

SECOND AMENDATORY AGREEMENT

This **SECOND 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 **MONTBELLO ORGANIZING COMMITTEE**, a Colorado nonprofit corporation, whose address is 12000 East 47th Avenue, Denver, Colorado 80239 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated August 25, 2020, and an Amendatory Agreement dated April 8, 2021 (collectively, the “Agreement”), to perform and complete all of the services set forth on **Exhibit A, Scope of Work**, to the City’s satisfaction.

B. The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, amend the scope of work, 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, 2020** and will expire on **July 31, 2022** (the “Term”). The term of this Agreement may be extended by the City under the same terms and conditions for up to five years from the commencement date by a written amendment to this Agreement. Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

2. Section 4 of the Agreement entitled “**COMPENSATION AND PAYMENT**” Sub-section d. (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 **SIX HUNDRED FIVE THOUSAND SEVEN HUNDRED THIRTY-NINE DOLLARS AND NO CENTS (\$605,739.00)** (the “Maximum

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

3. **Exhibit A** 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**.

4. **Exhibit B** and **Exhibit B-Amendment01** are hereby deleted in their entirety and replaced with **Exhibit B-Amend02**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** and **Exhibit B-Amendment01** are changed to **Exhibit B-Amend02**.

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

6. 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-202159387-02/ 202055272-02
Contractor Name: MONTBELLO ORGANIZING COMMITTEE

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

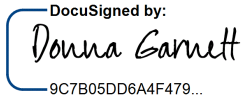
By:

By:

By:

Contract Control Number:
Contractor Name:

ENVHL-202159387-02/ 202055272-02
MONTBELLO ORGANIZING COMMITTEE

By:  _____

Name: Donna Garnett
(please print)

Title: Executive Director
(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 Healthy Food for Denver’s Kids (“HFDK”) Initiative and Montbello Organizing Committee (“MOC”). MOC 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.

MOC has been awarded the following amounts in Healthy Food for Denver’s Kids funds:

- **\$236,085** for Term 1 (August 1, 2020 – July 31, 2021)
- **\$70,620** for Term 1 – COVID Supplemental Funds (February 1, 2020 – July 31, 2021)
- **\$299,034** for Term 2 (August 1, 2021 – July 31, 2022)
- **Cumulative Maximum Contract Amount: \$605,739**

II. Program Services and Descriptions

- A. MOC will be granted funds to provide the following projects and services:

The *FreshLo Farm-School Network – Healthy Food for Montbello Kids* will work with the school and nonprofit partners to utilize unused physical space in the school facilities to work with children and youth to grow fresh, healthy food for their families in the community. Each school will implement educational programs delivered in-person and virtually by CFA and CLP to teach students where food comes from, how to grow food for their community, and the importance of eating a healthy diet to mitigate health disparities. Students will incorporate principles of conservation and utilization of food waste through composting to increasing food production within their community. Since the five participating schools collectively serve over 3,000 children and youth and their families, the impact on food access needs in the community will be extensive. Students will implement micro-enterprise projects in which they will grow and sell food to support their school farms and gardens. SOLF will provide sacks of food daily and meals will be provided to those children participating in garden camps.

Activities to be carried out during this year of the agreement include:

Activity – Provide gardening, cooking, and nutrition classes as part of school-based and home-based online programming with a focus on gardening, healthy eating, and physical activity.

Activity – Implement the Nearly Zero and Living Systems curriculum in partner schools. The curriculum includes the early literacy program for ECE-3rd Grade, *Wormology: The World*



EXHIBIT A-Amendment02

SCOPE OF WORK

in a Box Curriculum and the 4th - 6th Grade, Youth in Action: Whole School Composting Curriculum. Living Systems will be implemented across all ages with a special emphasis on the activities being child-parent oriented.

Activity – Provide service-learning opportunities for middle and high schools in the Montbello and surrounding Far Northeast neighborhoods so that students are contributing to the food justice efforts in the community that address the food desert status of the community.

Activity – Provide paid internships for youth ages 14 – 18 years of age to assist in the management of the Farm- School urban farms in the network.

Activity – Host summer camps in the gardens that focus on teaching kids about where their food comes from and incorporates multi-generational approaches as a means of changing eating behaviors.

Activity – Implement an online set of short child-featured videos to demonstrate how-to's related to gardening, composting, food preparation, etc.

Activity – Provide fresh food to families with children in the target age group through the Struggle of Love Foundation's Sacks of Love daily food pantry.

Activity – Provide healthy breakfasts and lunches to garden camp participants and incorporate meal preparation with food harvested from the gardens.

Activity – Purchase fresh produce from local farmers to distribute through the SOLF food pantry and the FreshLo Farmer's Market.

Activity – Provide training and consultation to children and their families on how to grow food at their own home.

B. Partner Roles:

Children's Farms of America dba Children's Farms in Action CFA established and manages the Montbello Urban Farm which grows and distributes over 10,000 pounds of fresh produce each year through the Montbello Food Pantry, the no-cost grocery program at Academy 360 and Maxwell Elementary, and a low-cost farmer's market in Montbello. More than 300 youth ages 13 – 18 per year plant, tend, and harvest this 10,000-square foot growing space. Working with the five partner schools in the neighborhood, CFA has helped establish a network of school learning and production gardens that serve hundreds of low-income children. CFA also provides gardening consultation and curriculum to the schools and implements educational programs with children ages 4 years through 18 years. These programs include cooking and nutrition education.

Consumption Literacy Project Through education of students in K- 12th grade CLP foodscapes school campuses and teaches students how to grow food and utilize food waste as a resource. CLP has partnered with CFA in the Montbello community for the past year and a half to teach students in the partner schools about food justice, food literacy, and how healthy soil leads to healthy food which grows a healthy body. CLP has developed the Nearly Zero and the Living Systems curricula focused on students in ECE-12th grade. CLP also works with children and their families to plant and tend backyard gardens.



EXHIBIT A-Amendment02

SCOPE OF WORK

Struggle of Love Foundation The SOLF addresses youth mental health, gang intervention, sexual behavior, and promoting healthy lifestyles. SOLF offers an outlet for youth to participate in sports activities and mentoring sessions that help them grow athletically, mentally, and physically into responsible young adults. Through these activities, SOLF has identified lack of access to predictable, nutritious meals to be a debilitating factor in the lives of many at-risk children and youth. For 12 years SOLF has provided a food pantry for Montbello residents, typically serving about 100 residents a week. With the advent of the COVID-19 pandemic, SOLF is providing food for 275 – 300 children per day under the age of 18 years.

C. Program Locations:

The program activities will take place at the following locations:

- Garden camps, youth internships, educational activities and growing food activities will be at Montbello Urban Farm at 4879 Crown Blvd 80239 and/or at other Farm-School Network partners sites.
- Educational activities including programs like composting (Nearly Zero), Living Systems program, and cooking classes will be held at the participating schools in Montbello and/or at the homes of participating backyard/home gardeners. Participating Montbello schools include Academy 360, Greenwood Academy, Monarch Montessori, and McGlone Academy.
- The backyard/home farmers program will be activated throughout the greater Montbello community and online child-led educational experiences can be accessed by the school partners and the backyard farmers.

D. Program success:

- Goal 1. Increase knowledge and skills regarding healthy eating, nutrition, and food production.
 - Objective 1.1 Change eating and consumption habits and patterns through participation in educational activities that include cooking, nutrition, composting, and gardening.
 - Objective 1.2 Develop and implement a variety of educational activities that can be delivered in-person as well as virtually.



EXHIBIT A-Amendment02

SCOPE OF WORK

- Goal 2. Engage children and youth in growing food for their families and their community.
 - Objective 2.1 Work with student interns and groups of children and youth to prepare soil, plant crops, tend growing plants, and harvest mature produce in a community farm and school gardens.
 - Objective 2.2 Coach children and youth and their families in growing food in their own backyards.
- Goal 3. Increase access to healthy food by Montbello children ages 18 years and younger.
 - Objective 3.1 Provide sacks/boxes of healthy food to families with children 18 years and younger who are at risk of food insecurity on a daily basis through a food pantry.
 - Objective 3.2 Provide healthy meals and snacks to children participating in summer garden camps.

Outcomes to be achieved include:

- At least 3000 children from mostly low-income families will receive fresh, healthy food through the food distribution network each year.
- 10,000 pounds of fresh produce will be grown through the network of farms and gardens and distributed to children and their families through the schools, the Farmer's Market, and the SOLF Sacks of Love pantry.
- 3 - 4 youth ages 14–18 years will be employed in summer growing and distribution programs.
- 60 children 5–14 years of age participating in summer garden camps will receive healthy breakfasts, snacks, and/or lunches over the duration of the camp.
- 350 -- 500 children and youth will participate in the Montbello Farm-School Network educational programs and will demonstrate increased knowledge about growing food and nutrition.
- 8 -10 families will participate in a backyard farmers program implemented through the Farm- School Network.

To know if the program is successful in meeting the goals and objectives and reaching the outcomes, the partners will participate in several evaluation activities including:

- Photo journals will be kept of youth involvement in the Farm-Schools Network Project.
- Children's Farms in Action will weigh produce and maintain records of total yield across all the partner small urban farms.
- Consumption Literacy Project will collect pre-and post-data relative to the two curricula delivered.
- Struggle of Love will track the number of children and families that access healthy food through the Sacks of Love Food Distribution program as well as the number of pounds of food distributed.
- Each school partner will track the numbers of students and adults who participate in each element of the project. These will be compiled as a



EXHIBIT A-Amendment02

SCOPE OF WORK

quantitative measure of the number of residents touched by the collaborative efforts of the partners. Anecdotal records will be collected by all partners and compiled as part of a qualitative evaluation of the project.

III. Implementation and Timeline

Montbello Organizing Committee Healthy Food for Montbello Kids Grant YEAR 2 Timeline -- Goals, Activities/Key Milestones	Responsible Partner	Timeframe – August 1, 2021 – July 31, 2022			
		Q1	Q2	Q3	Q4
Activity/Key Milestones	Persons/Agency Responsible	Aug- Oct	Nov - Jan	Feb - Apr	May - July
Goal 1. Increase knowledge and skills regarding healthy eating, nutrition, and food production.					
Activity – Provide gardening, cooking, and nutrition classes as part of school-based and home-based online programming.	CFA CLP School Partners	x	x		x
Activity – Implement the Nearly Zero, Youth in Action: Whole School Composting Curriculum, and Living Systems curriculum in all five partner schools.	CLP		x	x	x
Activity – Host camps/programming in the gardens that focus on teaching kids about where their food comes from and incorporates multi-generational approaches as a means of changing eating behaviors.	CFA CLP School Partners	x			x
Activity – Implement an online set of short child-featured videos to demonstrate how-to's related to gardening, composting, food preparation, etc.	CLP CFA	x			x
Activity – Provide training and consultation to children and their families on how to grow food at their own home.	MOC CLP CFA School Partners	x			x
Goal 2. Engage children and youth in growing food for their families and their community.					
Activity – Provide farming-related service-learning opportunities for middle and high schools in Greater Montbello community.	CFA CLP	x		x	x
Activity – Provide paid summer internships for youth ages 13 – 18 years of age to assist in the management of the Farm- School urban farms and to assist home gardener projects.	MOC CFA CLP	x			x
Goal 3. Increase access to healthy food by Montbello children ages 18 years and younger.					
Activity – Provide fresh food daily to families with children in the target age group.	SOLF	x	x	x	x
Activity – Provide healthy breakfasts and lunches to garden camp participants and incorporate meal preparation with food harvested from the gardens.	SOLF CFA School Partners	x			x
Activity – Purchase fresh produce from local farmers to distribute through the SOLF food pantry and the FreshLo Farmer's Market.	CFA SOLF	x			x
Activity – Convene Farm-School Network Partners for monthly collaboration meetings.	MOC	x	x	x	x



EXHIBIT A-Amendment02

SCOPE OF WORK

Montbello Organizing Committee Healthy Food for Montbello Kids Grant YEAR 2 Timeline -- Goals, Activities/Key Milestones	Responsible Partner	Timeframe – August 1, 2021 – July 31, 2022			
		Q1	Q2	Q3	Q4
Activity/Key Milestones	Persons/Agency Responsible	<i>Aug- Oct</i>	<i>Nov - Jan</i>	<i>Feb - Apr</i>	<i>May - July</i>
Activity – Conduct regular evaluation activities and compile quarterly and final report.	MOC All Partners	x	x	x	x

IV. Evaluation, Outcome Measures and Deliverables

The Grantee will draft, 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 measures in the evaluation plan will align with the items and descriptions in the “program success” section above. A general description of types of measures are listed below, but 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.

Program Outputs 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 Grantee will be asked to collect demographic information for participants as much as possible to help report progress on disparities and direct efforts more equitably. The HFDK Evaluation team will work with grantees to determine the best practices for collecting demographic information while ensuring dignity, privacy and safety.

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

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 will provide organizational and community input on Macro Evaluation activities and products (e.g., Theory of Change, Macro Evaluation plan, annual reports, etc.).



EXHIBIT A-Amendment02

SCOPE OF WORK

V. 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, agreed upon in their final evaluation plan, on a regular basis. The HFDK Evaluation team will provide a Reporting Form for grantees to submit this data every six months, which will be finalized with grantee input to ensure it is user-friendly, non-burdensome and accessible. 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 the grantee in an Evaluation Dashboard to support their own work. Importantly, the Reporting Form may also include a few open-ended questions about strategy, challenges and successes for the grantee to fill out, which will also be included in their Evaluation Dashboard report to track learning over time. Grantees can also access 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.

Report # and Name	Description	Due Date	Reports to be sent to:
Report 1 (6 month)	Progress on output and outcome measures and learning questions	February 1-15, 2022	Submitted through the Reporting Form



EXHIBIT A-Amendment02

SCOPE OF WORK

	Upload relevant evaluation documents		
Final Report – Annual	<p>Progress on output and outcome measures and learning questions</p> <p>Upload relevant evaluation documents</p> <p>Cumulative outputs, outcome measures, and learning over time.</p> <p>Additional narrative description of successes and challenges.</p>	July 31 – Aug 15, 2022	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 assigned an Evaluation Partner from the HFDK evaluation team to work around their evaluation plan, evaluation tools, and 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.

At a minimum, grantees will be required to participate in 3 webinars/trainings provided by the HFDK staff, Evaluation Team, and external partners that are intended to identify best practices, support peer learning, and provide opportunities for networking.

II. Budget

A. 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%



EXHIBIT A-Amendment02

SCOPE OF WORK

- 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:
- Each invoice shall include the following information: invoice number and date, due date, payment terms, contract activity and detailed description, purchase order number (to be provided by HFDC staff), and an itemized list of the charges in alignment with approved expenses as shown in the Budget (Exhibit B)
 - Supporting Documentation
 - The Grantee agrees to retain all receipts and supporting documentation for personnel and non-personnel expenditures, and provide them to the City if requested. The required documentation for retention of:
 - **Program expenses**, includes but is not limited: invoices, receipts or proof of payment for budgeted program expenses, supplies, equipment, mileage/travel expense, or other charges. Proof of payment could be invoices, receipts, ACH forms, bank statements or credit card bills
 - **Personnel**, includes payroll register (employee information) or paystubs, time sheets signed by employee, or time and salary certification
 - **Indirect/administrative costs**, includes documentation to substantiate submitted charges, invoice and proof of payments



EXHIBIT A-Amendment02

SCOPE OF WORK

- The Grantee will provide supporting documentation for all non-personnel expenditures over \$1,000 with the monthly invoice. The required documentation for expenses over \$1,000 are:
 - **Program expenses**, includes but is not limited: invoices, receipts or proof of payment for budgeted program expenses, supplies, equipment, mileage/travel expense, or other charges. Proof of payment could be invoices, receipts, ACH forms, bank statements or credit card bills.

IV. Payments

- A. Invoices and reports shall be completed and submitted on or before the 15th of each month following the month of services rendered 100% of the time. Contractor shall use preferred invoice template, if requested. Invoices shall be processed with immediate payment terms.
- B. A one-time advance payment may be made through a written request to the HFDK Contract Administrator. The written request shall detail the amount to be paid in advance, price quotes with line item details, personnel costs, etc. and dates the services or supplies will be performed or purchased by the Grantee.

Any advanced funds shall be reconciled upon completion of payment by the grantee or upon the last invoice of the grant term. Reconciling the advanced funds will include providing invoices and proof of payments as required in **Section IV Invoice** of this document. Advanced funds shall be used only for expenses as detailed in Exhibit B- Budget. If the advance payment is not used by the Grantee, or not used for the approved expenses as detailed in the request, the Grantee shall re-pay the city any remaining or unreconciled funds.

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.
2. Hands-on experiential education and public health programs associated with farming, gardening, cooking, nutrition, dietary and home economics, and healthy eating



EXHIBIT A-Amendment02

SCOPE OF WORK

- 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)

Programs must:

- Show a commitment to diversity, equity, and inclusion across the organization and programming (e.g., in staffing, culturally relevant foods, etc.)
- Ensure snacks, meals, and any other food distributed is healthy by meeting, at minimum, the HFDK standard guidelines that include:
 - Efforts to be culturally relevant
 - Limited added sugar
 - Efforts to include more non-starchy vegetables than starchy carbohydrate foods
- Be tied directly to activities located within the City and County of Denver that serve youth who are Denver residents
- Benefit low-income youth under the age of 18

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 evaluation partners each year.
- Display signage and/or online banners noting that the program receives funding from the Healthy Food for Denver's Kids Initiative. The HFDK Initiative will provide electronic files 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_Amend02

Healthy Food for Denver's Kids Program Budget

Organization Name	Montbello Organizing Committee				
Term	Year 2				
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
Food and Supplies for FreshLo Farmers Market purchased from local farmers	Purchase of healthy food to supplement Network- grown food	yes	8 weeks supply	\$ 500.00	\$4,000.00
Meals for camps	Healthy food for breakfast and lunch for 8 weeks	yes	2400 meals	\$ 2.50	\$6,000.00
Refrigeration/storage	Refrigerated storage rental and fuel costs	yes	12 months	\$ 1000.00	\$12,000.00
Fresh Produce Boxes for Sacks of Love Pantry	Boxes contain fresh fruits and vegetables	Yes	2000	\$15	\$30,000.00
Total Food and Supplies					\$52,000.00
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
School Partner Garden Stipends	includes seeds, seedlings, tools, water usage, educational materials, soil amendments	yes	5	\$ 2,500.00	\$12,500.00
Children's Home Garden Model	a model home garden to provide online videos and in-person training to assist parents/caregivers teaching their children gardening at home	yes	1	\$ 3000.00	\$3,000.00
Montbello Children's Urban Farm Land Rental	Cost of using the urban farm land	yes	6	\$ 800.00	\$4,800.00
Montbello Children's Urban Farm Land Rental	Cost of water usage for 5 months	yes	5	\$ 225.00	\$1,125.00
Soil amendments	soil amendments and organic fertilizers to improve yield	yes	10 tons	\$ 250.00	\$2,500.00
Gardening tools, curriculum materials	Replacement of tools and science based curriculum materials related to gardening, farming, composting	yes	6 months	\$ 925.00	\$5,550.00
Total Operating Expenses					\$29,475.00
Personnel and Administrative Services					

Salary Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative
MOC HFMK Project Manager	Manages all programmatic elements of the project, coordinates with all partners, works on policy issues with City of Denver and community groups, coordinates evaluation, runs the Farmer's Market	yes	85%	\$ 62,500.00	\$53,125.00
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
4 Youth Interns	Assists in implementing farm and garden activities, assists in camps	yes	800.00	\$ 15.00	\$12,000.00
Assistant Farm Manager	works with interns, assists in educational classes with students, assists with the management of the Urban Farm	yes	383.00	\$ 19.00	\$7,277.00
Total Personnel Services					\$72,402.00
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
Childrens Farms in Action Farm Manager and Instructor	Project Partner contracted to oversees all Montbello Children's Urban Farm activities, supervises interns, master gardener that consults with school partners, teaches children's classes	yes	100%	\$ 47,500.00	\$47,500.00
Consumption Literacy Project Director and Instructor	Project partner contracted to teach school farm and garden curriculum, develops online classes, consults with home gardeners, implements composting program with the school partners	yes	76%	\$ 47,500.00	\$47,500.00
Struggle Of Love Foundation Pantry Manager	Project partner contracted to implement the Sacks of Love pantry that serves children and families, secures food donations, supervises youth interns and volunteers	yes	100%	\$47,500.00	\$47,500.00
Total Other					\$142,500.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$296,377.00
Indirect					
Item	Description	Total Amount Requested from Healthy Food for Denver's Kids Initiative			
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.				
TOTAL INDIRECT COSTS					\$2,657.00
TOTAL AMOUNT REQUESTED FROM HFDK					\$299,034.00