

## AMENDATORY AGREEMENT

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a home rule and municipal corporation of the State of Colorado (the “City”) and **THE DENVER INNER CITY PARISH, INC.**, a Colorado nonprofit corporation, whose address is 1212 Mariposa Street, Denver, Colorado 80204 (the “Contractor”), jointly (“the Parties”).

### RECITALS:

**A.** The Parties entered into an Agreement dated August 2, 2021 (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, the 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 19-No Employment of Workers without Authorization, update paragraph 22-No Discrimination in Employment, amend the scope of work, and amend the budget.

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

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

“**3. TERM:** The Agreement will commence on **August 1, 2021**, and will expire on **July 31, 2023** (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 for one (1) additional one (1) year term. Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

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

“**d. Maximum Contract Amount:**

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

**(\$1,028,254.82)** (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 19 of the Agreement entitled “**NO EMPLOYMENT OF WORKERS WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:**” is hereby deleted in its entirety and replaced with:

**“19. NO EMPLOYMENT OF WORKERS WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:**

a. This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the “Certification Ordinance”).

b. The Contractor certifies that:

(1) At the time of its execution of this Agreement, it does not knowingly employ or contract with a worker without authorization who will perform work under this Agreement, nor will it knowingly employ or contract with a worker without authorization to perform work under this Agreement in the future.

(2) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., and confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

(3) It will not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

(4) It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under this Agreement, and it is required to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.

(5) If it obtains actual knowledge that a subconsultant or subcontractor performing work under this Agreement knowingly employs or contracts with a worker without authorization, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor shall also terminate such subconsultant or subcontractor if within three (3) days

after such notice the subconsultant or subcontractor does not stop employing or contracting with the worker without authorization, unless during the three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with a worker without authorization.

(6) It will comply with a reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S., or the City Auditor, under authority of D.R.M.C. 20-90.3.

c. The Contractor is liable for any violations as provided in the Certification Ordinance. If the Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If this Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying the Contractor from submitting bids or proposals for future contracts with the City.”

4. Section 22 of the Agreement entitled “**NO DISCRIMINATION IN EMPLOYMENT**” is hereby deleted in its entirety and replaced with:

“**22. NO DISCRIMINATION IN EMPLOYMENT:** In connection with the performance of work under the Agreement, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts.”

5. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-Amendment01, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A-Amendment01**.

6. **Exhibit B** is hereby deleted in its entirety and replaced with **Exhibit B-Amendment01, Budget** attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** are changed to **Exhibit B-Amendment01**.

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

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

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

**Contract Control Number:** ENVHL-202264175-01/202159248-01  
**Contractor Name:** THE DENVER INNER CITY PARISH, INC.

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-202264175-01/202159248-01  
THE DENVER INNER CITY PARISH, INC.

DocuSigned by:  
  
05FAB662A7324BE...

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

Larry Martinez

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

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

ATTEST: [if required]

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

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

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



# EXHIBIT A\_Amendment01

## SCOPE OF WORK

### I. Purpose of Agreement

- A. The purpose of this contract is to establish an agreement and Scope of Services between the City and County of Denver's Healthy Food for Denver's Kids ("HFDK") Initiative and Denver Inner City Parish, the ("Grantee"). The Grantee has been awarded **\$616,359.82** in **Healthy Food for Denver's Kids** funds for the grant term of August 01,2022-July 31<sup>st</sup>, 2023. The Grantee shall provide the identified services for the City under the support and guidance of the Denver Department of Public Health and Environment, **Healthy Food for Denver's Kids Initiative** using best practices and other methods for fostering a sense of collaboration and communication.

Denver Inner City Parish has been awarded the following amounts in Healthy Food for Denver's Kids funds:

- **\$411,886** for Term 1 (August 1, 2021 – July 31, 2022)
- **\$616,359.82** for Term 2 (August 1, 2022-July 31, 2023)
- Cumulative Maximum Contract Amount: **\$1,028,254.82**

### II. Program Services and Descriptions

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

To address unmet community needs for accessible, nutritious food and nutrition education, this funding will be used for the Greens-N-Grains (GNG) Community Nutrition Program. This new program will expand DICP's existing hunger relief and nutrition education programming by meeting children and youth where they are. The GNG Community Nutrition Program consists of two major elements:

The GNG Food Truck: The foundation of the mobile program, DICP's Food Truck will distribute healthy meals to youth in Denver food deserts and neighborhoods where food insecurity is high, reducing barriers to accessing services and increasing the number of youth receiving healthy meals. Partnering with schools and after-school programs during the school year, the GNG Food Truck will distribute 130 free meals each day, four days per week, at four to six partner sites and the DICP main building. Each weekend, the GNG Food Truck will distribute an additional 65 free meals at school sporting events, celebrations, and other student gatherings in the community. A total of 29,000 meals will be distributed during the 2022-2023 school year.

During the summer of 2023, the GNG Food Truck will provide a daily summer lunch program at two sites in identified food deserts and high-need neighborhoods, providing 200 youth with fresh, nutritious food Monday through Friday, for ten weeks. A total of 9,000 free meals will be distributed during the summer program.

At all GNG meal distributions, DICP will engage youth in nutrition and health education, using its Mobile Healthy Food Campaign curriculum adapted from DICP's Veggie RX curriculum, social media posts, and handouts including health tips, recipes, and resources



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for families. These will be translated in multiple languages. As COVID restrictions loosen, there has been a demand by sites to increase in-person activities to meet our participants where they live. In-person activities will be conducted such healthy activities after-school clubs and fresh food markets at the locations the GNG truck is serving meals. DICP will engage youth and families during food distribution to provide participants with information about the Veggie RX program, and enroll them in classes, as well as connect them with DICP's community Care Navigators, who support eligible participants in applying for SNAP, EOC, TEFAP, rental assistance, immigration assistance, emergency housing, and other public benefits and community services. During Year 1, DICP added an internal Care Navigator to the HFDK programming in order to meet participants where they're at and simplify the process for participants to apply for benefits.

GNG Veggie RX Nutrition Classes for Students and Families: DICP will continue to expand the array of Veggie RX classes tailored for youth and families in 2022-2023 , increasing the number of children who receive nutrition and food skills education, and improving the ability of families to plan, purchase ingredients for, and prepare healthy, nutritious meals. While these classes still include vital information on managing nutrition- and obesity-related diseases, DICP will expand its curriculum to focus on broad, preventative healthy eating habits, tailored to specific audiences, and designed to meet participants where they are in the community. In 2021 -2022, Veggie RX and Greens-N-Grains was able to provide:Meals and health education to 12 different schools, out-of-school time programs, and non-profit organizations in Denver.

Provide Care Navigation services to families where GNG & VRX was offered.

Provide supplemental health food options to families and children at our sites via fresh food markets and recipe boxes utilizing the DICP Food Pantry program.

Adapt program implementation to COVID related restrictions and conditions .

Adapt the Veggie RX curriculum to include Oral Health, Gardening, and Health Activities as Stress Relief.

Build community groups focused on healthful living by sharing resources and providing peer-support.

We plan to continue with the sites we are at and offer the program with these new services but the demand for programming has grown. In addition to existing sites, there are five other organizations (some with multiple sites) interested in offering the GNG/VRX program to their participants. As well, several of our schools have expressed interest in having our program connect families to their school gardens through the VRX health education component.

As a part of the GNG Food Truck meal distributions, DICP will provide in-depth Youth Veggie RX classes, focused on building cooking skills and developing healthy eating habits. These classes will be offered through GNG Food Truck school year distribution partners, including schools and after-school programs. The GNG program plans to provide a healthy activities after-school program at some of the sites the GNG Food Truck serves meals that will serve 50 youth.





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DICP will also offer a version of Veggie RX classes designed for families. The Veggie RX Family curriculum focuses on strengthening parenting skills and building healthy relationships around food for families with children from infancy to ten years old. By helping families establish healthy eating habits and family gathering techniques, these classes encourage and provide support for life-long physical and emotional health as a family unit, build strong family bonds through food and communication, and promote health and wellness as a cultural family component. These classes will draw participants from GNG Food Truck meal distributions, DICP's Food Pantry program, and the 9,000 community members who engage with DICP's Care Navigation program.

During each class, hands-on nutrition education is woven into the parents' preparation of a healthy family dinner, and a healthy snack, appetizer, or dessert prepared by the children. On this schedule, the program will serve 350 youth and their families, and assist in serving the total of 38,000 meals in 2002-2023, by serving meals during the VRX program.

#### B. HFDK Year 2 Implementation and Timeline:

Hire new VRX/GNG part time employee August 1<sup>st</sup>, 2022

- The VRX/GNG program will resume school year programming with current partners and add three to four new partners dependent on staff capacity.
- In Year 1 of HFDK the VRX/GNG program was able to offer food pantry and care navigation services as add-on services. During Year 2 of HFDK, DICP will be able to make those services mobile and have the ability to offer the communities the VRX/GNG programs are at with wrap-around services.

### III. Program Locations:

#### A. The program will be taking place in the following neighborhoods:

Baker, Elyria Swansea, Highland, Lincoln Park, Mar Lee, Montbello, Sun Valley, Valverde, Villa Park, Westwood,

Classes will be held at DICP's centrally located Mariposa Street office.

### Evaluation, Outcome Measures and Deliverables

The Grantee will attend a mandatory evaluation kick-off call at the beginning of the grant term. The grantee will review and update, finalize, and implement an evaluation plan for the grant that will specify the evaluation questions, process measures (e.g., how the program was implemented, what was done, for whom, and how much barriers and facilitators, etc.), outcome measures (e.g., what results the program had), how the data will be collected, responsible party(ies), and timelines. The final measures will be decided upon with the grantee in collaboration with the HFDK Evaluation team. The HFDK evaluation team is available to provide technical assistance to the grantee on the development and implementation of the evaluation plan, as needed. The grantee will share the final evaluation plan with HFDK staff and the Evaluation team and at the



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end of the grant term, will report on how the evaluation plan has been implemented and any resulting outcomes.

#### Participation in the Macro Evaluation

The grantee will participate in the Macro Evaluation, including working in partnership with the HFDK Evaluation team, for shared learning to improve the Denver food system. The HFDK Evaluation team will work with all HFDK grantees to determine which local and macro level data will be collected and reported on through the Reporting Form (see the Reporting Section below). The grantee may also provide organizational and community input on Macro Evaluation activities and products (e.g., Theory of Change, Macro Evaluation plan, annual reports, etc.).

#### IV. Performance Management and Reporting

##### A. Performance Management

Monitoring will be performed by Denver Department of Public Health and Environment (DDPHE) – **Healthy Food for Denver’s Kids** staff and/or designee.

The Grantee will be reviewed for:

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

##### B. Reporting

The Grantee will be responsible for reporting on program outputs and outcomes, based on the Macro Evaluation Plan. The HFDK Evaluation team will provide a Reporting Form for grantees to submit this data every six months. The grantee data submitted through the Reporting Form will be used in the macro evaluation to measure progress across the entire cohort of HFDK grantees and will additionally be given back to grantees in a collective Evaluation Dashboard and other documents to support their work. Importantly, the Reporting Form may also include a few open-ended questions about strategy, challenges, and successes for the grantee to fill out. Grantees will receive a guide to support completion of the survey and can also access additional technical assistance support for the reporting requirements from the HFDK evaluation team, as needed.



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

Report # and Name	Description	Due Date	Reports to be sent to:
Report 1 (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, 2023	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, 2023	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 team has been contracted by the City to provide evaluation technical assistance for grantees in developing, finalizing, and implementing their own evaluation plans, and to support grantee's participation in the macro evaluation. Grantees will be supported around the development or modification of their evaluation plan, evaluation tools, and other general evaluation questions. Additionally, the HFDK evaluation team will provide technical assistance to the HFDK cohort of grantees on a variety of topics, to be determined in the future based on grantees' needs and interests.

#### II. Budget

##### A. Budget

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

- Be reasonable, realistic, and justified including making an effort to purchase healthy meals or snacks at affordable prices through wholesale, Food Bank of the Rockies, or other low-cost purchasing methods whenever possible
- Show strong fiscal responsibility
- Limit indirect costs to 10%



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- B. Indirect Cost Limit: The Grantee's total indirect costs cannot exceed 10% of the Maximum Grant Amount as listed in the Budget. Administrative costs are included in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Administrative costs can be direct or indirect. Direct costs are costs that can be directly charged to the program and which are incurred in the provision of direct services. Indirect costs are defined as the administrative costs that are incurred for common or joint activities that cannot be identified specifically with a particular project or program.
- **Examples of indirect costs include:** Salaries and related fringe benefits for accounting, secretarial, and management staff, including those individuals who produce, review and sign monthly program and fiscal reports; Consultants who perform administrative, non-service delivery functions; General office supplies; Travel costs for administrative and management staff; General office printing and photocopying; General liability insurance; Audit fees, rent, utilities, general office supplies **and equipment/technology**

### III. Invoice

#### A. Invoice

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

### IV. Payments

- A. Invoices and reports shall be completed and submitted to the [HFDKinvoices@denvergov.org](mailto:HFDKinvoices@denvergov.org) email on or before the 15th of each month following the month of services rendered 100% of the time.
- B. All non-personnel purchases of \$1,000 or more must have back up documentation submitted with the invoice and report each month to HFDK. Contractor is required to keep on file all documentation of purchase of items and/or payment less than \$1,000 but does not need to submit those back up documents with invoice and report.
- C. Contractor shall use preferred invoice template. Invoices shall be processed with immediate payment terms.

### V. General Grant Requirements

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

1. Access to healthy food, including up to three healthy meals and snacks per day, with emphasis on filling gaps when meals are not already provided;
  - a. May include buying and distributing local food from Colorado farms, ranches and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than compared out-of-state foods) For example, if a pound of carrots



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grown out of state costs \$1.00 and a pound of carrots grown in Colorado is \$1.08, it would be acceptable to purchase the higher priced carrots.

2. Hands-on experiential education and public health programs associated with farming, gardening, cooking, nutrition, dietary and home economics, and healthy eating
  - a. May include buying and utilizing local food from Colorado farms, ranches, and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than comparable out-of-state foods, see above 1a. for an example)

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

- Ensure snacks or meals are healthy by meeting, at minimum, the USDA Dietary Guidelines for Americans
- NOT use HFDK funds to purchase any of the following items:
  - All diet or regular sodas and sports/energy drinks
  - Flavored/added sugar milk
  - Juice of all kinds, including both fruit and vegetable juice drinks and 100% juice
  - Candy
  - Cookies and other sweet snacks like cakes, pastries, donuts, sugary cereals
  - Dairy desserts (e.g., ice cream)
- Be tied directly to activities located within the City and County of Denver that serve youth who are Denver residents
- Benefit low-income and/or historically/currently under-resourced youth ages 18 and under

#### **Additional, grantees will be asked to:**

- Attend evaluation and other capacity building workshops. All grantees are highly encouraged to attend trainings offered through HFDK
- Meet with an HFDK representative to debrief, share lessons learned about grant process, programming impact, etc.
- Host at least one site visit for HFDK staff, commissioners, and/or evaluation partners each year.
- Follow the HFDK Communication Guidelines, including displaying signage and/or online banners noting that the program receives funding from DDPHE and the Healthy Food for Denver's Kids Initiative. The HFDK Initiative will provide electronic files (e.g., logos) and guidelines for printing and/or displaying on websites, social media accounts, and other materials.

#### **VI. Other**

***Grantee shall submit updated documents which are directly related to the delivery of services***

Additional document requirements that may be requested for this contract:

- A. Organizational Chart
- B. Updated Certificate of Insurance
- C. Reports and information for Program Evaluation, as required

Exhibit B-Amendment01				
Healthy Food for Denver's Kids Program Budget				
Organization Name	Denver Inner City Parish			
Term	Year 2			
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK02)			
Budget Categories				
Adjusted				
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Food and Supplies	Food to create meals for both programs: Family VRX and Greens-n-Grains	38,000 Meals	\$3.00 per meal	\$114,000.00
Food Containers	To hold food in a health compliant manner	38,000 meals to be boxed	.48 per meal	\$18,240.00
<b>Total Food and Supplies</b>				<b>\$132,240.00</b>
Program Operating Expenses				
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
GnG Food Truck Annual Licensure	To cover all annual fees for food truck compliance - health codes, city and state licensure, etc.			\$1,800.00
GnG Annual Food Truck Maintenance Cost	To include gas, oil changes, tires and brakes, engine maintenance, etc.			\$3,500.00
GnG Food Truck Commissary & Storage	Use of Commissary kitchen for prep and safe storage of food truck	Monthly fee- \$500	12 months	\$6,000.00
Family VRX Program Incentives	Program Incentives (shopping gift cards for supermarkets and local farmer's markets) for completion of program of participants.	350 participants	\$42.85 per	\$15,000.00
Program Evaluation	5% of total budget			\$26,682.24
Class/Session Implementation Supplies	cooking demos, take home items for families such a useful kitchen items and cooking guides, group facilitation materials for both Family VRX and			\$3,000.00
Meldcal Equipment for Health Screenings	Blood pressure equipment, diabetes testing equipment, pulse/oxygen meter.			\$0.00
<b>Total Operating Expenses</b>				<b>\$55,982.24</b>
Personnel and Administrative Services				
Salary Employees				
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits + 9% COLA	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Veggie RX Program Director	Over-see all operations and functions of the Veggie RX program. Includes: partner communication and collaboration, staff management, program assesment and evaluation, funding exploration, program logistical support, program reporting, program development and visioning.	100%	\$ 72,701.00	\$79,244.89
Family VRX Coordinator	Organize, plan, and implement all family program functions. Recruit from and build relationships with families from partners in identified neighborhoods to work in. Assist with Family VRX development and evaluation. Track participant progress.	100%	\$ 60,036.00	\$65,439.24
Greens-n-Grains Food Truck Coordinator	Organize, plan, and implement all GnG program functions. Recruit from and build relationships partners in identified neighborhoods to work in. Assist with GnG development and evaluation. Track meals and Youth VRX program effectiveness.	100%	\$ 60,036.00	\$65,439.24
Family VRX Program Assistanrt	Assist VRX Family Cordinator with program implementation and run youth portion of classes during programs.	100%	\$ 41,600.00	\$52,753.00
Greens-n-Grains Program Assitant	Assist GnG Cordinator with program implementation and run Youth VRX portion of the GnG program model during food distribution.	100%	\$ 41,600.00	\$52,753.00
DICP Office Manager	Responsible for database entry of information of program numbers and data. Support marketing of program and social media posts targeted to specific neighborhoods. Assist with recruitment and office manager tasks associated with program implementation.	25%	\$ 9,750.00	\$10,627.50

DICP Director	Assist with VRX program modification and curriculum development for different populations.	8%	\$ 7,500.00	\$8,175.00
<b>Hourly Employees</b>				
<b>Position Title</b>	<b>Description of Work</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>
GNG/VRX Assistant		25 hrs/wk. x 52 wks.	\$20 per hour	\$31,673.00
Clinical Professional - Contracted Services	Assist coordinators with menu choices for meals conduct pre-screening medical services for Diabetes, HBP, HCL, and oxygen/pulse levels. Conduct 1 workshop on disease prevention measures for participants per session.		Contracted	\$0.00
<b>Total Personnel Services</b>				<b>\$366,104.87</b>
<b>Other / Miscellaneous</b>				
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Per Item Cost</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>
GnG Food Truck	Purchase of food truck for GnG program	1	\$ 8,000.00	\$0.00
Food Truck Kitchen Equipment	\$100.00, 4000w Honda generator - \$2,800, 36" stainless steel table with shelving - \$800, 60" ATOZA undercounter freezer - \$2,800, 36"ATOZA flat-			\$0.00
Kitchen Supplies	Pots, pans, kitchen utensils, mixing bowls, knives, cutting boards, large spoons, various cooking materials for both programs.			\$2,500.00
VRX Staff Computers and Tech Equipment	Computers for each staff member (5), two video recording devices, web camera.			\$2,500.00
Program Furniture & Desks	\$50 x 5 staff. Tables and folding chairs for programming - 5 foldable tables (\$60 per table) and 5 folding chairs (\$25 per chair).			\$1,000.00
<b>Total Other</b>				<b>\$6,000.00</b>
<b>TOTAL DIRECT COSTS (Supplies &amp; Operating, Personnel, Other)</b>				<b>\$560,327.11</b>
<b>Indirect</b>				
<b>Item</b>	<b>Description</b>			<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs or the organization's federally negotiated rate, based on the total contract budget.			
<b>TOTAL INDIRECT COSTS</b>				<b>\$56,032.71</b>
<b>TOTAL AMOUNT REQUESTED FROM HFDK</b>				<b>\$616,359.82</b>

**Total Contract Maximum Amount (August 1, 2021- July 31, 2023) \$1,028,254.82**