The Contractor shall not hire, or contract for services with, any employee or officer of the City that would be in violation of the City's Code of Ethics, D.R.M.C. §2-51, et seq. or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.

**b.** The Contractor shall not engage in any transaction, activity or conduct that would result in a conflict of interest under the Agreement. The Contractor represents that it has disclosed any and all current or potential conflicts of interest. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of the Contractor by placing the Contractor's own interests, or the interests of any party with whom the Contractor has a contractual arrangement, in conflict with those of the City. The City, in its sole discretion, will determine the existence of a conflict of interest and may terminate the Agreement if it determines a conflict exists, after it has given the Contractor written notice describing the conflict.

**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  
101 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.

**19. DISPUTES:** All disputes between the City and Contractor arising out of or regarding the Agreement will be resolved by administrative hearing pursuant to the procedure established by D.R.M.C. § 56-106(b)-(f). For the purposes of that administrative procedure, the City official rendering a final determination shall be the Executive Director as defined in this Agreement.

**20. GOVERNING LAW; VENUE:** The Agreement will be construed and enforced in accordance with applicable federal law, the laws of the State of Colorado, and the Charter, Revised Municipal Code, ordinances, regulations and Executive Orders of the City and County of Denver, which are expressly incorporated into the Agreement. Unless otherwise specified, any reference to statutes, laws, regulations, charter or code provisions, ordinances, executive orders, or related memoranda, includes amendments or supplements to same. Venue for any legal action relating to the Agreement will be in the District Court of the State of Colorado, Second Judicial District (Denver District Court).

**21. 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.

**22. COMPLIANCE WITH ALL LAWS:** Contractor shall perform or cause to be performed all services in full compliance with all applicable laws, rules, regulations and codes of the United States, the State of Colorado; and with the Charter, ordinances, rules, regulations and Executive Orders of the City and County of Denver.

**23. LEGAL AUTHORITY:** Contractor represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into the Agreement. Each person signing and executing the Agreement on behalf of Contractor represents and warrants that he has been fully authorized by Contractor to execute the Agreement on behalf of Contractor and to validly and legally bind Contractor to all the terms, performances and provisions of the Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate the Agreement if there is a dispute as to the legal authority of either Contractor or the person signing the Agreement to enter into the Agreement.

**24. NO CONSTRUCTION AGAINST DRAFTING PARTY:** The Parties and their respective counsel have had the opportunity to review the Agreement, and the Agreement will not be construed against any party merely because any provisions of the Agreement were prepared by a particular party.

**25. ORDER OF PRECEDENCE:** In the event of any conflicts between the language of the Agreement and the exhibits, the language of the Agreement controls.

**26. INTELLECTUAL PROPERTY RIGHTS:** The City and Contractor intend that all property rights to any and all materials, text, logos, documents, booklets, manuals, references, guides, brochures, advertisements, URLs, domain names, music, sketches, web pages, plans, drawings, prints, photographs, specifications, software, data, products, ideas, inventions, and any other work or recorded information created by the Contractor and paid for by the City pursuant to this Agreement, in preliminary or final form and on any media whatsoever (collectively, “Materials”), shall belong to the City. The Contractor shall disclose all such items to the City and shall assign such rights over to the City upon completion of the Project. To the extent permitted by the U.S. Copyright Act, 17 USC § 101, *et seq.*, the Materials are a “work made for hire” and all ownership of copyright in the Materials shall vest in the City at the time the Materials are created. To the extent that the Materials are not a “work made for hire,” the Contractor (by this Agreement) sells, assigns and transfers all right, title and interest in and to the Materials to the City, including the right to secure copyright, patent, trademark, and other intellectual property rights throughout the world and to have and to hold such rights in perpetuity.

**27. SURVIVAL OF CERTAIN PROVISIONS:** The terms of the Agreement and any exhibits and attachments that by reasonable implication contemplate continued performance, rights, or compliance beyond expiration or termination of the Agreement survive the Agreement and will continue to be enforceable. Without limiting the generality of this provision, the Contractor's obligations to provide insurance and to indemnify the City will survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period.

**28. ADVERTISING AND PUBLIC DISCLOSURE:** The Contractor shall not include any reference to the Agreement or to services performed pursuant to the Agreement in any of the Contractor's advertising or public relations materials without first obtaining the written approval of the Executive Director. Any oral presentation or written materials related to services performed under the Agreement will be limited to services that have been accepted by the City. The Contractor shall notify the Executive Director in advance of the date and time of any presentation. Nothing in this provision precludes the transmittal of any information to City officials.

**29. CONFIDENTIAL INFORMATION:**

**a. City Information:** Contractor acknowledges and accepts that, in performance of all work under the terms of this Agreement, Contractor may have access to Proprietary Data or confidential information that may be owned or controlled by the City, and that the disclosure of such Proprietary Data or information may be damaging to the City or third parties. Contractor agrees that all Proprietary Data, confidential information or any other data or information provided or otherwise disclosed by the City to Contractor shall be held in confidence and used only in the performance of its obligations under this Agreement. Contractor shall exercise the same standard of care to protect such Proprietary Data and information as a reasonably prudent Contractor would to protect its own proprietary or confidential data. "Proprietary Data" shall mean any materials or information which may be designated or marked "Proprietary" or "Confidential", or which would not be documents subject to disclosure pursuant to the Colorado Open Records Act or City ordinance, and provided or made available to Contractor by the City. Such Proprietary Data may be in hardcopy, printed, digital or electronic format.

**30. CITY EXECUTION OF AGREEMENT:** The 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.

**31. AGREEMENT AS COMPLETE INTEGRATION-AMENDMENTS:** The Agreement is the complete integration of all understandings between the Parties as to the subject matter of the Agreement. No prior, contemporaneous or subsequent addition, deletion, or other modification has any force or effect, unless embodied in the Agreement in writing. No oral representation by any officer or employee of the City at variance with the terms of the Agreement or any written amendment to the Agreement will have any force or effect or bind the City.

**32. USE, POSSESSION OR SALE OF ALCOHOL OR DRUGS:** Contractor shall cooperate and comply with the provisions of Executive Order 94 and its Attachment A concerning the use, possession or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in contract personnel being barred from City facilities and from participating in City operations.

**33. ELECTRONIC SIGNATURES AND ELECTRONIC RECORDS:** Contractor consents to the use of electronic signatures by the City. The Agreement, and any other documents requiring a signature under the Agreement, may be signed electronically by the City in the manner specified by the City. The Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

**Exhibit List**

**Exhibit A** – Scope of Work.

**Exhibit B** – Budget.

**Exhibit C** – Certificate of Insurance.

**Exhibit D** – Timeline of Activities.

**Exhibit E** - Reimbursement Invoice Form.

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**Contract Control Number:** ENVHL-202369076-00  
**Contractor Name:** DENVER URBAN GARDENS

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

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

\_\_\_\_\_

\_\_\_\_\_

**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

\_\_\_\_\_

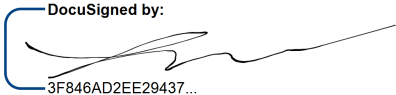
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By:

\_\_\_\_\_

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

ENVHL-202369076-00  
DENVER URBAN GARDENS

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

Title: CEO  
(please print)

ATTEST: [if required]

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

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

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



# EXHIBIT A

## SCOPE OF WORK

### I. Purpose of Agreement

- A. The purpose of this contract is to establish an agreement and Scope of Services between the Healthy Food for Denver's Kids ("HFDK") Initiative and Denver Urban Gardens. Denver Urban Gardens has been awarded **\$3,461,582** in **Healthy Food for Denver's Kids** funds for the grant term of August 01, 2023-December 31, 2025. Denver Urban Gardens 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.

### II. Program Services and Descriptions

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

#### **Priority Area 1. Nutritious Food Access and Security**

Seed to Plate to Regenerate (SPR) directly aligns with this priority area by not only providing nutritious food to thousands of youth in Denver, but also through innovative and engaging opportunities for children to grow, learn about, and cook healthy food. Collectively and independently, all three partner organizations are working to increase nutritious food access and security in the following ways:

- DUG gardens grow over 650,000 pounds of produce each year, with 10% distributed to food banks and related organizations. Additionally, DUG's food access program, Grow a Garden, connects individuals, families, and seniors to free or low-cost seeds, seedlings, education, and support for growing at home or in a DUG garden. DUG's Food Forest Initiative increases the canopy of growing food by planting edible bushes and trees in DUG's network of gardens for under-resourced communities.
- WDW collects quality, unused food from over 300 food providers and then distributes this food through its own Mobile Food Markets throughout the Denver metro area and through partnerships with over 100 nonprofit agencies and schools serving food-insecure individuals, including 45 specifically serving Denver's youth. In 2022, WDW provided over 21 million servings of food to food-insecure families and individuals, 70% of which was distributed in Denver County. Over 60% of distributed food consisted of nutritious produce, dairy products, protein, and healthy grains.
- SFD provides cooking and taste education classes, with participants receiving a meal that has been prepared together. SFD's Lil' Sprouts program works to increase children's consumption of fresh fruits and vegetables through garden stewardship and cooking with fresh, nutrient-dense ingredients in class. In 2022, SFD taught 479 classes reaching 1,060 students. SFD provided 1,420 pounds of



## EXHIBIT A

### SCOPE OF WORK

produce for Lil' Sprouts cooking classes to serve 7,103 whole foods-based meals created by the participants. Beyond the classes served through SPR, SFD will be offering Lil' Sprouts at additional Title I schools throughout Denver with invitations to both WDW and DUG to be included in some of these classes.

WDW's new facility will maximize the organization's impact on increasing food access and provide additional opportunities for collaboration between the three partner organizations. Once renovations are complete, the new building (located in Denver County) will include increased food storage capacity, a prep/teaching kitchen, an educational classroom, and additional land for future composting and gardening programs. We Don't Waste hopes to move into the new facility by 3rd quarter, 2023.

#### **Priority Area 2. Increasing participation in Federal Nutrition Assistance Programs**

We Don't Waste will address this priority area through **SPR** via SNAP outreach at select Mobile Food Markets. Currently, We Don't Waste partners with Lifespan Local/Benefits in Action to provide SNAP outreach to market participants at the Lalo Delgado STRIVE Prep Campus in the Mar Lee neighborhood and Presentation of Our Lady Church in the Villa Park neighborhood. WDW is also exploring creating a full-time Community Outreach position to lead SNAP PEAS outreach, among other community support roles.

#### **Priority Area 3. Food and Nutrition Education**

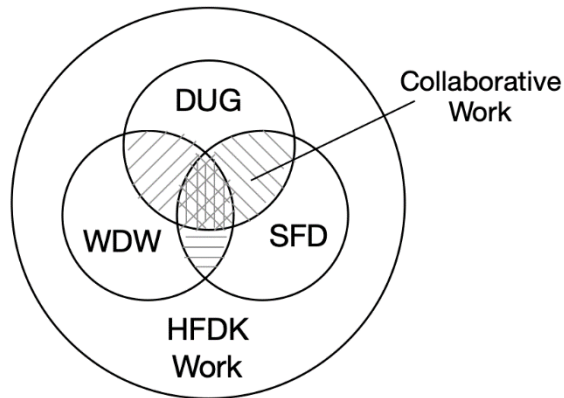
Research conducted by the USDA found that food-related education results in healthier behaviors and a greater willingness to purchase and eat healthier food. With this in mind, SPR will provide food systems education at 5-10 elementary Denver Public Schools (DPS), prioritizing schools with existing DUG gardens. Capitalizing on each organization's expertise and strengths, SPR will increase the depth and breadth of impact on school communities by providing students with hands-on activities related to gardening, cooking and food tasting, nutrition, composting, and food waste reduction. Activities will include classroom experiences, cooking classes, school-wide food waste audit programs, food distribution, and after-school programming (i.e., gardening clubs).

DUG, WDW, and SFD will work closely with partner school contacts to provide tailored curriculum that best fits the interests, capabilities, and needs of the school and/or particular classroom. Each partner will work independently and collaboratively in providing unique and interactive activities for students to cultivate a holistic understanding of food systems, from seed to waste, so that students can learn to appreciate nutritious food, eat healthier, and reduce food waste. Ultimately, students will take this valuable information home to their parents so the entire family can benefit as well.



## EXHIBIT A

### SCOPE OF WORK



Through **SPR**, it is DUG, WDW, and SFD's intent to make a 6-year commitment to each school partner, ensuring students receive a continuum of programming throughout their elementary school years. Examples of this programming could include (programming will be customized based on each school's interests and schedule):

- DUG garden education, with a focus on ECE and/or kindergarten, as well as collaborative engagement with WDW and SFD for students at other grade levels, encourages kids to plant, tend, and harvest healthy food.
- SFD's Lil' Sprouts and Seed to Plate education programs provide tasting and cooking workshops for students that nourish lifelong healthy eating habits by making the connection between where food comes from and how it is prepared. Food from the school's DUG garden can be utilized, and WDW can overlay nutrition and food waste education directly related to the workshop's tasting and recipe.
- WDW's Kids Don't Waste food waste and nutrition education programs provide engaging workshops for students so they can learn about the correlations among food waste, the environment, healthy eating, and food security. SFD can provide recipes to reinforce the importance of fresh produce, and samples from the DUG garden can be distributed.
- WDW and SFD can bring their classroom experiences to the DUG garden, where they can gain firsthand experience about where food comes from, the benefits of eating fresh produce, how to use the entire vegetable when cooking to avoid waste, and composting.
- WDW food waste audits engage the entire student population by collecting and measuring students' food waste and finding out why food is being thrown away. Through this activity, students can also learn about composting and how this can benefit DUG gardens.
- DUG's Food Forest Initiative installs trees, bushes, and vines in underutilized spaces to produce fresh organic produce. This produce can be used in SFD's tasting and cooking classes with students and tie into WDW's environmental education content.



## EXHIBIT A

### SCOPE OF WORK

- In addition to in-school collaboration with DUG and SFD, WDW's new facility (kitchen, classroom, land) provides unique collaborative opportunities for all three organizations to expand their food-education programs beyond the classroom. These opportunities will be further explored once the facility is fully operational.

Additionally, as this dynamic partnership progresses, and the partners learn how to develop greater synergies together, there is potential for collaborative programming opportunities to extend beyond the classroom and into the community. This could include activities at WDW's Mobile Food Markets and/or DUG community gardens, or at community centers, museums, or public events. The intent of all programming will be geared towards children and their families with relevant and meaningful experiences designed to provide them with nutritious food and the means to develop healthy, sustainable habits in their relationship with food.

#### **B. The following partners will be instrumental in the success of this grant:**

##### Partners, Roles & Responsibilities

**DUG, Lead Organization:** DUG has served Greater Denver for over 37 years, working in a diverse range of neighborhoods and responding to the specific needs of the communities DUG serves. As the lead organization of this project, DUG will provide and contribute to the guidance and leadership of the program. DUG will also manage the financial requirements of the grant as well as the coordination and reporting of grant activities. As a program provider, DUG will work in conjunction with SFD and WDW to provide a cohesive menu of programming for the school cohorts and set up systems for responsive and timely communication for the schools and organizations involved in the project.

**WDW, Sub-contractor:** WDW partners with food donors, nonprofits, and schools throughout the Denver metro area and Front Range, with the majority of services provided within the City and County of Denver. WDW's roles and responsibilities within this proposal include providing its Kids Don't Waste education programming to K-12 Denver students, collaborating on education efforts with DUG and SFD, and increasing access to nutritious food for Denver youth through its food recovery and distribution efforts.

**SFD, Sub-contractor:** SFD was established over 20 years ago with the goal of promoting good, clean and fair food for all in the Denver area, primarily focused in under-resourced neighborhoods. SFD has worked predominantly in the youth education space, but also hosts community-based events and helps promote the efforts of local food producers, businesses, and likeminded nonprofit organizations. SFD will provide cooking & taste education programs for the elementary schools who are selected through this collaboration, as well as at other Title I schools, and will collaborate with DUG and WDW in these educational efforts.

##### Demonstrated Collaborative Success



## **EXHIBIT A**

### **SCOPE OF WORK**

DUG, WDW, and SFD have collaborated with each other in various ways in the past, including a joint partnership between DUG and SFD through HFDK funding. Most recently, SFD and DUG provided cooking kits to students to take home and with connections to garden leaders in DUG school gardens. SFD has also brought WDW into existing youth education classes to engage students in the food waste and recovery aspect of the food cycle, completing the seed-to-plate cycle with regeneration. The organizations have similar missions, yet focus their education at different points in the food cycle; this collaboration will link these points to deliver a more holistic approach to food education. Together, this partnership will make a greater collective school impact by promoting a healthier relationship with the entire food system in school cultures.

#### Partner Management

Each organization has agreed to contribute complementary leadership and resource sharing to the partnership, with DUG serving as the Lead Organization. The organizations will meet frequently at the start of this collaborative project to establish shared systems and agreements, as well as select the 5-10 targeted partner schools. As the grant term progresses, the organizations will move to quarterly meetings to share ideas and participant feedback, make improvements, and collaborate on program evaluation and reporting. An example of this successful collaborative partnership was in the writing of this proposal. Each organization contributed equally, in time and content, with collaboration completed through weekly meetings and a shared document to create, edit, and finalize the proposal.

#### **III. Program Locations:**

The Grantee will serve the following Denver neighborhoods:

Athmar Park, Baker, Barnum, City Park West, Cole, Five Points, Montbello, Montclair, Ruby Hill, Sun Valley

#### **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 draft, finalize and implement an evaluation plan for the grant that will specify the evaluation questions, process measures (e.g., how the program was implemented, what was done, for whom, and how much; barriers and facilitators, etc.), outcome measures (e.g., what results the program had), how the data will be collected, responsible party(ies), and timelines. The 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



## EXHIBIT A

### SCOPE OF WORK

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.).

#### IV. 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.



## EXHIBIT A

### SCOPE OF WORK

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.

| <b>Report # and Name</b>      | <b>Description</b>   | <b>Due Date</b>        | <b>Reports to be sent to:</b>        |
|-------------------------------|--|------------------------|--------------------------------------|
| Report 1<br>(six month)       | Progress on process and outcome measures and learning questions<br>Upload relevant evaluation documents. Additional narrative description of successes and challenges.   | February 1-15, 2024    | Submitted through the Reporting Form |
| Report 2<br>(12 month/annual) | Demographic description of population served. Progress on process and outcome measures and learning questions<br>Upload relevant evaluation documents. Additional narrative description of successes and challenges. | July 31 – Aug 15, 2024 | Submitted through the Reporting Form |
| Report 3<br>(six month)       | Progress on process and outcome measures and learning questions<br>Upload relevant evaluation documents. Additional narrative description of successes and challenges.   | February 1-15, 2025    | Submitted through the Reporting Form |
| Report 4<br>(12 month/annual) | Demographic description of population served. Progress on process and outcome measures and learning questions<br>Upload relevant evaluation documents. Additional narrative description of successes and challenges. | July 31 – Aug 15, 2025 | Submitted through the Reporting Form |
| Report 5 (5 months extra)     | Demographic description of population served. Progress on process and outcome measures and learning questions<br>Upload relevant evaluation documents. Additional  | By January 15, 2026    | Submitted through the Reporting Form |



## EXHIBIT A

### SCOPE OF WORK

|  |  |     |     |
|--|--|-----|-----|
|  | narrative description of successes and challenges. |     |     |
| 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.

#### 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 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



## EXHIBIT A

### SCOPE OF WORK

#### VI. Implementation and Timeline

##### A. Timeline

The timeline for this agreement is attached as an exhibit.

#### VII. Invoice

##### A. Invoice

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

#### VIII. Payments

- A. Invoices and reports 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 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 or may use their own so long as it contains the same information. Invoices shall be processed with immediate payment terms.

#### IX. General Grant Requirements

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

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

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

- Ensure snacks or meals are healthy by meeting, at minimum, the USDA Dietary Guidelines for Americans
- NOT use HFDK funds to purchase any of the following items:



## **EXHIBIT A**

### **SCOPE OF WORK**

- 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.

**X. 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**

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. **\*\*CHECK YOUR TOTAL BOXES PRIOR TO SUBMITTING!**

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**

|                                  |  |
|----------------------------------|--|
| <b>Organization Name</b>         | Denver Urban Gardens                   |
| <b>Term</b>                      | Year 1 (August 1, 2023-July 31, 2024)  |
| <b>Request for Proposal Name</b> | Healthy Food for Denver's Kids(HFDK04) |

**Budget Categories**

**Food and Supplies** Please Mark with an X each Priority Area that the line item pertains to.

| 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 |
|------------------------------------|--|----------|---------------|---|-----------------|-----------------|-----------------|
| Community Events: Food & Supplies  | Supporting community events for families in gardening, food education, garden-based learning, and cooking, 12 events per year          | 12       | \$ 325.00     | \$3,900.00  |                 |                 | x               |
| Youth Programming: Food & Supplies | Supporting youth programming at schools, gardens and community venues in gardening, garden-based learning, food education and cooking  | 100      | \$ 65.00      | \$6,500.00  |                 |                 | x               |
| Food Access: Grow a Garden Program | 50 Classroom Grow a Garden seed starting kits for schools; 100 families with Grow a Garden kits  | 100      | \$ 180.00     | \$18,000.00   | x               |                 | x               |
| Food Forest Build                  | Food Forest build and planting materials for 1 Food Forest, site at a DUG school-based garden  | 1        | \$ 15,000.00  | \$15,000.00   | x               |                 |                 |
| Summer Garden Activation           | Seeds, seedlings, and garden upgrades to increase yield production at 12 Denver DUG Community Gardens in under-resourced neighborhoods | 12       | \$ 2,500.00   | \$30,000.00   | x               |                 |                 |
| <b>Total Food and Supplies</b>     |  |          |               | <b>\$73,400.00</b>  |                 |                 |                 |

**Program Operating Expenses**

| 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 |
|--|---|----------|---------------|---|-----------------|-----------------|-----------------|
| Community Programs: Program Operations | Materials, tools, development, and support for community programming for families and communities     | 12       | \$ 150.00     | \$1,800.00  |                 |                 | x               |
| Youth Programming Operating Expenses   | Materials, tools, and development of youth programming in schools, community venues                   | 100      | \$ 110.00     | \$11,000.00   |                 |                 | x               |
| Food Access Operating Expenses         | Materials, tools and development of food access programming for families in community venues, schools | 100      | \$ 110.00     | \$11,000.00   | x               |                 | x               |
| Mileage                                | Mileage for travel to schools and other venues  | 15       | \$ 150.00     | \$2,250.00  | x               |                 | x               |
| Stipends: Summer garden                | Gift card incentives for parent volunteers to maintain garden plots in the summer                     | 10       | \$ 500.00     | \$5,000.00  | x               |                 |                 |
| <b>Total Operating Expenses</b>        |   |          |               | <b>\$31,050.00</b>  |                 |                 |                 |

**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 | Priority Area 1 | Priority Area 2 | Priority Area 3 |
|-----------------------------------|--|-----------------|--------------------------|---|-----------------|-----------------|-----------------|
| HFDK Grant Manager                | Oversight, coordination and management of all activities tied to HFDK project  | 85%             | \$ 92,300.00             | \$78,455.00   | x               |                 | x               |
| Bilingual Youth Education Manager | Acts as liaison for Spanish speaking communities and educators, manages, develops and delivers youth and family programs in garden education, cooking and nutrition, supports translation and interpretation needs | 85%             | \$ 68,900.00             | \$58,565.00   | x               |                 | x               |
| Community Education Cultivator    | Implementation of youth programming and training of seasonal staff, program development  | 50%             | \$84,500.00              | \$42,250.00   |                 |                 | x               |
| Garden Infrastructure Director    | Oversee on-the-ground support for gardens and gardeners in an effort to create thriving, equitable gardens within the DUG network with a focus on the least resourced DUG gardens                                  | 30%             | \$87,500.00              | \$26,250.00   | x               |                 |                 |

**Hourly Employees**

| 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 |
|--------------------------------------|---|-------|-------------|---|-----------------|-----------------|-----------------|
| Bilingual Youth Programs Coordinator | Delivery and coordination of programming at schools and community events  | 2080  | \$ 25.84    | \$53,747.20   |                 |                 | x               |
| Food Access Coordinator              | Responsible for supporting food access and food education programming and outreach related to Grow-a-Garden, engaging and supporting community members facing food insecurity within the Grow a Garden program. | 1040  | \$ 28.13    | \$29,255.20   | x               |                 |                 |
| Seasonal Staff                       | Seasonal educator and garden maintenance support  | 500   | \$ 19.00    | \$9,500.00  | x               |                 | x               |
| <b>Total Personnel Services</b>      |   |       |             | <b>\$92,502.40</b>  |                 |                 |                 |

**Other / Miscellaneous**

| 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 |
|------------------------------------|---|----------|---------------|---|-----------------|-----------------|-----------------|
| Video content development          | Educational video content                                       | 4        | \$ 2,000.00   | \$8,000.00  |                 |                 | x               |
| Social media/communications        | Promoting and communicating to audiences                        | 2        | \$ 6,000.00   | \$12,000.00   | x               |                 | x               |
| Interpretation/translation/signage | Program related interpretation, translation                     | 1        | \$ 4,000.00   | \$4,000.00  | x               |                 | x               |
| Conferences, Professional Learning | School Garden Summit, Lifelab Garden Education, Equity Training | 6        | \$ 2,000.00   | \$12,000.00   |                 |                 | x               |
| Evaluation                         | Program Evaluation and community feedback                       | 1        | \$ 15,000.00  | \$15,000.00   |                 |                 | x               |
| <b>Total Other</b>                 |   |          |               | <b>\$51,000.00</b>  |                 |                 |                 |

**Subcontractors**

| 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 |
|----------------------|------|-------------|----------|---------------|---|-----------------|-----------------|-----------------|
|                      |      |             |          |               |   |                 |                 |                 |



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. **\*\*CHECK YOUR TOTAL BOXES PRIOR TO SUBMITTING!**

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         |  |
| Term                      | Year 2 (August 1, 2024-July 31, 2025)  |
| Request for Proposal Name | Healthy Food for Denver's Kids(HFDK04) |

**Budget Categories**

| Food and Supplies                  |   |          |               |   | Please Mark with an X each Priority Area that the line item pertains to. |                 |                 |
|------------------------------------|---|----------|---------------|---|--|-----------------|-----------------|
| 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 |
| Community Events: Food & Supplies  | Supporting community events for families in gardening, food education, garden-based learning, and cooking, 12 events per year         | 12       | \$ 325.00     | \$3,900.00  |  |                 | x               |
| Youth Programming: Food & Supplies | Supporting youth programming at schools, gardens and community venues in gardening, garden-based learning, food education and cooking | 100      | \$ 65.00      | \$6,500.00  |  |                 | x               |
| Food Access: Grow a Garden Program | 50 Classroom Grow a Garden seed starting kits for schools; 100 families with Grow a Garden kits                                       | 100      | \$ 180.00     | \$18,000.00   | x  |                 | x               |
| Food Forest Build                  | Food Forest build and planting materials for 1 Food Forest, site at a DUG school-based garden   | 8        | \$ 15,000.00  | \$120,000.00  | x  |                 |                 |
| Summer Garden Activation           | Seeds, seedlings, and garden upgrades to increase yield production at 12 Denver DUG Community Gardens in underresourced neighborhoods | 20       | \$ 2,625.00   | \$52,500.00   | x  |                 |                 |
| <b>Total Food and Supplies</b>     |   |          |               | <b>\$200,900.00</b>   |  |                 |                 |

| Program Operating Expenses             |  |          |               |   |                 |                 |                 |
|--|--|----------|---------------|---|-----------------|-----------------|-----------------|
| 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 |
| Community Programs: Program Operations | Materials, tools, development, and support for community programming for families and communities                          | 12       | \$ 150.00     | \$1,800.00  |                 |                 | x               |
| Youth Programming Operating Expenses   | Materials, tools, and development of youth programming in schools, community venues  | 100      | \$ 110.00     | \$11,000.00   |                 |                 | x               |
| Food Access Operating Expenses         | Materials, tools and development of food access programming for families in community venues, schools                      | 100      | \$ 110.00     | \$11,000.00   | x               |                 | x               |
| Food Forest Operating Expenses         | Maintenance, upgrades, training for existing food forest sites in Denver with an emphasis on DUG school-based garden sites | 25       | \$ 500.00     | \$12,500.00   | x               |                 |                 |
| Mileage                                | Mileage for travel to schools and other venues   | 15       | \$ 160.00     | \$2,400.00  | x               |                 | x               |
| Stipends: Summer garden                | Gift card incentives for parent volunteers to maintain garden plots in the summer  | 10       | \$ 500.00     | \$5,000.00  | x               |                 |                 |
| <b>Total Operating Expenses</b>        |  |          |               | <b>\$43,700.00</b>  |                 |                 |                 |

**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 | Priority Area 1 | Priority Area 2 | Priority Area 3 |
| HFDK Grant Manager                | Oversight, coordination and management of all activities tied to HFDK project  | 85%             | \$ 96,000.00             | \$81,600.00   | x               |                 | x               |
| Bilingual Youth Education Manager | Acts as liaison for Spanish speaking communities and educators, manages, develops and delivers youth and family programs in garden education, cooking and nutrition, supports translation and interpretation needs | 85%             | \$ 71,656.00             | \$60,907.60   | x               |                 | x               |
| Community Education Cultivator    | Implementation of youth programming and training of seasonal staff, program development  | 50%             | \$87,800.00              | \$43,900.00   |                 |                 | x               |
| Garden Infrastructure Director    | Oversee on-the-ground support for gardens and gardeners in an effort to create thriving, equitable gardens within the DUG network with a focus on the least resourced DUG gardens                                  | 30%             | \$91,000.00              | \$27,300.00   | x               |                 |                 |
| Food Forest Director              | Oversee food forest build, community engagement, site prep and management, maintenance and training for food forest sites  | 30%             | \$91,000.00              | \$27,300.00   | x               |                 |                 |

| Hourly Employees                     |   |       |             |   |                 |                 |                 |
|--------------------------------------|---|-------|-------------|---|-----------------|-----------------|-----------------|
| 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 |
| Bilingual Youth Programs Coordinator | Delivery and coordination of programming at schools and community events  | 2080  | \$ 26.87    | \$55,889.60   |                 |                 | x               |
| Food Access Coordinator              | Responsible for supporting food access and food education programming and outreach related to Grow-a-Garden, engaging and supporting community members facing food insecurity within the Grow a Garden program. | 1040  | \$ 29.25    | \$30,420.00   | x               | x               | x               |
| Food Forest Coordinator              | Support food forest builds, maintenance, coordination and training for food forest efforts  | 1040  | \$ 27.50    | \$28,600.00   | x               |                 |                 |
| Seasonal Staff                       | Seasonal educator and garden maintenance support  | 500   | \$ 19.76    | \$9,880.00  | x               |                 |                 |
| <b>Total Personnel Services</b>      |   |       |             | <b>\$365,797.20</b>   |                 |                 |                 |

| Other / Miscellaneous              |   |          |               |   |                 |                 |                 |
|------------------------------------|---|----------|---------------|---|-----------------|-----------------|-----------------|
| 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 |
| Video content development          | Educational video content                                       | 4        | \$ 2,000.00   | \$8,000.00  |                 |                 | x               |
| Social media/communications        | Promoting and communicating to audiences                        | 2        | \$ 6,000.00   | \$12,000.00   | x               |                 | x               |
| Interpretation/translation/signage | Program related interpretation, translation                     | 1        | \$ 4,000.00   | \$4,000.00  | x               |                 | x               |
| Conferences, Professional Learning | School Garden Summit, Lifelab Garden Education, Equity Training | 6        | \$ 2,000.00   | \$12,000.00   |                 |                 | x               |
| Evaluation                         | Program Evaluation and community feedback                       | 1        | \$ 15,000.00  | \$12,000.00   |                 |                 | x               |
| <b>Total Other</b>                 |   |          |               | <b>\$48,000.00</b>  |                 |                 |                 |

**Subcontractors**

| 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 |
|---|---|---|----------|---------------|---|-----------------|-----------------|-----------------|
| Slow Food Denver  | Youth cooking and taste education classes   | <a href="#">Total direct and indirect costs</a><br><a href="#">See itemized budget here</a> | 1        | \$ 198,469.09 | \$198,469.09  | x               |                 | x               |
| We Don't Waste  | Food education and distribution   | <a href="#">Total direct and indirect costs</a><br><a href="#">See itemized budget here</a> | 1        | \$ 475,473.95 | \$475,473.95  | x               | x               | x               |
|   |   |   |          |               | \$0.00  |                 |                 |                 |
|   |   |   |          |               | \$0.00  |                 |                 |                 |
| Total Subcontractors  |   |   |          |               | \$673,943.04  |                 |                 |                 |
| TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other) |   |   |          |               | \$1,332,340.24  |                 |                 |                 |
| 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. DUG INDIRECTS ONLY, SUBCONTRACTORS INDIRECTS ALREADY INCLUDED |   |          |               | \$65,839.72   |                 |                 |                 |
| TOTAL INDIRECT COSTS  |   |   |          |               | \$65,839.72   |                 |                 |                 |
| TOTAL AMOUNT REQUESTED FROM HFDK                            |   |   |          |               | \$1,398,179.96  |                 |                 |                 |
|   |   |   |          |               |   |                 |                 |                 |
|   |   |   |          |               |   |                 |                 |                 |
|   |   |   |          |               |   |                 |                 |                 |
|   |   |   |          |               |   |                 |                 |                 |

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. **\*\*CHECK YOUR TOTAL BOXES PRIOR TO SUBMITTING!**

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 Urban Gardens                        |
| Term                      | 5 months (August 1, 2025-December 31, 2025) |
| Request for Proposal Name | Healthy Food for Denver's Kids(HFDK04)      |

**Budget Categories**

| Food and Supplies                  |   |          |               |   |                 | Please Mark with an X each Priority Area that the line item pertains to. |                 |  |
|------------------------------------|---|----------|---------------|---|-----------------|--|-----------------|--|
| 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 |  |
| Community Events: Food & Supplies  | Supporting community events for families in gardening, food education, garden-based learning, and cooking, 12 events per year         | 5        | \$ 325.00     | \$1,625.00  |                 |  | x               |  |
| Youth Programming: Food & Supplies | Supporting youth programming at schools, gardens and community venues in gardening, garden-based learning, food education and cooking | 25       | \$ 75.00      | \$1,875.00  |                 |  | x               |  |
| Summer Garden Activation           | Seeds, seedlings, and garden upgrades to increase yield production at 3 Denver DUG Community Gardens in underresourced neighborhoods  | 3        | \$ 2,625.00   | \$7,875.00  | x               |  |                 |  |
| Food Forest Build                  | Food Forest build and planting materials for 1 Food Forest, site at a DUG school-based garden   | 3        | \$15,000.00   | \$45,000.00   | x               |  |                 |  |
| <b>Total Food and Supplies</b>     |   |          |               | <b>\$56,375.00</b>  |                 |  |                 |  |

| Program Operating Expenses             |  |          |               |   |                 |                 |                 |  |
|--|--|----------|---------------|---|-----------------|-----------------|-----------------|--|
| 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 |  |
| Community Programs: Program Operations | Materials, tools, development, and support for community programming for families and communities                          | 4        | \$ 150.00     | \$600.00  |                 |                 | x               |  |
| Youth Programming Operating Expenses   | Materials, tools, and development of youth programming in schools, community venues  | 25       | \$ 120.00     | \$3,000.00  |                 |                 | x               |  |
| Food Forest Operating Expenses         | Maintenance, upgrades, training for existing food forest sites in Denver with an emphasis on DUG school-based garden sites | 10       | \$ 500.00     | \$5,000.00  | x               |                 |                 |  |
| Mileage                                | Mileage for travel to schools and other venues   | 15       | \$ 160.00     | \$2,400.00  | x               |                 | x               |  |
| Stipends: Summer garden                | Gift card incentives for parent volunteers to maintain garden plots in the summer  | 3        | \$ 200.00     | \$600.00  | x               |                 |                 |  |
| <b>Total Operating Expenses</b>        |  |          |               | <b>\$11,600.00</b>  |                 |                 |                 |  |

| 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 | Priority Area 1 | Priority Area 2 | Priority Area 3 |  |
| HFDK Grant Manager                    | Oversight, coordination and management of all activities tied to HFDK project  | 85%             | \$ 40,000.00             | \$34,000.00   | x               |                 | x               |  |
| Bilingual Youth Education Manager     | Acts as liaison for Spanish speaking communities and educators, manages, develops and delivers youth and family programs in garden education, cooking and nutrition, supports translation and interpretation needs | 85%             | \$ 30,000.00             | \$25,500.00   | x               |                 | x               |  |
| Community Education Cultivator        | Implementation of youth programming and training of seasonal staff, program development  | 50%             | \$36,583.00              | \$18,291.50   |                 |                 | x               |  |
| Garden Infrastructure Director        | Oversee on-the-ground support for gardens and gardeners in an effort to create thriving, equitable gardens within the DUG network with a focus on the least resourced DUG gardens                                  | 30%             | \$38,000.00              | \$11,400.00   | x               |                 |                 |  |
| Food Forest Director                  | Oversee food forest build, community engagement, site prep and management, maintenance and training for food forest sites  | 30%             | \$38,000.00              | \$11,400.00   | x               |                 |                 |  |

| Hourly Employees                     |  |       |             |   |                 |                 |                 |  |
|--------------------------------------|--|-------|-------------|---|-----------------|-----------------|-----------------|--|
| 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 |  |
| Bilingual Youth Programs Coordinator | Delivery and coordination of programming at schools and community events   | 840   | \$ 26.87    | \$22,570.80   |                 |                 | x               |  |
| Food Access Coordinator              | Responsible for supporting food access and food education programming and outreach related to Grow-a-Garden, engaging and supporting community members facing food insecurity within the Grow a Garden | 870   | \$ 29.25    | \$25,447.50   | x               |                 | x               |  |
| Food Forest Coordinator              | Support food forest builds, maintenance, coordination and training for food forest efforts   | 870   | \$ 27.50    | \$23,925.00   | x               |                 |                 |  |
| Seasonal Staff                       | Seasonal educator and garden maintenance support   | 150   | \$ 19.76    | \$2,964.00  | x               |                 |                 |  |
| <b>Total Personnel Services</b>      |  |       |             | <b>\$175,498.80</b>   |                 |                 |                 |  |

| Other / Miscellaneous              |  |          |               |   |                 |                 |                 |  |
|------------------------------------|--|----------|---------------|---|-----------------|-----------------|-----------------|--|
| 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 |  |
| Video content development          | Educational video content  | 1        | \$ 2,100.00   | \$2,100.00  |                 |                 | x               |  |
| Social media/communications        | Promoting and communicating to audiences                             | 1        | \$ 2,000.00   | \$2,000.00  | x               |                 | x               |  |
| Interpretation/translation/signage | Program related interpretation, translation                          | 1        | \$ 1,500.00   | \$1,500.00  | x               |                 | x               |  |
| Conferences, Professional Learning | Lifelab Garden Education, Equity Training, other training            | 2        | \$ 2,100.00   | \$4,200.00  |                 |                 | x               |  |
| Evaluation                         | Program Evaluation, community feedback, surveys, evaluation training | 1        | \$ 6,250.00   | \$6,250.00  |                 |                 | x               |  |
| <b>Total Other</b>                 |  |          |               | <b>\$16,050.00</b>  |                 |                 |                 |  |

| Subcontractors       |      |             |          |               |   |                 |                 |                 |
|----------------------|------|-------------|----------|---------------|---|-----------------|-----------------|-----------------|
| 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 |
|                      |      |             |          |               |   |                 |                 |                 |

|  |  |   |   |              |  |   |   |   |
|--|--|---|---|--------------|--|---|---|---|
| Slow Food Denver   | Youth cooking and taste education classes  | <a href="#">Total direct and indirect costs</a><br><a href="#">See itemized budget here</a> | 1 | \$ 99,242.48 | \$99,242.48  | x |   | x |
| We Don't Waste   | Food Education and distribution  | <a href="#">Total direct and indirect costs</a><br><a href="#">See itemized budget here</a> | 1 | \$200,293.77 | \$200,293.77   | x | x | x |
|  |  |   |   |              |  |   |   |   |
| <b>Total Subcontractors</b>  |  |   |   |              | <b>\$299,536.25</b>  |   |   |   |
| <b>TOTAL DIRECT COSTS (Supplies &amp; Operating, Personnel, Other)</b> |  |   |   |              | <b>\$559,060.05</b>  |   |   |   |
| <b>Indirect</b>  |  |   |   |              |  |   |   |   |
| <b>Item</b>  | <b>Description</b>   |   |   |              | <b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b> |   |   |   |
| 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. <b>DUG INDIRECTS ONLY, SUBCONTRACTORS INDIRECTS ALREADY INCLUDED</b> |   |   |              | \$25,952.38  |   |   |   |
| <b>TOTAL INDIRECT COSTS</b>  |  |   |   |              | <b>\$25,952.38</b>   |   |   |   |
| <b>TOTAL AMOUNT REQUESTED FROM HFDK</b>                                |  |   |   |              | <b>\$585,012.43</b>  |   |   |   |
|  |  |   |   |              |  |   |   |   |
| <b>Total Contract Amount (August 1, 2023-December 31, 2025)</b>        |  |   |   |              | <b>\$3,461,582.00</b>  |   |   |   |
|  |  |   |   |              |  |   |   |   |
|  |  |   |   |              |  |   |   |   |







**CERTIFICATE HOLDER COPY**

City and County of Denver Dept of Public Health &  
Environment  
Division of Administration  
101 W Colfax Ave Ste 800  
Denver, CO 80202-5315

**IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

**DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT (CONT)

**Exhibit D**  
**TIMELINE OF ACTIVITIES**

| Key Activity/Metric<br><i>You may want to connect activities to program goals, objectives, and budget line items</i>                 | Location<br><i>Where the activity will take place</i>                                      | Staff<br><i>Persons/ Agency responsible</i>                                  | Partnerships<br><i>Any partnerships involved in or leading the activity</i>                             | Year 1<br>2023-2024 |               |               |                | Year 2<br>2024-2025 |               |               |                | Year 3  |
|--|--|--|---|---------------------|---------------|---------------|----------------|---------------------|---------------|---------------|----------------|---------|
|  |  |  |   | Q1<br>Aug-Oct       | Q2<br>Nov-Jan | Q3<br>Feb-Apr | Q4<br>May-July | Q1<br>Aug-Oct       | Q2<br>Nov-Jan | Q3<br>Feb-Apr | Q4<br>May-July | Aug-Dec |
| <i>Identify 5-10 schools that will receive Seed to Plate to Regenerate (SPR) programming.</i>  | <i>Schools will be in Denver; orgs will coordinate with DPS remotely to select schools</i> | <i>DUG Youth Education Team, WDW Engagement Team, and SFD Education Team</i> | <i>Work closely with DPS and current school partners to identify SPR locations</i>                      | X                   |               |               |                | X                   |               |               |                | X       |
| <i>Coordinate and attend regular meetings with partner orgs (monthly to begin, then quarterly following initial planning stages)</i> | <i>Rotating between DUG, WDW, and SFD offices (or virtual)</i>                             | <i>DUG Youth Education Team, WDW Engagement Team, and SFD Education Team</i> | <i>Lead grantee and sub grantees co-lead these meetings</i>   | X                   | X             | X             | X              | X                   | X             | X             | X              | X       |
| <i>Facilitate and execute school food waste audit in each participating school (one audit at each school per year)</i>               | <i>School cafeterias</i>   | <i>WDW Engagement Team</i>   | <i>School staff, including cafeteria staff and administration</i>                                       |                     | X             | X             |                | X                   | X             | X             |                |         |
| <i>Lil' Sprouts and Seed to Plate lessons, and follow-up evaluation</i>  | <i>Each participating school</i>   | <i>SFD Education Team</i>  | <i>Classroom teachers, garden leaders; Regular collaboration with DUG and WDW</i>                       | X                   | X             | X             |                | X                   | X             | X             |                | X       |
| <i>Kids Don't Waste lessons, and follow-up evaluation</i>  | <i>Each participating school</i>   | <i>WDW Engagement Team</i>   | <i>Classroom teachers; Regular collaboration with DUG and SFD</i>                                       | X                   | X             | X             | X              | X                   | X             | X             | X              | X       |
| <i>DUG's garden education lessons and evaluation</i>   | <i>Each participating school</i>   | <i>DUG Youth Education Team</i>  | <i>Teachers, school administration, garden leaders, community gardeners; Regular collaboration with</i> | X                   | X             | X             | X              | X                   | X             | X             | X              | X       |

**Exhibit D**

|  |  |  | <i>SFD and WDW</i>  |   |   |   |   |   |   |   |   |   |
|--|--|--|---|---|---|---|---|---|---|---|---|---|
| <i>Host monthly Mobile Food Markets</i>  | <i>STRIVE Prep Sunnyside, Garden Place Academy, Bruce Randolph School, STRIVE Prep Westwood at Lalo Delgado Campus, Focus Points Family Resource Center, Presentation of Our Lady Church</i> | <i>WDW Engagement and Operations Teams</i> | <i>Host site partners (see locations); WeeCycle; DUG and Slow Food to collaborate with recipe development, cooking demos, tastings, and/or gardening activities</i> | X | X | X | X | X | X | X | X | X |
| <i>WDW Community Listening Sessions to collect Mobile Food Market feedback</i> | <i>MFM host sites</i>  | <i>WDW Engagement Team</i>                 | <i>Host site partners (see locations)</i>   | X |   | X |   | X |   | X |   | X |
| <i>WDW Mobile Food Market text message surveys</i>                             | <i>Virtual (will take place via SMS or a webform)</i>  | <i>WDW Engagement Team</i>                 |   |   | X |   | X |   | X |   | X |   |
| <i>SFD summer camp planning and outreach</i>                                   | <i>Selected schools</i>  | <i>SFD Education Team</i>                  | <i>School contacts, Discovery Link Summer Camp staff</i>  |   |   | X |   |   |   | X |   |   |
| <i>SFD summer camp</i>   | <i>Selected schools</i>  | <i>SFD Education Team</i>                  | <i>School contacts, Discovery Link Summer Camp staff</i>  |   |   |   | X |   |   |   | X |   |

## 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<br>HFDK |  |
| Purchase Order/<br>Contract #   |  |
| Payment Option                  |  |

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

|               |  |
|---------------|--|
| <b>To:</b>    |  |
| 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:        | <a href="mailto:HFDKinvoices@denvergov.org">HFDKinvoices@denvergov.org</a> |

|                |  |
|----------------|--|
| <b>From:</b>   |  |
| Contact Name:  |  |
| Remit Address: |  |
|                |  |
| City:          |  |
| State:         |  |
| Zip Code:      |  |
| Telephone:     |  |
| Email:         |  |

| Expenditure Categories   |                     |          |               | Total Amount |
|--------------------------|---------------------|----------|---------------|--------------|
| <b>Food and Supplies</b> |                     |          |               |              |
| Item                     | Description of Item | Quantity | Per Item Cost |              |

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

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

| <b>Billing Summary</b>                  |      |
|---|------|
| 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 Exhibit E - 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 |

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

| Expenditure Categories     | Total /<br>Requ |
|----------------------------|-----------------|
| Food and Supplies          |                 |
| Program Operating Expenses |                 |

|                                  |           |
|----------------------------------|-----------|
| Personnel                        |           |
| Other Costs                      |           |
| <b>SUB-TOTAL BEFORE INDIRECT</b> |           |
| Indirect                         | \$        |
| <b>TOTAL THIS INVOICE</b>        | <b>\$</b> |

|   |      |
|---|------|
|   |      |
| <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 |