

AMENDATORY AGREEMENT

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a home rule and municipal corporation of the State of Colorado (the “City”) and **MILE HIGH SQUASH, D/B/A MILE HIGH 360**, a Colorado nonprofit corporation, whose address is P.O. Box 40160, Denver, CO 80204-0160 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated August 12, 2021, (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on **Exhibit A, Scope of Work**, to the City’s satisfaction.

B. The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, amend the scope of work and amend the budget.

NOW THEREFORE, in consideration of the premises and the Parties’ mutual covenants and obligations, the Parties agree as follows:

1. Section 3 of the Agreement entitled “**TERM**” is hereby deleted in its entirety and replaced with:

“**3. TERM:** The Agreement will commence on **August 1, 2020** and will expire on **July 31, 2022** (the “**Term**”). The term of this Agreement may be extended by the City under the same terms and conditions for annual renewal up to two additional years by a written amendment to this Agreement. Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

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

“**d. Maximum Contract Amount:**

(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **SIX HUNDRED ONE THOUSAND ONE HUNDRED TWENTY-EIGHT DOLLARS AND NO CENTS (\$601,128.00)** (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically

described in **Exhibit A**. Any services performed beyond those in **Exhibit A** are performed at Contractor's risk and without authorization under the Agreement.”

3. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-Amend01 Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A-Amend01**.

4. **Exhibit B** is hereby deleted in its entirety and replaced with **Exhibit B-Amend01 Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** are changed to **Exhibit B-Amend01**.

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

6. This Amendatory Agreement will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

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

Contract Control Number: ENVHL-202159406-01 / 202055489-01
Contractor Name: MILE HIGH 360

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

SEAL

CITY AND COUNTY OF DENVER:

ATTEST:

By:

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

Attorney for the City and County of Denver

By:

By:

By:

Contract Control Number: ENVHL-202159406-01/ 202055489-01
Contractor Name: MILE HIGH 360

By:  _____
C9EF193697C8429...

Name: Natalie Martinez
(please print)

Title: Director of Development, Mile High 360
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A_Amendment01

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 Mile High 360 ("MH360"). MH360 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.

MH 360 has been awarded the following amounts in Healthy Food for Denver's Kids funds:

- **\$245,982** for Term 1 (August 1, 2020 – July 31, 2021)
- **\$355,146** for Term 2 (August 1, 2021 – July 31, 2022)
- **Cumulative Maximum Contract Amount: \$601,128**

II. Program Services and Descriptions

- A. MH360 will be granted funds to provide the following services:

Mile High 360 and Youth Employment Academy will be enriching MH360's nutrition programming for students within their health & wellness area. Students will participate, learn and experience nutrition first-hand with a native-Mexican chef and nutritionist who understands the Latinx culture, ethnic pride, heritage cooking and love of food. She understands and teaches the benefits of healthy eating habits and using healthful, nutritious and fresh ingredients. She knows what ingredients are needed to make tasty and well-balanced meals. During the lessons, she will have learning tools, healthy snacks, menu planning, class snack preparation and curriculum related to nutrition for middle school and 9-12th graders. There will be 8 sessions held during the programming year for each cohort. Students will also receive nutritional workbooks; journals to maintain a daily food diary so staff can track changes in eating habits, food choices and understanding of what is a healthy choice and why and a recipe book to record favorite recipes, ingredients, ideas and meal planning options.

With the chef and nutritionist from Youth Employment Academy, MH360 will host a series of 9 family cooking classes to reinforce healthy eating habits and choices through ingredients, recipes, meal preparation and experiential learning. This part of the program will highlight a two-generational approach with the program and families. Two-generation approaches build family well-being by intentionally and simultaneously working with children and the adults in their lives together. The classes will also remain true the ethnic food heritage embraced by our Latinx families through authentic cuisine and native ingredients. Families will receive cook books with healthy tricks to keep the flavor profiles of their dishes. These programming components will highlight core tenets of the 2Gen model – health and wellness and pathways to postsecondary achievement as MH360 has students interested in pursuing culinary careers. They will provide stipends for culinary internships to our students.



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In the 2Gen Approach, there are five areas that all work together and connect for better and more impactful outcomes. The areas function to support and create linkages, and not all five areas need to be linked all the time. Rather, 2 or 3 areas will work in harmony to create the desired effect or result. The five content areas are social capital, health & well-being, economic assets, postsecondary & employment pathways and early childhood education. With regard to the culinary internships and stipends, the 2Gen areas that are symbiotic are health & well-being, social capital and postsecondary & employment pathways. Through the nutrition education and the healthy family cooking classes; the health & well-being of the student and the family is being served. Social capital is a key success factor of the two-generation approach. Because many of our students' parents do not have high level of advanced education, Mile High 360 and its programming help bridge this gap and link to propel a student forward toward educational and economic success. 2Gen education programs and policies include postsecondary education and employment pathways, early childhood development programs and K-12 education.

Internships are integral part of Mile High 360 programming. MH360 will match students' interests and career goals with internships that support and provide experiential training in the student's chosen field of interest. Mile High 360 students that find and are hired to be interns are provided stipends by us to encourage them to complete the internship without needing to find additional employment to fund any necessities or to save for future educational pursuits. We have students that have expressed sincere and serious interest in pursuing a culinary career path. This grant has afforded them the opportunity to seek out relevant and appealing internship opportunities. Mile High 360 exists to bridge the opportunity gap and divide that is prevalent within low-income, communities of color.

Mile High will continue to employ a family liaison to work with families around food security and job placement that is enduring. Not only will the family liaison coordinate all logistics for the nutrition and cooking sessions; this person will also do in-depth family development work to assist families in maintaining healthy food security and access available food-related public, private and social supports.

The family liaison is committed to working with each Mile High 360 family to ensure that every family member has access to the necessary nutritional food, and the caseload for the family liaison will be between 60-80 families. It is expected, based on a family survey, that the family liaison will work intensely with about 30 families. The family liaison will engage families with the nutritional resources from the grant and teach families how to successfully participate in Denver's nutritional support network.

The family liaison will meet with families at varied dates, days and times throughout each quarter of the granting period. These meetings will be informational regarding the various food programs throughout Denver and include nutrition knowledge. The family liaison will work individually with each family to form solid relationships and build trust around accessing and utilizing public assistance programs for which they and/or their children are eligible to receive. Additionally, the family liaison will work to establish strong partnerships with Food Bank of the Rockies and Project Angel Heart for the services and supports that will serve Mile High 360 youth and families. With these dedicated responsibilities - ensuring our students and their families have food security that



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includes a broader food support network as well as the healthy, local food that Mile High 360 procures - we definitely envision this position at 100% FTE.

Finally, this grant will support funding to ensure food security in the most healthful way. MH360 will provide Grocery Support for the food boxes for the food provision component of this grant, for which MH360 will purchase healthy food/groceries for students and their families.

Mile High 360 will implement this initiative in partnership with Youth Employment Academy and with the advent of the family liaison position. Nutritional programming time is already built into their programming model. These nutrition classes for students are marked improvement from their current nutrition curriculum. It is MH360's hope to make true behavior and habitual changes in the attitudes and choices that their students make regarding food. They want them to understand what is a healthier choice, why it is healthier, how nutritious food leads to better medical and health profiles and why it helps them lead a more healthful and active life.

Outreach to students will be conducted in several ways from in person invitations to text reminders to phone calls and distribution of print materials. The family liaison will not only coordinate with students but will engage families to become more active in healthy meal planning, shopping and preparation. The family liaison will also be responsible for inviting and ensuring robust participation in the family cooking classes. Food is a wonderful way to bring people together for learning and understanding how to create better health outcomes for themselves and their families. Another marketing strategy will be for the family liaison to create a recipe, shopping guide and meal plan manuals to distribute to families that have not yet joined in a cooking session or to new students and families entering the program.

New student participants with Mile High 360 will have an orientation laying out the schedule of academics, health & wellness activities and life skills lessons. All nutrition lessons are required sessions for Mile High 360. In order to fully benefit and participate in all opportunities, not just travel, but all phases of the programming model, students must present attendance at 90%.

The staff is already engaged in coordinating nutrition and health & wellness programming, so they agree that bringing in a partner to bolster and enrich this part of our program is necessary and welcome. Through their new co-leadership model, students and families will have the opportunity to influence what they would like to learn, to cook and to try.

MH360 will also partner with HFDK to expand activities to include information about federal nutrition assistance programs (e.g. providing SNAP, WIC, P-EBT, etc. enrollment resources for youth to bring home, at family workshops, etc.) and will tap into existing resources like Food Bank of the Rockies [Totes for Hope](#) weekend backpack program or other [school nutrition programs](#) administered by the Colorado Department of Education as needed/applicable.



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B. Roles:

- **MH360 programming staff** – will assist with the initiative
MH360 Director of Programming: Kate Millman is Mile High 360's Director of Programming and leads the strategic direction and overall management of the organization's programming operations. Previous to holding this position, Kate has worked for nonprofits focused on food security & health equity as well as within school districts in the Denver-metro area. As a member of the international hunger relief organization, Rise Against Hunger, she gained extensive experience with both volunteer and program management, leading large scale volunteer events and teams in Washington DC and its surrounding communities as well as around the world. Kate is an experienced, global non-profit professional in event logistics, development, community & donor engagement and program management. She has expertise in volunteer engagement activities for a variety of different market sectors including corporations, faith groups, schools and civic organizations. Kate is a graduate of Virginia Tech with a B.A. in Political Science and History. Kate is also a returned Peace Corps volunteer having served as a Community Health Extension Agent from 2009 until 2011 in Cameroon - West Central Africa.
- The **Youth Employment Academy (YEA)** provides mentoring, education, employment and training services which assist in addressing the educational, job readiness and career exploration goals of low-income youth between the ages of 16-21. Some of the classes offered by YEA include reading, writing, math, technology/computer software basics, job readiness, occupational skill training, career exploration and leadership development. YEA offers specialized academies that provide entry level training in healthcare and the culinary arts. These academies offer general overviews of demand-driven industries as well as hands-on instruction such as training in Microsoft applications. YEA also has limited paid work experiences in the summer for youth who have completed all required classes.
- **Family Liaison** – will coordinate all logistics for the nutrition and cooking session and do in-depth family support and advocacy work, including working with families around food security, accessing available public, private and social supports, and recording, documenting and navigating with families on their chosen self-sufficiency path.
- **Executive director and director of development** – will contribute to evaluation and grant management
 - **MH360 Director of Development:** Natalie joined Mile High 360 in October 2019. She has worked in the Denver-metro, non-profit community since the early 1990s. With first-hand knowledge and in-depth experience with the philanthropic landscape of Denver and Colorado, Natalie is advancing the well-honed fundraising pipeline already established at Mile High 360, and she is driving the charge to bring in new resources and funding streams to this amazing organization. Natalie is an expert grant writer, exceptional donor and corporate steward, a seasoned special events planner and manager and adept at topic and content research and analysis. Some of the noteworthy agencies that Natalie has contributed to as a leader and development professional are the Colorado Children's Campaign, Catholic Charities, the Jefferson County Library Foundation, the National Coalition Against Domestic Violence and Focus Points Family Resource Center. A proud, fifth



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generation Denver native, Natalie was the first person in her family to matriculate to college and graduate with a Bachelor's Degree in international politics and law from Georgetown University and with a Masters of Public Administration from the University of Colorado.

C. Program Locations:

The program activities will take place at the following locations:

Mile High 360's student nutrition classes will take place at both **West Leadership Academy (951 Elati Street, Denver, 80204)** and **Career Education Center Early College (2650 Eliot Street, Denver, 80211)**. Classes will be held on different days at each campus.

The location of the 2Gen family cooking classes is TBD. Due to the COVID-19 pandemic, program locations may be subject to change based on state, city and school regulations.

D. Program success:

The challenge is to develop an accessible network of resources and opportunities (where accessibility is not restricted because of structural inequities) that families – adults and students – access to improve their health and become self-sufficient with regards to both food security and household stability. The opportunity is to impress upon young minds the health benefits of eating nutritiously and to reinforce these values with families and students through 2-gen cooking sessions. Another opportunity is that the work of the family liaison will be able to make a true investment of time and strategic planning to ameliorate language, technology and transportation barriers as well as assisting with the navigation of complex social and public support systems. The “SMART” goals and corresponding objectives lay the groundwork for understanding programmatic success.

Goal: Families will be self-sufficient, leveraging their income and Denver's resources to be able to meet the family budget without requiring financial assistance from their children.

Objectives:

- 0% of families will report food insecurity during the project's duration as MH360 will support these needs
 - Fewer than 5% of families will report being food insecure 12 months after the project ends;
- 95% of families will be able to execute a household budget specifically supporting self-sufficiency and prioritizing healthy foods.
- 75% of families will demonstrate healthier food shopping habits
- 100% of families understand the impact of a healthy diet and have the resources to execute on that knowledge

Goal: Students develop the knowledge of how food impacts health, development and performance



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Objectives:

- 90% of students demonstrate grade-level appropriate nutritional knowledge
- 100% of students can plan out a 30-day nutritional plan to prepare for a competition, strenuous physical activity or sporting activity
- 100% of students will be able to prepare a set of 20-30 balanced meals.

Program participation/reach: Approximately 106 households and approximately 530 individuals (of which 100% are low-income/at-risk, 356 are youth 18 and under, and 530 are Denver residents). Almost 100% of MH360's students are Latinx whose parents emigrated to the United States or are first generation Mexican/Latinx-American, and they also serve a small number of African-American students (5) and non-Hispanic white youth (2). The MH360 student age range is 11–18 years.

Anecdotally, program success will be full of positive stories: families not having to choose between food and rent; MH360 children not needing to use school-based food pantries to ensure that dinner is served; MH360 students insisting that they have healthy meals before athletic activities and showing their parents how the right food might make the difference between finishing in top 5 and not finishing at all; families telling their children, “don’t worry about getting a paying summer job, take the unpaid internship that will benefit your college application”; and MH360 students showing up to after-school sessions feeling strong. The stories will go on and on and the impact will be felt for generations to come.

Mile High 360 will employ a range of metrics to determine success. For the goal of family self-sufficiency, food security and the corresponding outcomes:

- Using a curated set of questions regarding access to food, families will report out monthly on food insecurity, identifying the number of times the family experienced food insecurity that month.
- Using a budget template, families will prepare budgets and then track their families’ ability to stay on budget.
- Using a basic nutrition assessment geared for adults, the adults will report out, three times, on their knowledge of the impact of a healthy diet.
- Using shopping receipts from a sub-group, families will share the evolution of their shopping habits and patterns.

For the goal of students developing and improving their knowledge of how food impacts development and performance and the corresponding outcomes:

- Students will take developmentally appropriate evaluations (pre-post model) to determine the evolution of their nutrition knowledge.
- Students will use food journals to document food intake during three distinct months: prior to any instruction, after 6 months of instruction, and during the month that leads up to the athletic activity.
- Students will fill out training schedule that includes a 30-day nutritional plan and will execute that plan.
- Using a practicum, each student will demonstrate the ability to prepare 20-30 balanced meals.

III. Evaluation, Outcome Measures and Deliverables



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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 measures in the evaluation plan will align with the items and descriptions in the “program success” section above. A general description of types of measures are listed below, but 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.

Program Outputs are outputs of operating the agreed-upon program. These may include, for example, number of classes or events held, number of students reached, number of meals served, or number of partnerships developed, among others. The Grantee will be asked to collect demographic information for participants as much as possible to help report progress on disparities and direct efforts more equitably. The HFDK Evaluation team will work with grantees to determine the best practices for collecting demographic information while ensuring dignity, privacy and safety.

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

Participation in the Macro Evaluation

The grantee will participate in the Macro Evaluation, including working in partnership with the HFDK Evaluation team, for shared learning to improve the Denver food system. The HFDK Evaluation team will work with all HFDK grantees to determine which local and macro level data will be collected and reported on through the Reporting Form (see the Reporting Section below). The grantee will 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



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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, agreed upon in their final evaluation plan, on a regular basis. The HFDK Evaluation team will provide a Reporting Form for grantees to submit this data every six months, which will be finalized with grantee input to ensure it is user-friendly, non-burdensome and accessible. 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 the grantee in an Evaluation Dashboard to support their own work. Importantly, the Reporting Form may also include a few open-ended questions about strategy, challenges and successes for the grantee to fill out, which will also be included in their Evaluation Dashboard report to track learning over time. Grantees can also access technical assistance support for the reporting requirements from the HFDK evaluation team, as needed.

The table below summarizes reporting activity and due dates. The dates are subject to change.

Report # and Name	Description	Due Date	Reports to be sent to:
Report 1 (6 month)	Progress on output and outcome measures and learning questions Upload relevant evaluation documents	February 1-15, 2022	Submitted through the Reporting Form
Final Report – Annual	Progress on output and outcome measures and learning questions Upload relevant evaluation documents Cumulative outputs, outcome measures, and learning over time.	July 31 – Aug 15, 2022	Submitted through the Reporting Form



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	Additional 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 assigned an Evaluation Partner from the HFDK evaluation team to work around their evaluation plan, evaluation tools, and 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.

At a minimum, grantees will be required to participate in 3 webinars/trainings provided by the HFDK staff, Evaluation Team, and external partners that are intended to identify best practices, support peer learning, and provide opportunities for networking.

II. Budget

A. Budget

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

- Be reasonable, realistic, and justified including making an effort to purchase healthy meals or snacks at affordable prices through wholesale, Food Bank of the Rockies, or 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



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incurred for common or joint activities that cannot be identified specifically with a particular project or program.

- **Examples of indirect costs include:** Salaries and related fringe benefits for accounting, secretarial, and management staff, including those individuals who produce, review and sign monthly program and fiscal reports; Consultants who perform administrative, non-service delivery functions; General office supplies; Travel costs for administrative and management staff; General office printing and photocopying; General liability insurance; Audit fees, rent, utilities, general office supplies and equipment/technology

III. 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

IV. Invoice

A. Invoice:



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- Each invoice shall include the following information: invoice number and date, due date, payment terms, contract activity and detailed description, purchase order number (to be provided by HFDK staff), and an itemized list of the charges in alignment with approved expenses as shown in the Budget (Exhibit B)
- Supporting Documentation
 - The Grantee agrees to retain all receipts and supporting documentation for personnel and non-personnel expenditures, and provide them to the City if requested. The required documentation for retention of:
 - **Program expenses**, includes but is not limited: invoices, receipts or proof of payment for budgeted program expenses, supplies, equipment, mileage/travel expense, or other charges. Proof of payment could be invoices, receipts, ACH forms, bank statements or credit card bills
 - **Personnel**, includes payroll register (employee information) or paystubs, time sheets signed by employee, or time and salary certification
 - **Indirect/administrative costs**, includes documentation to substantiate submitted charges, invoice and proof of payments
 - The Grantee will provide supporting documentation for all non-personnel expenditures over \$1,000 with the monthly invoice. The required documentation for expenses over \$1,000 are:
 - **Program expenses**, includes but is not limited: invoices, receipts or proof of payment for budgeted program expenses, supplies, equipment, mileage/travel expense, or other charges. Proof of payment could be invoices, receipts, ACH forms, bank statements or credit card bills.

V. Payments

- A. Invoices and reports shall be completed and submitted on or before the 15th of each month following the month of services rendered 100% of the time. Contractor shall use preferred invoice template, if requested. Invoices shall be processed with immediate payment terms.
- B. A one-time advance payment may be made through a written request to the HFDK Contract Administrator. The written request shall detail the amount to be paid in advance, price quotes with line item details, personnel costs, etc. and dates the services or supplies will be performed or purchased by the Grantee.

Any advanced funds shall be reconciled upon completion of payment by the grantee or upon the last invoice of the grant term. Reconciling the advanced funds will include providing invoices and proof of payments as required in **Section IV Invoice** of this document. Advanced funds shall be used only for expenses as detailed in Exhibit B- Budget. If the advance payment is not used



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by the Grantee, or not used for the approved expenses as detailed in the request, the Grantee shall re-pay the city any remaining or unreconciled funds.

VI. General Grant Requirements

Funds for program(s) and activities must provide 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)

Programs must:

- Show a commitment to diversity, equity, and inclusion across the organization and programming (e.g., in staffing, culturally relevant foods, etc.)
- Ensure snacks, meals, and any other food distributed is healthy by meeting, at minimum, the HFDK standard guidelines that include:
 - Efforts to be culturally relevant
 - Limited added sugar
 - Efforts to include more non-starchy vegetables than starchy carbohydrate foods
- Be tied directly to activities located within the City and County of Denver that serve youth who are Denver residents
- Benefit low-income youth under the age of 18

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 evaluation partners each year.
- Display signage and/or online banners noting that the program receives funding from the Healthy Food for Denver's Kids Initiative. The HFDK Initiative will provide electronic files and guidelines for printing and/or displaying on websites, social media accounts, and other materials.



DENVER
THE MILE HIGH CITY

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VII. 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_Amend01

Healthy Food for Denver's Kids Program Budget

Organization Name	Mile High 360	
Term	Year 2	
Request for Proposal Name	Healthy Food for Denver's Kids	

Budget Categories

Food and Supplies

Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Ongoing Food Security Support	Purchase of healthy food for students & their families that are struggling with maintaining food security and obtaining healthy food from September 2020 through May 2021.	384	\$177.08	\$67,998.72
Student Meals	Healthy meals for students participating with Mile High 360 during the grant period.	56000	\$0.98	\$54,880.00
Nutrition, Cooking and Gardening Classes Supplies	Instructional manuals, gardening equipment and miscellaneous class supply needs.	12	\$750.00	\$9,000.00
Food Storage Supplies	Commercial refrigerator and freezer.	1	\$4,500.00	\$4,500.00
Kitchen Cleaning Supplies	Food storage compliant supplies.	12	\$125.00	\$1,500.00
Total Food and Supplies				\$137,878.72

Program Operating Expenses

Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Sub-Grant	Sub-grant with Youth Employment Academy for instruction for family cooking classes.	12	\$400.00	\$4,800.00
Sub-Grant	Sub-grant with Youth Employment Academy for instruction for student nutritional classes.	38	\$400.00	\$15,200.00
Sub-Grant	Sub-grant with Youth Employment Academy for instruction for spring break and summer vacation micro nutritional academies.	3	\$1,500.00	\$4,500.00
Sub-Grant	Sub-grant with Youth Employment Academy for family cooking supplies and food.	12	\$800.00	\$9,600.00
Sub-Grant	Sub-grant with Youth Employment Academy for nutrition class supplies and food.	38	\$75.00	\$2,850.00
Sub-Grant	Sub-grant with Youth Employment Academy and Osage Cafe for kitchen and instructional class space.	1	\$10,000.00	\$10,000.00
Sub-Grant	Sub-Grant with Youth Employment Academy for cooking and nutrition class coordination.	12	\$1,666.60	\$19,999.20
Sub-Grant	Sub-grant with Bonnano Concepts for quarterly family and student cooking classes with Chef Frank Bonnano and other Denver celebrity chefs. Provide students and families with the ingredients for the international cuisine that will be presented to participants. The chefs will be donating their time to each of these quarterly classes. HFDK funds to purchase the necessary supplies/items for each class.	4	\$2,000.00	\$8,000.00
Stipends	Culinary internships stipends for students looking to pursue culinary and/or nutrition careers	5	\$2,000.00	\$10,000.00
Total Operating Expenses				\$84,949.20

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
Family Liaison	A new position for Mile High 360 to work with students & families on food security & self-sufficiency needs for stability through family development work & outreach & manage classes.	100%	\$59,000.00	\$59,000.00
Program Staff (4)	Assist with student coordination for classes	100%	\$28,400.00	\$28,400.00
Director of Development and Director of Programming	Evaluation	100%	\$2,000.00	\$2,000.00

Total Personnel Services				\$89,400.00
Other / Miscellaneous				
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Marketing Materials	Outreach for family cooking classes, student engagement for nutrition classes and co-leadership recruitment for health & wellness programming	1	\$2,500.00	\$2,500.00
Transportation Vouchers	Local transit passes for families and students to attend cooking and nutrition classes.	12	\$133.00	\$1,596.00
Staff Mileage	Picking up and delivering food to families.	12	\$166.00	\$1,992.00
Total Other				\$6,088.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)				\$318,315.92
Indirect				
Item	Description	Total Amount Requested from Healthy Food for Denver's Kids Initiative		
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs <u>or</u> the organization's federally negotiated rate, based on the total contract budget.			
TOTAL INDIRECT COSTS				\$31,830.08
HFDK Nutrition Learning Circle	efforts and time around data collection, participation in monthly two-hour focus group discussions (4 total), and any evaluation tools needed to help track nutrition of food distributed	\$5,000.00		
TOTAL AMOUNT REQUESTED FROM HFDK				\$355,146

Exhibit B_Amendment01

Healthy Food for Denver's Kids Program Budget

Organization Name	Mile High 360	
Term	Year 1	
Request for Proposal Name	Healthy Food for Denver's Kids	

Budget Categories

Food and Supplies

Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
COVID-Relief Grocery Support for Summer	Purchase of healthy food for students & their families while recovering from economic hardship due to the COVID Crisis for June, July & August	Yes	120 households ~40 households per month	\$250/distribution	\$30,000
Ongoing Food Security Support	Purchase of healthy food for students & their families that are struggling with maintaining food security and obtaining healthy food from September 2020 through May 2021.	Yes	Varies 106 households participate in our program	Varies dependent upon family size and need	\$45,000
Cooking Class Food	Ingredients to take home to make healthy meals	Yes	240	\$100.00	\$24,000
Nutrition Class Food	Healthy foods for students to try and understand	Yes	38	\$200.00	\$7,600
Nutrition Books	Academic books for students for nutrition classes	Yes	106	\$35.00	\$3,710

Cook Books	Healthy, culturally relevant cook books	Yes	106	\$25.00	\$2,650
Journals	Journals for each student for daily food diaries	Yes	106	\$6.00	\$636
Blank Recipe Books	Blank recipe books to log new healthy recipes	Yes	106	\$6.00	\$636
Classroom Cooking Supplies	A variety of cooking utensils, bowls, measuring instruments, cutting boards, culturally-relevant preparation tools, gloves, small appliances etc. to outfit a teaching, cooking classroom	Yes	Varies as we will need 20 of some items and less of others	Varies dependent upon item	\$10,000
Total Food and Supplies					\$124,232
Program Operating Expenses					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Sub-Grant	Sub-Grant to Youth Employment Academy to provide culturally-relevant, language appropriate cooking classes for families and students	Yes	18	\$200.00	\$3,600
Sub-Grant	Sub-Grant to Youth Employment Academy to provide culturally-relevant, age appropriate nutrition classes for students	Yes	38	\$200.00	\$7,600
Kitchen Rental	Hourly rate for commercial kitchen for family cooking classes	Yes	36	\$150.00	\$5,400
Stipends	Culinary internships stipends for students looking to pursue culinary and/or nutrition careers	Yes	5	\$2,000.00	\$10,000
Total Operating Expenses					\$26,600.00
Personnel and Administrative Services					
Salary Employees					

Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Program Staff (4)	Assist with student coordination for classes	Yes	100%	\$11,850.00	\$11,850
Family Liaison	A new position for Mile High 360 to work with students & families on food security & self-sufficiency needs for stability through family development work & outreach & manage classes.	Yes	100%	\$56,150.00	\$56,150
Hourly Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Bus/Van driver	To transport students and families to and from cooking & nutrition classes	Yes	40	\$20.00	\$800
Total Personnel Services					\$68,800.00
Other / Miscellaneous					
Item	Description	Does this budget item support the Scope of Work?	Quantity (For the Year)	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Marketing Materials	Outreach for family cooking classes, student engagement for nutrition classes and co-leadership recruitment for health & wellness programming	Yes	1	\$2,500.00	\$2,500
Transportation	Gas for the vans or bus to transport students and families to and from cooking & nutrition classes	Yes	1	\$1,000.00	\$1,000
Total Other					\$3,500
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$223,132

Indirect		
Item	Description	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Administration	Executive salaries and infrastructure to guide program strategy and grant requirements	8% of Direct Costs
TOTAL INDIRECT COSTS		\$17,851
Evaluation Funds		\$5,000
TOTAL AMOUNT REQUESTED FROM HFDK		\$245,982