

SECOND AMENDATORY AGREEMENT

This **SECOND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **SEWALL CHILD DEVELOPMENT CENTER, INC.**, a Colorado nonprofit corporation, whose address is 940 Fillmore Street, Denver, Colorado 80206 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated August 2, 2021 and an Amendatory Agreement dated November 9, 2022 (collectively, 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, amend the scope of work, amend the budget, and amend the invoice form.

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, 2024** (the “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 TWO HUNDRED FORTY-SIX**

THOUSAND ONE HUNDRED THIRTY-FIVE DOLLARS AND FIFTEEN CENTS (\$1,246,135.15) (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. [RESCINDED.]”

4. **Exhibit A** and **Exhibit A-Amendment01** are hereby deleted in their entirety and replaced with **Exhibit A-Amendment02, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** and **Exhibit A-Amendment01** are changed to **Exhibit A-Amendment02**.

5. **Exhibit B** and **Exhibit B-Amendment01** are hereby deleted in their entirety and replaced with **Exhibit B-Amendment02, Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** and **Exhibit B-Amendment01** are changed to **Exhibit B-Amendment02**.

6. All references in the original Agreement to **Exhibit D, Invoice Form** now refer to **Exhibit D** and **Exhibit D-01** and are added to the **List of Exhibits**. **Exhibit D-01** is attached and incorporated by reference herein.

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

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

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

Contract Control Number: ENVHL-202368516-02/ ENVHL-202159244-02
Contractor Name: SEWALL CHILD DEVELOPMENT CENTER, 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

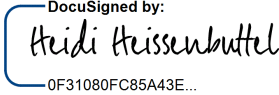
By:

By:

By:

Contract Control Number:
Contractor Name:

ENVHL-202368516-02/ ENVHL-202159244-02
SEWALL CHILD DEVELOPMENT CENTER, INC.

By:  _____
0F31080FC85A43E...

Name: Heidi Heissenbuttel
(please print)

Title: CEO/President
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A_Amendment02

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 Sewall Child Development Center, Inc. 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.

Sewall Child Development Center has been awarded the following amounts in Healthy Food for Denver's Kids funds:

- **\$285,390** for Term 1 (August 1, 2021 – July 31, 2022)
- **\$428,203.61** for Term 2 (August 1, 2022-July 31, 2023)
- **\$532,541.54** for Term 3 (August 1, 2023-July 31, 2024)
- Cumulative Maximum Contract Amount: **\$1,246,135.15**

II. Program Services and Descriptions

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

Sewall's healthy food program will provide food access to 317 children total. Additionally, it will cover the gap and expand food access to children at Dahlia Campus for Healthy Well Being, Koelbel building, The Zone for Inclusive Learning, Ruben Valdez, and Larodon.

At the Koelbel Building and the Zone, Sewall will continue sustainable gardening and expand experiential educational activities for children and families at 5 locations. In addition to enhancing food access and reducing procurement cost, Sewall will continue to maintain the vehicle purchased with year 1 funds to allow for delivery of food to families with no or limited access to transportation, to provide more mobile educational activities, and to further expand to more satellite centers in future years.

Educational activities will be incorporated into each location based on their cultures and community reach with food access and educational activities all of which will be completed by the end of the school year. Educational activities and classes may include topics such as Gardening, Farm to Table, Nutritional Meal Planning and Shopping, Food Budgeting to Ensure Healthy Items that are often More Expensive can be Included on Your List and Including Children When Cooking.

At the Koelbel building, breakfast, lunch and snack will be provided through a caterer to provide nutritional meals to children, ages 1 ½ through 5 years, served by Sewall. Sewall plans to have our kitchen remodel project completed during the 2023-2024 academic year. Additionally, the area adjacent to the Sensory Garden currently at the Koelbel Building has been expanded to include planting of healthy foods for children's snacks or meals and monthly experiential education opportunities. At the Zone, snacks will be provided to



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SCOPE OF WORK

children attending half day programming and Sewall has plans to convert our existing catering kitchen to a full-service kitchen at the Zone in addition to the Koelbel Building. Further, at The Zone staff will continue to involve collaboration with community partners to build a community garden and add monthly experiential educational opportunities, expanding the partnership with Culture of Wellness.

Food Items: Sewall provides healthy breakfast, lunch, and snacks to children at five locations.. Even with CACFP reimbursement, the gap for unfunded meals and snacks totals approximately \$572.25 per child. This funding will cover this gap.

Experiential Education Supplies at Sites: Activities, supplies and gardening kits at each site will be purchased meeting the design-needs, 5 sets at \$500 each Building and Sustaining Garden's at each site.: Three sites where gardens need to be built for preschoolers and families with an average cost per garden of \$1500/each.

Nutrition and Sustainable Garden Consultant: Expertise is required to develop sustainable garden plans for expansion of food and herbs at each site. Sewall will expand our partnership with SuStainEd Farms for sustainable farming practices, to ensure equal access to knowledge and resources, rigorous experiential instruction, and community engagement.

Teacher Training through Professional Development: Teacher-training of enhancing food access for children and families plus sustainable practices including growing of fruits, vegetables, harvesting, composting etc. We will train approximately 60 staff for the school year.

Monthly Family Meetings at Each Site: This funding provides materials, childcare and cultural trainers to expand upon the Culture of Wellness for a cadre of training sessions that can be utilized in future years as well. Costs include funding for: a Trainer; 2 childcare/training assistants; food, cooking materials and incentives for families. Sewall anticipate that some of the monthly meetings will have a family learning and working together time including caregivers and children along with a separation time for caregivers to learn with the training separate from their children. This is why Sewall has identified childcare staff and training assistants as the same individuals. SustainEd Farms will also assist with these meetings.

Staff: VP of Programs: Approximately 10% of VP of Programs time will be in oversight and management of the staff and committees working on this project.

Program Coordinator: A full time coordinator with a varied background consisting of food education, knowledge of early childhood development and experience with the food scarcity, trauma and diversity of neighborhoods was hired during year 1.

Teacher Liaison: Five early childhood teachers trained in food cultivation as it works with implementation of a Reggio Emilia inspired curricula, will have time designated to support other teachers with curriculum implementation.



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Van: A van will continue to allow access for healthy food and educational activities across all 3 locations in addition to expanded areas in future years.

B. Implementation and Timeline:

1. Staff hiring and development
2. Curriculum design, delivery and evaluation
3. Distribution of staff and family surveys
4. Community partnerships and committee formation and meetings
 - a. Expand partnership with SustainEd Farms
 - b. Expand contract with Caterer to include 5 sites
 - c. Convene the Be-Well Committee, meets quarterly
 - d. Train staff at all 5 centers on USDA (Civil rights and the non-discrimination policy; Credible and non-credible foods: meal patterns; portion sizes; meal planning; serving and eating with children; recording of meals and mealtimes.)
 - e. Contract with Community Partners, i.e SustainEd Farms, Culture of Wellness
 - f. Design, Plan and coordinate outdoor garden (for year 3)
 - g. Distribute and feedback from family surveys
 - h. Expand multi-cultural food pantries to 5 (one at each site)

Program Locations:

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

Congress Park- “Koelbel Building” location-940 Fillmore St 80206,
 Green Valley Ranch-the Zone location-4800 Telluride St 80249
 Northeast Park Hill-Dahlia location, 3401 Eudora St 80207
 Ruben Valdez - 2626 W. Evans Ave. Denver CO 80219
 Sewall at Laradon -5100 Lincoln Street, Denver CO 80216

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

Participation in the Macro Evaluation



EXHIBIT A_Amendment02

SCOPE OF WORK

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.).

III. 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.

The table below summarizes reporting activity and due dates. The dates are subject to change, and/or frequency of the reporting may be subject to change.



EXHIBIT A_Amendment02

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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, 2024	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, 2024	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%

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



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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 invoice template is attached as an exhibit.

IV. Payments

- A. Invoices and reports shall be completed and submitted to the 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 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.



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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_Amendment 02

Instructions: Use this Budget Worksheet Template to explain how your organization plans to use funds consistently with the proposed work plan. Align budget requests and associated deliverables to provide a consistent, logical picture of what you will accomplish, by whom, and the associated costs. The information in each expenditure category helps the Review Panel understand your request. Please provide					
Healthy Food for Denver's Kids Program Budget					
Organization Name	Sewall Child Development Center				
Term	Year 3				
Request for Proposal Name	Healthy Food for Denver's Kids				
Budget Categories					
Food and Supplies					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Breakfast, snacks and lunch at 5 locations (to include food boxes)	Non reimbursed portions of breakfast, snack, and lunch not reimburse by other sources	Yes	317	\$572.25	\$181,403.25
Food Pantries - Food Boxes	Multi-cultural food pantry including food boxes for Monty family meetings) (85 boxes per month for 10 months)	Yes	850	\$60.00	\$51,000.00
					\$0.00
					\$0.00
Total Food and Supplies					\$232,403.25
Program Operating Expenses					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
	Experiential educational supplies for each location	Yes	5 sets	\$500.00	\$2,500.00
	Upkeep of gardens	Yes	5	\$1,500.00	\$7,500.00
	Nutrition and Sustainable Garden Consultant	Yes	1	\$17,000	\$17,000.00
	Teacher training through PD	Yes	4	\$1,500	\$6,000.00
	Monthly family meetings, child care, food, etc.	Yes	24	\$400	\$9,600.00
Total Operating Expenses					\$42,600.00
Salary Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe	Total Amount Requested from Healthy Food for Denver's Kids Initiative
VP of Programs	Oversight and management of committee and scope of work	Yes	10%	\$95,746.00	\$9,574.60
Program Coordinator	Ensure that all programs/goals are met across all 3 locations towards of goal of food access across all 4 communities	Yes	100%	\$61,786.82	\$61,786.82
Teacher Liasons	Teacher assistant for each site (5 *8hours at \$25/hour)	Yes	20%	\$52,000.00	\$52,000.00
Hourly Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Cook at the Koelbel Building	Prepare food for Sewall students (25 weeks)	Yes	30.00	\$28.00	\$21,000.00
Kitchen Assistant	Assist cook/chef (25 weeks)	Yes	30	\$18.00	\$13,500.00
Cook at the Zone for Inclusive Learning	Prepare food (12.5 weeks)	Yes	30	\$28.00	\$10,500.00
Kitchen Assistant at the Zone for Inclusive Learning	Assist cook/chef (12.5 weeks)	Yes	30	\$18.00	\$6,750.00
					\$0.00
Total Hourly Employees					\$175,111.42
Other / Miscellaneous					
Item	Description	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Evaluation	Program Evaluation Consultant (10%) Sewall partners with Aurora Research Institue (ARI) for our evaluation.	Yes			\$28,539.00
Insurance for Delivery Van		Yes			\$2,295.00
Delivery Van Maintenance		Yes			\$1,500.00
Delivery Van - Fuel		Yes			\$1,680.00
Total Other					\$34,014.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$484,128.67

Indirect		
Item	Description	Total Amount Requested from Healthy Food for Denver's Kids Initiative
10% Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs,	10% of Direct Costs
TOTAL INDIRECT COSTS		\$48,412.87
TOTAL AMOUNT REQUESTED FROM HFDK		\$532,541.54

Total Contract Maximum Amount (August 1, 2021- July 31, 2024)	\$1,246,135.15
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Exhibit D-01

Denver Department of Public Health and Environment - Healthy Food for Denver's Kids EXPENDITURE DETAILS for REIMBURSEMENT INVOICE FORM

Invoice #	
Date Invoice is sent to HFDK	
Purchase Order/ Contract #	
Payment Option	

Organization Name	
Invoice Period	
Final Invoice Amount	\$ -
Payment Terms	Immediate

To:	
Program:	Healthy Food for Denver's Kids
HFDK Contact:	Jessica Murison
Address:	101 W Colfax
City:	Denver
State:	CO
Zip Code:	80202
Telephone:	760-715-7194
Email:	HFDKinvoices@denvergov.org

From:	
Contact Name:	
Remit Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	

Expenditure Categories				Total Amount
Food and Supplies				
Item	Description of Item	Quantity	Per Item Cost	

				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Food and Supplies				\$0.00
Program Operating Expenses				
Item	Description of Item	Quantity	Per Item Cost	
				\$ -
				\$ -
				\$ -
				\$ -
Total Operating Expenses				\$ -
Salary Employees				
Position Title	Description of Work	Percent of time spent this Month	Total earnings for monthly invoice period (Salary + Fringe)	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Hourly Employees				
Position Title	Description of Work	Hours	Hourly Rate	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Personnel Expenses				\$ -
Other / Miscellaneous				

Item	Description	Quantity	Per Item Cost	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Other Expense				\$ -
Direct Costs -Total				\$ -
Indirect Costs				
Item	Description			
10% Indirect rate (if applicable):				
TOTAL INDIRECT COSTS				\$ -
TOTAL THIS INVOICE				\$ -

Billing Summary	
Total Contract Amount	
Advanced Funds Invoiced (if applicable)	
Cumulative Amount Previously Invoiced	
Amount of this Invoice	\$ -
Total Invoiced to Date	\$ -
Budget Amount Remaining	\$ -

You are not able to enter information into this summary spreadsheet tab - this is for summary purposes on Complete the expenditures spreadsheet tab only (the first tab in this Excel file). Then, sign (or print name designated box below. The information entered into the Expenditures tab will automatically populate in t below. Follow contract instructions to complete the Expenditures and submit the invoice.

Denver Department of Public Health & Environment REIMBURSEMENT INVOICE FORM

DATE INVOICE SENT TO HFDK:	
Organization Name:	0
Invoice Period:	0.00
Invoice #:	0.00
PO/Contract #:	0.00
Final Invoice:	\$ -
Payment Option:	2 Mailed Reimbursement Check

To:		From:	
HFDK Program:	Healthy Food for Denver's Kids	Contact Name:	0
HFDK Contact:	Jessica Murison	Address:	0
Address:	101 W Colfax		
City:	Denver	City:	0
State:	CO	State:	0
Zip Code:	80202	Zip Code:	0
Telephone:	760-715-7194	Telephone:	0
Email:	HFDKinvoices@denvergov.org	Email:	0

Expenditure Categories	Total / Requ
Food and Supplies	
Program Operating Expenses	

Personnel	
Other Costs	
SUB-TOTAL BEFORE INDIRECT	
Indirect	\$
TOTAL THIS INVOICE	\$

<p><i>// We affirm the claimed expenses comply with the budget provisions of the contract and are reasonable and necessary, relevant progress or other reports have been filed, and all contract milestones and/or tasks related to the invoice, been achieved.</i></p>	
Print Name, Title	Date