

## SECOND AMENDATORY AGREEMENT

This **SECOND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **SPROUT CITY FARMS, INC.**, a Colorado nonprofit corporation, whose mailing address is P.O. Box 7536, Denver, Colorado 80207 (the “Contractor”) jointly (“the Parties”).

### RECITALS:

**A.** The Parties entered into an Agreement dated October 11, 2023, and an Amendatory Agreement dated July 29, 2025, (collectively, the “Agreement”) to provide the services set forth in Exhibit A, Scope of Work.

**B.** The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, update paragraph 18-Notices, amend the scope of work exhibit, and amend the budget exhibit.

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

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

“**3. TERM:** The Agreement will commence on August 1, 2023, and will expire on December 31, 2027 (the “Term”). The term of this Agreement may be extended by the City under the same terms and conditions by a written amendment to this Agreement. Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

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

“**d. Maximum Contract Amount:**

**(1)** Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **ONE MILLION FIVE HUNDRED EIGHTY-TWO THOUSAND ONE HUNDRED SEVENTY DOLLARS AND NINETY-EIGHT**

**CENTS (\$1,582,170.98)** (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in Exhibit A. Any services performed beyond those in **Exhibit A** are performed at Contractor’s risk and without authorization under the Agreement.”

3. Section 18 entitled “**NOTICES**”, is hereby deleted in its entirety and replaced with:

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

Executive Director of Public Health and Environment or Designee  
201 W. Colfax Avenue, Suite 800  
Denver, Colorado 80202

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.”

4. **Exhibit A** and **Exhibit A\_Amendment 01** are hereby deleted in their entirety and replaced with **Exhibit A\_Amendment 02, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** and **Exhibit A\_Amendment 01** are changed to **Exhibit A\_Amendment 02**.

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

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

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

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

**[SIGNATURE PAGES FOLLOW.]**

**Contract Control Number:** ENVHL-202581530-02/ENVHL-202368713-02  
**Contractor Name:** SPROUT CITY FARMS

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

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

\_\_\_\_\_

\_\_\_\_\_

**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

\_\_\_\_\_

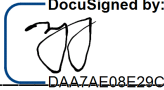
\_\_\_\_\_

By:

\_\_\_\_\_

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

ENVHL-202581530-02/ENVHL-202368713-02  
SPROUT CITY FARMS

By:  \_\_\_\_\_  
DAA7AE08E29C4E8...

Name: Meg Caley  
(please print)

Title: Executive Director  
(please print)

ATTEST: [if required]

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

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

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



# EXHIBIT A AMENDMENT 02

## SCOPE OF WORK

### I. Purpose of Agreement

The purpose of this contract is to establish an agreement and Scope of Services between the Department of Public Health and Environment and **Sprout City Farms** (the “Provider”).

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

Sprout City Farms (SCF) has been awarded the following amounts in Healthy Food for Denver’s Kids funds:

- **\$1,054,788.00** for Term 1 (August 1, 2023 – December 31, 2025)
- **\$527,382.98** for Term 2 (January 1, 2026-December 31, 2027)
- Cumulative Maximum Contract Amount: **\$1,582,170.98**

### II. Program Services and Descriptions

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

#### **Priority Area 1:**

The food access programming represented in this proposal consists of no-cost CSA shares for food-insecure families (50% of all CSA memberships), donation-based farm stands, Farm-to-Cafeteria at Denver Green School (DGS), and produce donations to the DGS Food Pantry.

SCF, in partnership with Ekar Farm, will provide 45-60 no-cost weekly shares of food to Denver residents with children through our annual 18-week Community Supported Agriculture (CSA) program from June through October each year. We categorize our no-cost weekly shares as SNAP shares (families who receive SNAP benefits), WIC Shares (families who receive WIC benefits) and Solidarity Shares (families experiencing food insecurity who may not be eligible for or enrolled in government assistance programs). Because SCF has successfully run this program for six years, we have developed relationships with a number of participants who wish to continue, and if no longer eligible (due to children aging out of WIC), we help spread the word to family, friends, and neighbors (each year SCF receives word of mouth referrals). Additionally, there are a significant number of Denver Green School students whose families are food-insecure and/or enrolled in WIC or SNAP. Our DGS Community Programs Manager does direct outreach to past participants, families at the school, and other community members, inviting them to apply for the no-cost CSA program and assisting those who need help with the application. Our team also shares the application with coalition partners and asks them to share the application widely and recommend possible members.



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Since SCF is determined to support Denver Green School children and families more directly than ever, we are expanding our existing partnership with the volunteer-run Denver Green School Food Pantry, which provides weekly food to more than 750+ families year-round through a Friday-pop-up pantry at the school. They also distribute food weekly to about 100 unhoused Denver teens, and distribute snacks to students during the school day. Prior to receiving HFDK funding, the majority of food donated to the pantry was not consistently healthy or culturally relevant. Now the pantry manager is able to purchase more perishable, healthy foods.

#### **Priority Area 2:**

SCF's DGS Community Programs Manager and our bilingual Grants Manager are trained by Hunger Free Colorado to assist community members with SNAP applications and perform additional work on sharing SNAP resources via outreach and eligibility education.

#### **Priority Area 3:**

Sprout City Farms will continue to implement the expanded scope of our education programming. They received a USDA Farm to School grant from 2021-2023 to revamp the decade-old curriculum. Working with teachers to develop the new curriculum has been a great success, and it has been implemented for grades K-3. This K-8 programming adheres to state standards and provides tools and activities for farm staff to help teachers in each grade integrate the farm into lesson plans of any subject. Activities and learning points have included plant and animal life cycles, making healthy snacks, learning about bees and pollination through the onsite beehive, hatching and keeping chickens, and talking about natural cycles and seasonal changes central to growing food. SCF maintains a goal to host each DGS class at least twice in fall and twice in spring (though many classes come weekly), as it's exciting for students to see the changes that happen on the farm over the course of the year. In 2024 SCF added a full-time, year-round Education Coordinator position (now called DGS Community Programs Manager) so that classrooms continue to have farm-related learning all year long.

We want to facilitate CSA members sharing their diverse food traditions with each other. SCF has provided nutrition and produce preparation information in various ways over the years, and members have said their favorite way to digest information is through watching videos: for those speaking different languages, it is easier than reading a recipe (translated or not), and is more interactive! Some members have volunteered to demonstrate how to cook their favorite dishes using the kitchen space at the farm, and SCF can record videos for wider sharing. They feel this approach is an equitable way to facilitate sharing of nutrition and cooking information.

Our Youth Food Leadership and Advocacy Program (YFLAP) and affiliated curriculum, designed in partnership with An Ounce of Nutrition, expands high school students' knowledge of the food system, sustainability, food justice, leadership skills, nutrition/cooking, equity, advocacy, and policy, and encourages each class to take on a school-based initiative to improve their



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world. YFLAP was first put in place at Denver School of Innovation and Sustainable Design in 2017, and expanded to two other Denver public high schools in 2020 and 2021: North High School in NW Denver and STRIVE-SMART in SW Denver, both of whose student populations are primarily students of color and mostly low-income. Over 200 high schoolers have been through the YFLAP program since 2017.

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

SCF is partnering with Ekar Farm, Denver Green School Food Pantry, four Denver Public Schools: Denver Green School Southeast, DSISD, STRIVE SMART, and North High School. Ekar Farm provides extra produce for CSA boxes. The Food Pantry sources some produce from SCF and distributes food to the diverse DGS community. The four DPS schools collaborate with SCF on student education. Ekar Farm is a local urban farm that until 2024 was farming in Lowry, just three blocks from Denver Green School! Ekar will be moving locations but will continue to provide CSA shares at no-cost to Denver residents as part of our no-cost CSA partnership. Since 2020, 100% of program participants have reported that they felt more food-secure during the farm season directly due to receiving CSA shares all season long and expressed a 100% satisfaction rate; we hold retention rates of over 50% (which are lower than the 100% rate of interest to return, due to families moving or children aging out of WIC).

Denver Green School and the Denver Green School Food Pantry are long-time partners of SCF. In 2010-11, the inaugural year of Denver Green School, SCF broke ground with the farm on the school’s campus. Since then, the partnership has focused on engaging students with hands-on learning approaches to sustainability, food sources, and plant and animal life cycles, by including farmers in curriculum development, students helping and learning on the farm, and cultivating a farm-to-cafeteria program. When the DGS Food Pantry opened in 2013, SCF began further supporting our DGS community by donating fresh produce. Beyond Denver Green School, SCF works with three other Denver Public Schools: DSISD in Capitol Hill, North High School in NW Denver, and STRIVE-SMART Prep in SW Denver, where SCF’s Youth Food Leadership and Advocacy Program (YFLAP) and affiliated curriculum is taught. After student requests, YFLAP was designed and piloted in partnership with An Ounce of Nutrition at DSISD in 2017 to educate high schoolers about the food system, food sustainability, food justice, cooking and nutrition, equity, and leadership. It was so popular that the curriculum was adopted at STRIVE-SMART in 2020, then North High School in 2021, reaching 200 students thus far. We consider it a major success that the first cohort of students wanted to make it a graduation requirement! These collaborative partnerships have been in place for multiple years. SCF’s communication structure includes regular check-in meetings and shared documents and reporting. SCF’s already strong communication will be enhanced further by quarterly partner meetings with report-outs.

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

Geographical Location	Please check all that apply
Citywide	<input type="checkbox"/>



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Athmar Park	<input type="checkbox"/>
Auraria	<input type="checkbox"/>
Baker	<input type="checkbox"/>
Barnum	<input type="checkbox"/>
Barnum West	<input type="checkbox"/>
Bear Valley	<input type="checkbox"/>
Belcaro	<input checked="" type="checkbox"/>
Berkeley	<input type="checkbox"/>
Capitol Hill	<input type="checkbox"/>
Central Business District	<input type="checkbox"/>
Central Park	<input type="checkbox"/>
Chaffee Park	<input type="checkbox"/>
Cheesman Park	<input type="checkbox"/>
Cherry Creek	<input checked="" type="checkbox"/>
City Park	<input type="checkbox"/>
City Park West	<input type="checkbox"/>
Civic Center	<input type="checkbox"/>
Clayton	<input type="checkbox"/>
Cole	<input checked="" type="checkbox"/>
College View - South Platte	<input type="checkbox"/>
Congress Park	<input type="checkbox"/>
Cory - Merrill	<input checked="" type="checkbox"/>
Country Club	<input type="checkbox"/>
DIA	<input type="checkbox"/>
East Colfax	<input checked="" type="checkbox"/>
Elyria Swansea	<input type="checkbox"/>
Five Points	<input type="checkbox"/>
Fort Logan	<input type="checkbox"/>
Gateway - Green Valley Ranch	<input type="checkbox"/>
Globeville	<input type="checkbox"/>
Goldsmith	<input checked="" type="checkbox"/>
Green valley Ranch	<input type="checkbox"/>
Hale	<input type="checkbox"/>
Hampden	<input type="checkbox"/>
Hampden South	<input type="checkbox"/>
Harvey Park	<input type="checkbox"/>
Harvey Park South	<input type="checkbox"/>
Highland	<input type="checkbox"/>
Hilltop	<input checked="" type="checkbox"/>
Indian Creek	<input type="checkbox"/>
Jefferson Park	<input type="checkbox"/>
Kennedy	<input type="checkbox"/>
La Alma Lincoln Park	<input checked="" type="checkbox"/>



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Lincoln Park	<input type="checkbox"/>
Lowry Field	<input checked="" type="checkbox"/>
Mar Lee	<input type="checkbox"/>
Marston	<input type="checkbox"/>
Montbello	<input type="checkbox"/>
Montclair	<input checked="" type="checkbox"/>
North Capitol Hill	<input type="checkbox"/>
North Park Hill	<input checked="" type="checkbox"/>
Northeast Park Hill	<input type="checkbox"/>
Overland	<input type="checkbox"/>
Platt Park	<input type="checkbox"/>
Regis	<input type="checkbox"/>
Rosedale	<input type="checkbox"/>
Ruby Hill	<input type="checkbox"/>
Skyland	<input type="checkbox"/>
Sloan Lake	<input type="checkbox"/>
South Park Hill	<input checked="" type="checkbox"/>
Southmoor Park	<input type="checkbox"/>
Speer	<input type="checkbox"/>
Sun Valley	<input type="checkbox"/>
Sunnyside	<input type="checkbox"/>
Union Station	<input type="checkbox"/>
University	<input type="checkbox"/>
University Hills	<input checked="" type="checkbox"/>
University Park	<input type="checkbox"/>
Valverde	<input type="checkbox"/>
Villa Park	<input type="checkbox"/>
Virginia Village	<input type="checkbox"/>
Washington Park	<input type="checkbox"/>
Washington Park West	<input type="checkbox"/>
Washington Virginia Vale	<input checked="" type="checkbox"/>
Wellshire	<input type="checkbox"/>
West Colfax	<input checked="" type="checkbox"/>
Westwood	<input checked="" type="checkbox"/>

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

Site	Address
Denver Green School	6700 E Virginia Ave, Denver, CO 80224

**B. Public Good**



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

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

### III. Evaluation, Outcome Measures and Deliverables

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

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

**Process measures** are outputs of operating the agreed-upon program. These may include, for example, number of classes or events held, number of students reached, number of meals served, or number of partnerships developed, among others. The Provider will be asked to collect demographic information for participants as much as possible to help report progress on disparities and direct efforts more equitably.

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

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

The Provider will participate in the Macro Evaluation, including working in partnership with the HFDK Evaluation contractor and HFDK staff, for shared learning to improve the Denver food system. The HFDK Evaluation contractor and HFDK staff will work with all HFDK grantees to determine which local and macro level data will be collected and reported on through the



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Monitoring platform (see the Reporting Section below). The Provider will provide agency and community input on Macro Evaluation activities and products (e.g., Theory of Change, Macro Evaluation plan, annual reports, etc.).

#### IV. Performance Management and Reporting

##### A. Performance Management

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

The Provider will be reviewed for:

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

##### B. Reporting

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

Sprout City Farms will be responsible for reporting on the following Sections of the Evaluation Survey: Food Access, Food Production, Food & Nutrition Assistance, Food/Nutrition Education.

The table below summarizes reporting activity and due dates. The dates and or frequency may be subject to change.

Report # and Name	Description	Due Date	Reports to be sent to:
Report 1 (six month)	Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	February 1-15	Submitted through the Reporting Form



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Report 2 (12 month/annual)	Demographic description of population served. Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	July 31 – Aug 15	Submitted through the Reporting Form
Report 3 (six month)	Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	February 1-15	Submitted through the Reporting Form
Report 4 (12 month/annual)	Demographic description of population served. Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	July 31 – Aug 15	Submitted through the Reporting Form
Report 5 (six month)	Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	February 1-15	Submitted through the Reporting Form
Other reports as reasonably requested by the City.	To be determined (TBD)	TBD	TBD

#### C. Evaluation Support

The HFDK evaluation contractor has been contracted by the City to provide evaluation technical assistance for HFDK grantees to support grantee’s participation in the macro evaluation. HFDK grantees will be supported around the development or modification of their evaluation tools, and other general evaluation questions. Additionally, the HFDK evaluation



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contractor will provide technical assistance to the HFDK cohort of grantees on a variety of topics, to be determined in the future based on grantees' needs and interests.

The Provider will be responsible for reporting on process and outcome measures on a quarterly basis. The Provider's data submitted to the monitoring platform will be used in the macro evaluation to measure progress across the entire cohort of HFDK grantees and will additionally be given back to the Provider to support their own work. Importantly, the Monitoring Platform may also include a few open-ended questions about strategy, challenges and successes for the Provider to fill out.

#### V. Budget

##### A. Budget

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

- Be reasonable, realistic, and justified including making an effort to purchase healthy meals or snacks at affordable prices through wholesale, Food Bank of the Rockies, or other low-cost purchasing methods whenever possible
- Show strong fiscal responsibility
- Limit indirect costs up to 15%

**Indirect Cost Limit:** The Provider's total indirect costs cannot exceed 15% of the Maximum Grant Amount as listed in the Budget. Administrative costs are included in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Administrative costs can be direct or indirect. Direct costs are costs that can be directly charged to the program, and which are incurred in the provision of direct services. Indirect costs are defined as the administrative costs that are incurred for common or joint activities that cannot be identified specifically with a particular project or program.

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

#### VI. Invoice

##### A. Invoice

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

#### VII. Payments



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- A. A complete invoice package shall be completed and submitted to the [HFDKinvoices@denvergov.org](mailto:HFDKinvoices@denvergov.org) email on or before the 15th of each month following the month of services rendered 100% of the time.
- B. All non-personnel purchases of \$1,000 or more must have back up documentation submitted with the complete invoice package each month to HFDK. Provider is required to keep on file all documentation of purchase of items and/or payment less than \$1,000 but does not need to submit those back up documents with invoice and report. Provider must keep all personnel files and other documentation on hand related to this grant for audit purposes.
  - a. When submitting backup documentation, Provider must indicate which purchases within a receipt were purchased with Healthy Food for Denver’s Kids projects, and which were not.
- C. Provider shall use preferred invoice template. **Invoices shall be processed with immediate payment terms.**
- D. Invoice timeliness, use of invoice templates, attendance to invoice training, and other factors will be used in determining compliance.

#### VIII. General Grant Requirements

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

**Additionally, programs must:**

- A. Encourage consumption of a variety of culturally responsive foods with high nutrient content: vegetables, fruits, whole grain, lean protein and low-fat dairy
- B. It is encouraged to serve as many of the items fresh and/or simply prepared as possible, as opposed to ultra-processed foods.
- C. **NOT use HFDK funds to purchase any of the following items:**
  - i. All diet or regular sodas and sports/energy drinks
  - ii. Flavored/added sugar milk
  - iii. Juice of all kinds, including both fruit and vegetable juice drinks and 100% juice
  - iv. Candy



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- v. Sweet desserts and snacks like cakes, pastries, cupcakes, pies and brownies
- vi. Sweet breakfast foods (e.g. sugary cereals, donuts, toaster pastries)
- vii. Dairy desserts (e.g., ice cream, milkshakes)
- D. Limit the purchase and preparation of deep-fried, par fried, or flash fried foods (e.g. fried chicken, French fries, potato chips)
- E. Limit the preparation and purchase of foods with partially hydrogenated oil (Trans fat).
- F. Be tied directly to activities located within the City and County of Denver that serve youth who are Denver residents
- G. Benefit low-income and/or historically/currently under-resourced youth ages 18 and under

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

- A. Ensure snacks or meals are healthy by meeting, at minimum, the Healthy Food for Denver’s Kids Nutrition Guidelines.
- B. Attend evaluation and other capacity building workshops. Providers are highly encouraged to attend trainings offered through HFDK. The Evaluation kick off meeting, initial 1:1 with HFDK Program staff, invoice training, and orientation are mandatory meetings.
- C. Meet with an HFDK representative once a year to debrief, share lessons learned about grant process, programming impact, etc.
- D. Host at least one site visit for HFDK staff, commissioners, and/or evaluation partners each year.
- E. Follow the HFDK Communication Guidelines, including displaying signage and/or online banners noting that the program receives funding from DDPHE and the Healthy Food for Denver’s Kids Initiative. The HFDK Initiative will provide electronic files (e.g., logos) and guidelines for printing and/or displaying on websites, social media accounts, and other materials.

**IX. Other**

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

Exhibit B-Amendment 02

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

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

Healthy Food for Denver's Kids Program Budget

Organization Name	Sprout City Farms							
Term	Year 1 (January 1, 2026-December 31, 2026)							
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.		Are any of the personnel 100% funded by this grant? Yes/No
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
Sprout City Farms Vegetable CSA Shares	CSA shares contributed by Sprout City Farms	28	\$ 725.00	\$20,300.00	X			
Add-on produce shares	Add-on non-vegetable CSA shares for a full diet (coordinated by Sprout City Farms, provided by SCF partners) for fruit, eggs, mushrooms, or bread (choice of 2), by request per household	28	\$ 536.00	\$15,008.00	X			
Packaging supplies	Boxes and produce bags for packaging and delivery of food	28	\$ 55.00	\$1,540.00	X			
<b>Total Food and Supplies</b>				<b>\$36,848.00</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	
SCF Farm Operation and Maintenance	Tools, irrigation, and supplies needed for food production	1	\$ 4,000.00	\$4,000.00	X			
Share delivery to participants	Some participants need their food shares delivered to their homes	20	\$150.00	\$3,000.00	X			
Communication	Google Voice service for 2 users (\$20/user/month)	2	\$ 240.00	\$480.00		X	X	
Translation	Translation of farm communications and other resources; interpretation for phone calls, farm visits, and focus groups; contracted from Community Language Co-Op for an estimated 10 languages.	1	\$ 160.00	\$160.00				
<b>Total Operating Expenses</b>				<b>\$7,640.00</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	
SCF Executive Director	Oversee staff and contract partners, administer budget, oversee farm operations, CSA program, and education	10%	\$ 109,140.00	\$10,914.00	X			
SCF Denver Green School Community Farm Manager	Manage farm operations, food production, and food distribution including donations to the food pantry. Assist with farm to school field trips.	70%	\$ 64,452.00	\$45,116.40	X			
DGS Community Programs Manager	Manages various communications, website, social media, reporting, and other administrative tasks. Implements SNAP outreach and supports community members in accessing nutrition support applications and resources. Coordinates farm field trips and in-classroom educational content, collaborates with DGS teachers for farm-to-school curriculum implementation, and partners with Farm Manager for food production and distribution.	80%	\$62,835.00	\$50,268.00	X	X	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	
SCF Denver Green School Community Farm Assistant Manager	Assist with farm operations, food production, and food distribution including donations to the food pantry. Assist with farm to school field trips.	400	\$24.20	\$9,680.00	X			
SCF Apprentice	Apprentice to help with all seasonal farm operations and programs	300	\$22.21	\$6,663.00	X			
SCF Interns	3 Interns to help with all seasonal farm operations and programs	598	\$20.66	\$12,354.68	X			
<b>Total Personnel Services</b>				<b>\$134,996.08</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	
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
<b>Total Other</b>				<b>\$0.00</b>				
EVALUATION								
Item	Description	Percentage		Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
Evaluation (up to 10% of the direct costs amount can be used for Evaluation)	Evaluation funds can be used for a variety of eval expenditures (e.g., staff time or hiring new staff for data + evaluation, community engagement; compensating community members to surveys or focus groups, hiring your own external evaluation contractor, data/evaluation software, attending conferences/PO for evaluation learning). Up to 10% of funds can be used for Evaluation.	8						
<b>Total Evaluation</b>				<b>\$18,313.60</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
Ekar Farm	Ekar Personnel	Ekar Director at 0.15 FTE and a Farm Manager at 0.30 FTE. Employees are responsible for farm operations, CSA share program, food distribution, and communications.	1	\$13,578.13	\$13,578.13	X		
Ekar Farm	Ekar CSA Shares	Vegetable CSA shares contributed by Ekar Farm (20 share equivalents for 18 weeks)	20	\$ 725.00	\$14,500.00			
Ekar Farm	Ekar Farm Operation and Maintenance	Tools, irrigation, and supplies needed for food production	1	\$ 1,000.00	\$1,000.00	X		
Spirit of the Sun	CSA share transport	Transport of produce from Ekar Farm to Spirit of the Sun food distribution location. (Weekly for 18 weeks, 28 miles round-trip)	504	\$ 0.71	\$357.84			

Denver Green School Food Pantry	Purchasing fresh foods	Purchase of additional fresh foods for the weekly food pantry distributions, to be purchased from Food Bank of the Rockies	10	\$	2,000.00	\$20,000.00	X		
						\$0.00			
<b>Total Subcontractors</b>						<b>\$49,435.97</b>			
<b>TOTAL DIRECT COSTS (Supplies &amp; Operating, Personnel, Other)</b>						<b>\$228,920.05</b>			
<b>Indirect</b>									
<b>Item</b>	<b>Description</b>					<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>			
15% indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a fifteen percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.					15% of Direct Costs			
<b>TOTAL INDIRECT COSTS</b>						<b>\$34,338.01</b>			
<b>TOTAL AMOUNT REQUESTED FROM HFDK</b>						<b>\$281,571.66</b>			

Healthy Food for Denver's Kids Program Budget

Organization Name	Sprout City Farms							
Term	Year 2 (January 1, 2027- December 31, 2027)							
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK06)							
Budget Categories								
Food and Supplies						Please Mark with an X each Priority Area that the line item pertains to.		Are any of the personnel 100% funded by this grant? Yes/No
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
Sprout City Farms Vegetable CSA Shares	CSA shares contributed by Sprout City Farms	28	\$ 750.00	\$21,000.00	X			
Add-on produce shares	Add-on non-vegetable CSA shares for a full diet (coordinated by Sprout City Farms, provided by SCF partners) for fruit, eggs, mushrooms, or bread (choice of 2), by request per household	28	\$ 550.00	\$15,400.00	X			
Packaging supplies	Boxes and produce bags for packaging and delivery of food	28	\$ 50.00	\$1,400.00	X			
<b>Total Food and Supplies</b>				<b>\$37,800.00</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	
SCF Farm Operation and Maintenance	Tools, irrigation, and supplies needed for food production	1	\$ 3,500.00	\$3,500.00	X			
Share delivery to participants	Some participants need their food shares delivered to their homes	15	\$150.00	\$2,250.00	X			
Communication	Google Voice service for 2 users (\$20/user/month)	2	\$ 240.00	\$480.00		X	X	
Translation	Translation of farm communications and other resources; interpretation for phone calls, farm visits, and focus groups; contracted from Community Language Co-Op for an estimated 10 languages.	1	\$ 160.00	\$160.00				
<b>Total Operating Expenses</b>				<b>\$6,390.00</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	
SCF Executive Director	programs, hold regular check-ins on program progress. Assist with client communications, data collection, reporting, farm to school curriculum.	8%	\$ 114,597.00	\$9,167.76	X			
SCF Denver Green School Community Farm Manager	Manage farm operations, food production, and food distribution including donations to the food pantry. Assist with farm to school field trips.	65%	\$ 67,673.00	\$43,987.45	X			
DGS Community Programs Manager	progress. Implements SNAP outreach and supports community members in accessing nutrition support applications and resources. Coordinates farm field trips and in-classroom educational content, collaborates	75%	\$65,977.00	\$49,482.75	X	X	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	
SCF Denver Green School Community Farm Assistant Manager	Assist with farm operations, food production, and food distribution including donations to the food pantry. Assist with farm to school field trips.	350	\$24.90	\$8,715.00	X			
SCF Apprentice	Apprentice to help with all seasonal farm operations and programs	250	\$22.90	\$5,725.00	X			
SCF Interns	3 Interns to help with all seasonal farm operations and programs	450	\$21.20	\$9,540.00	X			
<b>Total Personnel Services</b>				<b>\$126,617.96</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	
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
<b>Total Other</b>				<b>\$0.00</b>				
EVALUATION								
Item	Description	Percentage		Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
Evaluation (up to 10% of the contract amount can be used for Evaluation)	Evaluation funds can be used for a variety of eval expenditures (e.g., staff time or hiring new staff for data + evaluation, community engagement: compensating community members to surveys or focus groups, hiring your own external evaluation contractor, data/evaluation software, attending conferences/PD for evaluation learning). Up to 10% of funds can be used for Evaluation.	8%		\$17,099.92				
<b>Total Evaluation</b>				<b>\$17,099.92</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
Ekar Farm	Ekar Personnel	Farm Manager at 0.30 FTE. Employees are responsible for farm operations, CSA share program, food distribution, and communications.	1	\$13,578.13	\$13,578.13	X		
Ekar Farm	Ekar CSA Shares	Vegetable CSA shares contributed by Ekar Farm	20	\$ 750.00	\$15,000.00			
Ekar Farm	Ekar Farm Operation and Maintenance	Tools, irrigation, and supplies needed for food production	1	\$ 1,000.00	\$1,000.00	X		
Spirit of the Sun	CSA share transport	Transport of produce from Ekar Farm to Spirit of the Sun food distribution location. (Weekly for 18 weeks, 28 miles round-trip)	504	\$ 0.72	\$362.88			
Denver Green School Food Pantry	Purchasing fresh foods	Purchase of additional fresh foods for the weekly food pantry distributions, to be purchased from Food Bank of the Rockies	6.5	\$ 2,000.00	\$13,000.00	X		
					\$0.00			

Total Subcontractors		\$42,941.01
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)		\$213,748.97
Indirect		
Item	Description	Total Amount Requested from Healthy Food for Denver's Kids Initiative
15% indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a fifteen percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.	15% of direct costs
TOTAL INDIRECT COSTS		\$32,062.35
TOTAL AMOUNT REQUESTED FROM HFDK		\$245,811.32
TOTAL MAXIMUM CONTRACT AMOUNT		\$ 1,582,170.98