

## **AMENDATORY AGREEMENT**

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **CENTER FOR AFRICAN AMERICAN HEALTH**, a Colorado nonprofit corporation, whose address 3350 Hudson Street, Denver, Colorado 80207 (the “Contractor”), jointly (“the Parties”).

### **RECITALS:**

**A.** The Parties entered into an Agreement dated August 16, 2023, an Amendatory Agreement dated October 9, 2024, a Second Amendatory Agreement dated May 7, 2025, and a Third Amendatory Agreement dated August 4, 2025, (collectively, 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 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**” Sub-section d. entitled “**Maximum Contract Amount:**”, sub-subsection (1) is hereby deleted in its entirety and replaced with:

“d. **Maximum Contract Amount:**

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

**EIGHT CENTS (\$1,235,774.98)** (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. **Exhibit A, Exhibit A-1, Exhibit A-Amendment 02** are hereby deleted in their entirety and replaced with **Exhibit A-Amendment 03, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A, Exhibit A-1, Exhibit A-Amendment 02** are changed to **Exhibit A-Amendment 03**.

4. All references in the original Agreement to **Exhibit B, Exhibit B-1, Exhibit B-Amendment 02, and Exhibit B-Amendment 03, Budget**, now refer to **Exhibit B, Exhibit B-1, Exhibit B-Amendment 02, Exhibit B-Amendment 03, and Exhibit B-Amendment 04**. **Exhibit B-Amendment 04** is attached and incorporated by reference herein.

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

6. This Fourth 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-202581531-04 / ENVHL-202368593-04  
**Contractor Name:** CENTER FOR AFRICAN AMERICAN HEALTH

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:

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**APPROVED AS TO FORM:**

Attorney for the City and County of Denver

By:

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**REGISTERED AND COUNTERSIGNED:**

By:

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By:

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

ENVHL-202581531-04 | ENVHL-202368593-04  
CENTER FOR AFRICAN AMERICAN HEALTH

By:   
Deidre Johnson  
AEE55AE2CDB54C0...

Name: Deidre Johnson  
(please print)

Title: CEO & Executive Director  
(please print)

ATTEST: [if required]

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

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

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



## **EXHIBIT A\_AMENDMENT 03**

### **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 Center for African American Health (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.

Center for African American Health has been awarded the following amounts in Healthy Food for Denver's Kids funds:

- **\$ 823,850.00** for Term 1 (August 1, 2023 – December 31, 2025)
- **\$411,924.98** for Term 2 (January 1, 2026-December 31, 2027)
- Cumulative Maximum Contract Amount: **\$ 1,235,774.98**

#### **II. Program Services and Descriptions**

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

In alignment with HFDK's Priority Area 3: Food and Nutrition Education, CAA Health proposes to strengthen and expand our healthy food educational offerings for children, youth and families garden at our community hub on Hudson Street in Northeast Park Hill and continue incorporating educational sessions at this location into our existing programs.

Within our Healthy Families program area, CAA Health runs several culturally relevant programs designed for families with young children to deepen their understanding of child development, parenting skills, resilience, and social connections: the Strengthening Families Program (SFP) and the 24/7 Dad Program. CAA Health has been running SFP since 2018, and typically hosts five cohorts per year, spanning seven weeks each and meeting once per week. The nationally recognized SFP curriculum focuses on building five protective factors, which have been shown to improve health outcomes for young children and their families: 1) parental resilience, 2) social connections, 3) knowledge of parenting and child development, 4) concrete support in times of need, and 5) social and emotional competence of children. CAA Health provides SFP cohorts not only at our Hudson Street building but also at transitional housing programs in partnerships with Catholic Charities and Marisol Homes.

After responding to community requests for programming to support fathers, the 24/7 Dad Program launched in September 2021. 24/7 Dad is an evidence-based Logic Model intervention that draws from multiple behavior-change theories, including Social Learning theory, Theory of Planned Behavior, Transtheoretical Model (aka Stages of Change), and Attachment Theory, and seeks to create "24/7 Dads" who enhance the well-being of their children by being an integral part of their lives physically, emotionally, spiritually, and intellectually 24 hours a day, seven days a week. The program spans 12 weeks and meets



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twice per week, for a total of four cohorts/year. Both programs are facilitated by a CAA Health CRN specializing in early childhood development and family support. 24/7 Dad cohorts are also offered at Stout Street Foundation, providing support to fathers working towards recovery. By providing additional locations for these classes, we can reach specific communities that are often disconnected from healthy parenting supports and need tools to strengthen their ability to empower themselves and their children to disrupt cycles of poverty and poor health.

CAA Health has also expanded its support for birthing people over the last few years, in recognition of the particularly stark maternal mortality rates among Black women in Colorado and nationwide. Currently, we offer a Birth Squad our Melanated Motherhood Movement programming and also have a CRN focused on supporting mothers and birthing people in accessing culturally relevant resources and support during the perinatal period.

During the first term of this grant CAA Health completed renovations that transformed the organization's ability to provide programming around healthy food education as a SDOH. We created a "teaching kitchen" in our Hudson Street facility, where community members can gather to attend culturally relevant cooking demonstrations and classes with local chefs. This type of interactive, hands-on learning is particularly impactful for children and youth aged birth-5, as it will sparks their curiosity and desire to explore healthy food options. During the summer of 2025 we launch our Flavors of Us – Kids in the Kitchen summer cooking classes, held classes for parents and children as well a baby food classes for parents of infants. Continued funding will allow us to expand this programming. we plan to integrate healthy foods classes into the SFP, 24/7 Dad, and perinatal navigation programs, offer nutrition education experiences to youth as well as host semi-monthly demonstrations open to the broader community. CAA Health currently has a strong partnership with several local African and African American chefs, who we plan to continue working with to lead healthy cooking demonstrations.

We hired a nutritionist to develop specific educational curriculum for our cohort programs, and help CAA Health determine how to follow USDA Dietary Guidelines and/or other culturally relevant guidelines to ensure high quality education specific to the needs of our community.

CAA Health has worked with a design firm to develop a garden layout combining elements of tranquility and relaxation along with raised beds for growing fresh produce and herbs. Next Spring the Nutrition and Garden Coordinator will oversee the wellbeing of the garden and develop specific educational offerings for families and our broader community, such as a hands-on presentation about growing vegetables, or an overview of what to grow during different seasons. During peak growing season, we will plan on delivering trainings in our garden space at least semi-monthly, with an emphasis on engaging families through a multigenerational, interactive approach.

A community garden will be particularly impactful for children and youth, as it will create a tangible connection to the foods, they are accustomed to seeing in the grocery store or on their plates. Hands-on learning will nurture deeper appreciation and respect for plant life as

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a form of healthy food, beauty, and relaxation. Importantly, the garden will also foster connection and healing to the land and to food.

CAA Health's proposed program will teach families with children and youth not only how to grow and access healthy foods, but also how to cook them in ways that are enjoyable and culturally relevant. If funded, this project will provide families with no-cost, safe environments to learn, grow, and explore healthy eating options and integrate these practices into their lifestyles in a sustainable way for the long-term.

CAA Health currently provides intake forms for all participants of SFP, 24/7 Dad, and Birth Squad, and perinatal navigation to assess baseline measures around the SDOH. For this project expansion, we will also provide intake forms to attendees of the cooking demonstrations and educational gardening events. If funded, we will continue using our evaluation form tailored to assess the impact of this project's offerings on youth's and families with young children's access to and knowledge of healthy eating. This is in the form of an electronic form, an in-person conversation, or a phone call, and will occur at the end of the SFP, 24/7 Dad, or Birth Squad session or at the end of the cooking demonstration or community gardening event. The comparison between intake form and post-program evaluation will show that youth and families with young children aged birth-5 significantly increased their understanding of how to access and prepare healthy and culturally relevant food.

Importantly, families will feel increased excitement about and support in this journey. The CRNs will also collect testimonials from families participating in SFP, 24/7 Dad, and perinatal resource navigation more broadly to further illustrate impact. Results will be reviewed on a rolling basis as sessions are delivered and evaluation forms are reviewed, as well as more formally by organizational leadership on a quarterly basis.

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

<b>Geographical Location</b>	<b>Please check all that apply</b>
Citywide	<input type="checkbox"/>
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 type="checkbox"/>
Berkeley	<input type="checkbox"/>
Capitol Hill	<input type="checkbox"/>
Central Business District	<input type="checkbox"/>

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Central Park	<input type="checkbox"/>
Chaffee Park	<input type="checkbox"/>
Cheesman Park	<input type="checkbox"/>
Cherry Creek	<input type="checkbox"/>
City Park	<input type="checkbox"/>
City Park West	<input type="checkbox"/>
Civic Center	<input type="checkbox"/>
Clayton	<input checked="" type="checkbox"/>
Cole	<input checked="" type="checkbox"/>
College View - South Platte	<input type="checkbox"/>
Congress Park	<input type="checkbox"/>
Cory - Merrill	<input 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 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 type="checkbox"/>
Indian Creek	<input type="checkbox"/>
Jefferson Park	<input type="checkbox"/>
Kennedy	<input type="checkbox"/>
La Alma lincoln park	<input type="checkbox"/>
Lincoln Park	<input type="checkbox"/>
Lowry Field	<input type="checkbox"/>
Mar Lee	<input type="checkbox"/>
Marston	<input type="checkbox"/>
Montbello	<input type="checkbox"/>
Montclair	<input type="checkbox"/>
North Capitol Hill	<input type="checkbox"/>
North Park Hill	<input checked="" type="checkbox"/>

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Northeast Park Hill	<input checked="" 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 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 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 type="checkbox"/>
Wellshire	<input type="checkbox"/>
West Colfax	<input type="checkbox"/>
Westwood	<input type="checkbox"/>

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

Site	Address
Center for African American Health	3350 Hudson St, Denver, CO 80207

#### B. Public Good

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



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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 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**



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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.

**Center for African American Health will be responsible for reporting on the following Sections of the Evaluation Survey; Food/Nutrition Education, Food Access and Food Production.**

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

<b>Report # and Name</b>	<b>Description</b>	<b>Due Date</b>	<b>Reports to be sent to:</b>
Report 1 (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 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



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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
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 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



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### **SCOPE OF WORK**

- 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**

- 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**



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**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
  - 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.



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- 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

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	Center for African American Health
Term	Year 1 (January 1, 2026-December 31, 2026)
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK06)

### Budget Categories

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			
					\$0.00						
					\$0.00						
Total Personnel Services					\$110,625.00						
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						
Total Other					\$0.00						
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/PD for evaluation learning). Up to 10% of funds can be used for Evaluation.		10%	\$12,000.00				X			
Total Evaluation					\$12,000.00						
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			
			0	\$ -	\$0.00			X			
					\$0.00						
					\$0.00						
					\$0.00						
Total Subcontractors					\$0.00						
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$185,016.80						
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 ten percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.	15% of Direct Costs	
		<b>TOTAL INDIRECT COSTS</b>	<b>\$27,752.52</b>
		<b>TOTAL AMOUNT REQUESTED FROM HFDK</b>	<b>\$212,769.32</b>

## Exhibit B

Instructions: Use this Budget Worksheet Template to explain how your organization plans to use funds consistently with the proposed work plan. Align budget requests and associated deliverables to provide a consistent, logical picture of what you will accomplish, by whom, and the associated costs. The information in each expenditure category helps the Review Panel understand your request. Please provide narrative for each category in the "Description of Work/Item" section. You may add more lines to each section, please ensure they are included in the total sum. ***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	Center for African American Health
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.		
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
Food and Cooking Supplies	Groceries for Cooking Classes including fresh foods to prepare healthy meals during classes. Other related, non-equipment cooking supplies.		72	\$ 350.00	\$25,200.00		x	
Kitchen Equipment and Utensils	Replenishing Teaching Kitchen equipment and utensils as needed.		12	\$ 500.00	\$6,000.00		x	
					\$0.00			
					\$0.00			
					\$0.00			
Total Food and Supplies						\$31,200.00		

Are any of the personnel 100% funded by this grant? Yes/No

### Program Operating Expenses

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
Mileage	Travel to community events and partner meetings.	1000	\$ 0.59	\$590.00			x
Marketing and Recruitment	Creating and distribution of marketing and program recruitment collateral as well as social media ads.	12	\$ 500.00	\$6,000.00			x
Educational Materials	Creation and duplication of health education for distribution to participants. Menu, worksheets and nutrition education information.	12	\$ 500.00	\$6,000.00			x
Cleaning and Maintenance	Monthly cleaning and maintenance for teaching kitchen and health education class meeting space.	12	\$ 1,000.00	\$12,000.00			x
Total Operating Expenses					\$11,590.00		

## Personnel and Administrative Services

**Salary Employees**

### Salary Employees

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
Program Coordinator/Instructor	Responsible for coordinating all components of the HFDF program (garden boxes and cooking schedules) and assists with program recruitment. Y2 COLA @2.5%	100%	\$ 83,280.00	\$83,280.00			x
Finance Director	Responsible for bookkeeping, timesheets, invoicing and generating required reports.	10%	\$ 125,000.00	\$12,500.00			x
Director of Programs	Provides supervision of Program Coordinator/Instructor, assists with program recruitment and works to expand programmatic referral partnerships with other agencies.	5%	\$ 106,250.00	\$5,312.50			x
Director of Operations	Responsible for facilities management and coordinating maintenance cleaning schedules with vendors.	5%	\$ 125,000.00	\$6,250.00			x

#### Hourly Employees

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Other / Miscellaneous					Priority Area 1	Priority Area 2	Priority Area 3
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
				\$0.00			
Total Other							

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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.	10%		\$10,045.00			X

Evaluation (up to 10% of the contract amount can be used for Evaluation)	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). <b>Up to 10% of funds can be used for Evaluation.</b>
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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
			0	\$ -	\$0.00			x
					\$0.00			

				\$0.00			
				\$0.00			
				\$0.00			
Total Subcontractors				\$0.00			
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)				\$173,177.50			
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 ten percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.			15% of direct costs			
	TOTAL INDIRECT COSTS			\$25,978.03			
	TOTAL AMOUNT REQUESTED FROM HFDK			\$199,155.53			

FOR HFDK staff reference only. Please do not edit

	TOTAL
Year1	\$212,769.32
Year2	\$199,155.53
Total Grant Amount	\$411,924.85
Original Contract Amount	
Total Maximum Contract Amount	