

## 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 **THE SALVATION ARMY**, a California nonprofit corporation, registered to conduct business in Colorado, whose address is P.O. Box 2369, Denver, Colorado 80201 (the “Contractor”), jointly (“the Parties”).

### RECITALS:

**A.** The Parties entered into an Agreement dated October 20, 2023 (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, update paragraph 18-Notices, add paragraph 34-Compliance with Denver Wage Laws, amend the scope of work exhibit, amend the budget exhibit, and amend the certificate of insurance.

**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)** 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 **EIGHT HUNDRED TWENTY-FIVE THOUSAND THREE HUNDRED FIFTY-SEVEN DOLLARS AND SEVENTY-SEVEN CENTS (\$825,357.77)** (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 Consultant beyond that specifically described in **Exhibit A**. Any services performed beyond those in **Exhibit A** are performed at Consultant's risk and without authorization under the Agreement."

3. Section 18 of the Agreement 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. Section 34 of the Agreement entitled "**COMPLIANCE WITH DENVER WAGE LAWS:**" is hereby added to the Agreement as follows:

**"34. COMPLIANCE WITH DENVER WAGE LAWS:** To the extent applicable to the Contractor's provision of Services hereunder, the Contractor shall comply with, and agrees to be bound by, all rules, regulations, requirements, conditions, and City determinations regarding the City's Minimum Wage and Civil Wage Theft Ordinances, Sections 58-1 through 58-

26 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid all earned wages under applicable state, federal, and city law in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, the Contractor expressly acknowledges that the Contractor is aware of the requirements of the City’s Minimum Wage and Civil Wage Theft Ordinances and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein.”

5. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-Amendment 01, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A-Amendment 01**.

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

7. **Exhibit C** is hereby deleted in its entirety and replaced with **Exhibit C-1 Certificate of Insurance**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit C** are changed to **Exhibit C-1**.

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

9. 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.]**

**[SIGNATURE PAGES FOLLOW.]**

**Contract Control Number:** ENVHL-202581526-01/ENVHL-202368598-01  
**Contractor Name:** THE SALVATION ARMY

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-202581526-01/ENVHL-202368598-01  
THE SALVATION ARMY

By: \_\_\_\_\_  
 Signed by:  
6FBB43369249464

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

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

ATTEST: [if required]

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

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

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



# EXHIBIT A AMENDMENT 01

## 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 The Salvation Army (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.

**The Salvation Army** has been awarded the following amounts in Healthy Food for Denver’s Kids funds:

- **\$550,674.00** for Term 1 (August 1, 2023 – December 31, 2025)
- **\$274,683.77** for Term 2 (January 1, 2026-December 31, 2027)
- Cumulative Maximum Contract Amount: **\$825,357.77**

### II. Program Services and Descriptions

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

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

Bitty Bites Nutrition dba Nourished Pediatrics LLC will provide approximately 24 hours of consulting services to families on-site to consult on complex feeding challenges. Food preferences, family dynamics and exploring why a child is struggling with food will be explored. Creative, personalized strategies that respect their family’s needs and preferences will be given. This will help not only families while they are on-site but also when they are in their own home.

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

Lambuth Family Center started its garden and healthy living initiative in 2019. Since then, it has been enthusiastically supported by Lambuth clients—both children and adults, the surrounding Highlands/Sloan’s Lake neighborhood community, businesses which have provided in-kind goods and services, staff and volunteers who have provided horticultural instruction and recreational activities, and generous funders who have supported garden expansion projects. Lambuth will continue to expand nutrition knowledge, food skills, and healthy eating environments for children, families, and caregivers in Denver. Lambuth will achieve this goal through partnering with experts to support the expansion of its onsite food production in its garden, increasing its healthy eating environment and the development of nutrition-based food skills for children and families staying at the shelter. Together these activities will better equip families to make healthier choices upon exit from shelter as they live more self-sufficient lives.

Currently, the Lambuth garden has twelve garden beds. Lambuth will expand its on-site gardening space to include at least 15 to 20 additional beds to increase production, provide opportunities for interaction with the garden, and expand nutrition and food skills education



## EXHIBIT A AMENDMENT 01

### SCOPE OF WORK

and offerings. The expansion of garden beds were a focus in 2025 and will be fully realized in 2026. Children and families will learn and participate in all aspects of growing, caring for, and harvesting a garden. Their handiwork will result in the appreciation for, and preparation of, healthy food yielded from the very garden they nurtured. As a year-round program and through partner agencies and volunteer support, classes will be focused on a spectrum of topics to help families connect with real life education. Participants will study and explore nutrition, cooking, healthy choices, food systems and access, food safety, and menu planning that are culturally appropriate for participants. Families who move from Lambuth into more permanent housing are invited to maintain connections to the garden and attend classes at Lambuth to support the integration of new skills into self-sufficient lifestyles.

Urban Symbiosis (UO) supported Lambuth's garden program setup (expansion of garden beds, drip installation, and soil preparation) and garden related education. At the start of every growing season, Urban Symbiosis will hold garden education classes to cover seeds, crop selection, growing strategies, and evaluation of the needs of the participants.

Classes/events will average two hours a week. During growing season, Urban Symbiosis will provide 2 to 5 hours weekly ongoing consulting services to support residents' hands on food production. As an extra bonus in support of small business development, if residents are interested, Urban Symbiosis will implement a business development course and plug residents into the network of Denver and Aurora farmers' markets.

Lambuth hired a full-time Healthy Families Facilitator in November 2023. They have and will continue to focus on growing and maintaining the garden, facilitating classes (and supporting educators) daily, recruiting children and family participation in all components of the program, collecting data, and more. This position works closely with families to ensure their ideas for program design and educational classes are implemented. The Healthy Families (HFF) Facilitator and Education, Volunteer, and Activity (EVA) Coordinator will work closely with partners to create the optimal partnership environment--one that is flexible for learning and growth compatible with the needs of the participants and partners. To support resident leadership and ownership, adult and youth Garden Leaders will be paid stipends to learn and lead peers. Participants will be provided with incentives for this engagement.

To support expertise in nutrition classes, Bitty Bites Nutrition dba Nourished Pediatrics LLC will provide 2 hours of nutrition education every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month. This work will focus on meal planning, cooking, healthy snacks and meals, and utilization of fresh foods/produce (including those from the project's garden). At Nourished Pediatrics, they take a holistic, integrative approach to nutrition care.

In addition to working with partners who are representative of over 60-75% of the population served, Lambuth's program model is predicated on culturally appropriate and trauma informed offerings. Class topics and design will be informed by program participants to ensure voice and interest is recognized. Structure is not rigid, but organic and fluid to ensure that participant needs are continuously met. As most families are SNAP recipients, meal planning and preparation are designed with low-income budgets in mind. Additionally, families served



## EXHIBIT A AMENDMENT 01

### SCOPE OF WORK

come from various religious and ethnic backgrounds, and these restrictions and considerations are currently and will continue to be accounted for in program planning and design.

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

The Salvation Army (TSA) is proposing continued partnerships with Urban Symbiosis and Nourished Pediatrics LLC. Urban Symbiosis focuses on connecting people to gardening and healthy produce. Although based in Aurora, they will provide all services at the Lambuth Family Center site. They will provide expertise in the gardening realm from expansion of the garden area, determination of appropriate crops, and coaching participants in their gardening endeavors (supporting priority 3). Nourished Pediatrics LLC (registered dietitian, consultant, and educator) is based in Denver and focuses on consulting with families, individuals, and programs looking to bridge the gap of cultural respect in nutrition to help find peace with food and body. Nourished Pediatrics will provide biweekly nutrition focused educational classes (supporting priority 3) to children, youth and their families at Lambuth. Educational components will integrate food produced by participants through the program garden into healthy meal preparation classes.

TSA will provide staffing, program coordination, educational and garden space, and most importantly, the targeted participants for this project. TSA Intermountain Division has programming across Colorado, Wyoming, Utah and half of Montana. 85% of its services are located in the Denver metro area. TSA is a leader of homeless services, particularly in Denver. TSA will manage the project, ensure that enrollment and participation is achieved, activities are scheduled, data collected, and program supplies are purchased.

This proposal is comprised of continued collaborations that have been valuable and fruitful throughout 2023 to current day. Upon notification of award, TSA will work with each organization to develop and/or update memorandums of understanding (MOUs) to define the partnerships, goals, schedules, roles, and communication structure. To reduce confusion, each partner will work with a TSA single point of contact to coordinate activities. The collaborative team will develop measurable data points for collection of data, ensuring accurate reporting and establishing deadlines. The partners will meet biannually for process learning, problem solving, and to ensure that the project is meeting all contracted targets.

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

Geographical Location	Please check all that apply
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"/>



# EXHIBIT A AMENDMENT 01

## SCOPE OF WORK

Belcaro	<input 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 type="checkbox"/>
City Park	<input type="checkbox"/>
City Park West	<input type="checkbox"/>
Civic Center	<input type="checkbox"/>
Clayton	<input type="checkbox"/>
Cole	<input 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 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 checked="" 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"/>



## EXHIBIT A AMENDMENT 01

### SCOPE OF WORK

Montclair	<input type="checkbox"/>
North Capitol Hill	<input type="checkbox"/>
North Park Hill	<input 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 checked="" 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

**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



## EXHIBIT A AMENDMENT 01

### SCOPE OF WORK

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 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.).



# EXHIBIT A AMENDMENT 01

## SCOPE OF WORK

### 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.

The Salvation Army will be responsible for reporting on the following Sections of the Evaluation Survey; Food Access, 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
Report 2 (12 month/annual)	Demographic description of population served. Progress on process and outcome measures and learning questions	July 31 – Aug 15	Submitted through the Reporting Form



## EXHIBIT A AMENDMENT 01

### SCOPE OF WORK

	Upload relevant evaluation documents. Additional narrative description of successes and challenges.		
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 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



## EXHIBIT A AMENDMENT 01

### SCOPE OF WORK

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

- 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



## EXHIBIT A AMENDMENT 01

### SCOPE OF WORK

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
  - 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).



**DENVER**  
THE MILE HIGH CITY

## **EXHIBIT A AMENDMENT 01**

### **SCOPE OF WORK**

- 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**

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	The Salvation Army- Lambuth Family Center									
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			
Educational Supplies	Supplies and educational materials needed to facilitate education classes and groups related to preparation	1	\$ 5,500.00	\$5,500.00						
Soil Amendments	Soil Amendments for new and existing garden beds as recommended by Urban Symbiosis	1	\$ 1,000.00	\$1,000.00						
Garden Supplies	Garden Beds, covers, arches, trellising, compost, tools, etc.	1	\$ 1,700.00	\$1,700.00						
Office Supplies and Equipment	Laptop for Healthy Families Facilitator, cell phone, general office supplies for program	1	\$ 750.00	\$750.00						
Participant Incentives	Garden Peer Leader, parties, food prizes, gift cards for program engagement	1	\$ 5,500.00	\$5,500.00						
				\$0.00						
<b>Total Food and Supplies</b>				<b>\$14,450.00</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			
				\$0.00						
				\$0.00						
<b>Total Operating Expenses</b>				<b>\$0.00</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			
Family Housing Director		10%	\$ 104,000.00	\$10,400.00						
Monitoring and Evaluation Director		7%	\$ 116,595.00	\$8,161.65						
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			
Healthy Families Facilitator		2080.00	\$ 28.65	\$59,592.00						
Education, Volunteer & Activities Coordinator		520	\$ 30.54	\$15,880.80						
				\$0.00						
<b>Total Personnel Services</b>				<b>\$94,034.45</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			
Mileage		1	\$ 500.00	\$500.00						
				\$0.00						
				\$0.00						
				\$0.00						
				\$0.00						
<b>Total Other</b>				<b>\$500.00</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/PD for evaluation learning). Up to 10% of funds can be used for Evaluation.	10%								
<b>Total Evaluation</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		
Urban Symbiosis			1	\$ 3,000.00	\$2,800.00					
Bitly Bites Nutrition dba Nourished Pediatrics			1	\$ 10,000.00	\$10,000.00					
				\$0.00						
				\$0.00						

				\$0.00			
Total Subcontractors				\$12,800.00			
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)				\$121,784.45			
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				\$18,267.67			
TOTAL AMOUNT REQUESTED FROM HFDK				\$140,052.12			

Healthy Food for Denver's Kids Program Budget

Organization Name	The Salvation Army- Lambuth Family Center							
Term	Year 2 (January 1, 2027- December 31, 2027)							
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK04)							
<b>Budget Categories</b>								
<b>Food and Supplies</b>						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	
Educational Supplies		1	\$ 3,300.00	\$3,500.00				
Soil Amendments		1	\$ 400.00	\$400.00				
Garden Supplies		1	\$ 600.00	\$1,000.00				
Office Supplies and Equipment		1	\$ -	\$0.00				
Participant Incentives		1	\$ 3,200.00	\$3,500.00				
				\$0.00				
<b>Total Food and Supplies</b>				<b>\$8,400.00</b>				
<b>Program Operating Expenses</b>								
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	
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
<b>Total Operating Expenses</b>				<b>\$0.00</b>				
<b>Personnel and Administrative Services</b>								
<b>Salary Employees</b>								
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	
Family Housing Director		10%	\$ 106,500.00	\$10,650.00				
Monitoring and Evaluation Director		7%	\$ 118,300.00	\$8,281.00				
<b>Hourly Employees</b>								
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	
Healthy Families Facilitator		2080.00	\$ 29.51	\$61,380.80				
Education, Volunteer & Activities Coordinator		520	\$ 31.46	\$16,359.20				
				\$0.00				
<b>Total Personnel Services</b>				<b>\$96,671.00</b>				
<b>Other / Miscellaneous</b>								
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	
Mileage		1	\$ 400.00	\$400.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
<b>Total Other</b>				<b>\$400.00</b>				
<b>EVALUATION</b>								
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%						
<b>Total Evaluation</b>				<b>\$0.00</b>				
<b>Subcontractors</b>								
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
Urban Symbolis			1	\$ 2,000.00	\$2,000.00			
Bitty Bites Nutrition			1	\$ 9,600.00	\$9,600.00			
				\$0.00				
				\$0.00				
				\$0.00				
<b>Total Subcontractors</b>				<b>\$11,600.00</b>				
<b>TOTAL DIRECT COSTS (Supplies &amp; Operating, Personnel, Other)</b>				<b>\$117,071.00</b>				
<b>Indirect</b>								
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	
<b>TOTAL INDIRECT COSTS</b>		<b>\$17,560.65</b>	
<b>TOTAL AMOUNT REQUESTED FROM HFDK</b>		<b>\$134,631.65</b>	
<b>TOTAL MAXIMUM CONTRACT AMOUNT</b>		<b>\$ 825,357.77</b>	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/18/2025

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Willis Towers Watson Insurance Services West, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> WTW Certificate Center <b>PHONE (A/C. No. Ext):</b> 1-877-945-7378 <b>FAX (A/C. No.):</b> 1-888-467-2378 <b>E-MAIL ADDRESS:</b> certificates@wtwco.com												
<b>INSURER(S) AFFORDING COVERAGE</b>													
<b>INSURED</b> The Salvation Army - Division 1 30840 Hawthorne Blvd., Bldg D Rancho Palos Verdes, CA 90275	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>INSURER A:</b> Greenwich Insurance Company</td> <td style="width: 20%; text-align: center;"><b>NAIC #</b> 22322</td> </tr> <tr> <td><b>INSURER B:</b> XL Insurance America Inc</td> <td style="text-align: center;">24554</td> </tr> <tr> <td><b>INSURER C:</b> XL Specialty Insurance Company</td> <td style="text-align: center;">37885</td> </tr> <tr> <td><b>INSURER D:</b> Crestmont Insurance Company</td> <td style="text-align: center;">12205</td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	<b>INSURER A:</b> Greenwich Insurance Company	<b>NAIC #</b> 22322	<b>INSURER B:</b> XL Insurance America Inc	24554	<b>INSURER C:</b> XL Specialty Insurance Company	37885	<b>INSURER D:</b> Crestmont Insurance Company	12205	<b>INSURER E:</b>		<b>INSURER F:</b>	
<b>INSURER A:</b> Greenwich Insurance Company	<b>NAIC #</b> 22322												
<b>INSURER B:</b> XL Insurance America Inc	24554												
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<b>INSURER D:</b> Crestmont Insurance Company	12205												
<b>INSURER E:</b>													
<b>INSURER F:</b>													

**COVERAGES**

**CERTIFICATE NUMBER: W41839093**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Self Insured Retention: <input checked="" type="checkbox"/> \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	RGE3001798-02	10/01/2025	10/01/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 6,000,000 PRODUCTS - COMP/OP AGG \$ 6,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	RAD5000219-15	10/01/2025	10/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			US00064229LI25A	10/01/2025	10/01/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	N/A	RWD5000217-15	10/01/2025	10/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Workers Compensation & Employers Liability - AK WC - Per Statute		Y	RWR3000944-10	10/01/2025	10/01/2026	E.L. Each Accident \$1,000,000 E.L. Disease Pol Lim \$1,000,000 E.L. Disease - Ea Emp \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 This Voids and Replaces Previously Issued Certificate Dated 11/13/2025 WITH ID: W41796184.

Re: Contract name and number - HFDC 04 Amendment 01 ENVHL - 202581526

Workers Compensation Policy No. RWD5000217-15 provides coverage in the states of FL, GA, HI, ID, LA, MT, NM, NV, TN, SEE ATTACHED

**CERTIFICATE HOLDER**

**CANCELLATION**

City & County Dept. of Public Health & Environment ATTN: Contracts Dept 201 W. Colfax Ave, 8th Fl Denver, CO 80202	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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AGENCY CUSTOMER ID: \_\_\_\_\_  
 LOC #: \_\_\_\_\_



**ADDITIONAL REMARKS SCHEDULE**

AGENCY Willis Towers Watson Insurance Services West, Inc.		NAMED INSURED The Salvation Army - Division 1 30840 Hawthorne Blvd., Bldg D Rancho Palos Verdes, CA 90275	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

UT.

Workers Compensation Policy No. RWR3000944-10 provides coverage in the state of AK.

Sexual Abuse & Molestation coverage is included.

As required by written contract, the City and County of Denver, its Elected and Appointed Officials, Employees and Volunteers are included as Additional Insured.

Waiver of Subrogation applies in favor of Additional Insureds with respects to General Liability as required by written contract or agreement, Auto Liability as required by written contract or agreement and Workers Compensation as permitted by law.

INSURER AFFORDING COVERAGE: XL Specialty Insurance Company NAIC#: 37885  
 POLICY NUMBER: RWE5000216-15      EFF DATE: 10/01/2025      EXP DATE: 10/01/2026

SUBROGATION WAIVED:      Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Work Comp- AZ/CO/OR	EL Each Accident	\$1,000,000
	EL Each Disease	\$1,000,000
	Retention	\$750,000

INSURER AFFORDING COVERAGE: Crestmont Insurance Company NAIC#: 12205  
 POLICY NUMBER: CIC2025PR001      EFF DATE: 04/30/2025      EXP DATE: 04/30/2026

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Property	Limit:	\$1,000,000