

## AMENDATORY AGREEMENT

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **THE HADANOU COLLECTIVE**, a Colorado nonprofit corporation, whose address is 3533 North Marion Street, Denver, Colorado 80205 (the “Contractor”), jointly (“the Parties”).

### RECITALS:

**A.** The Parties entered into an Agreement dated October 16, 2025 (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, Scope of Work, to the City’s satisfaction.

**B.** The Parties wish to amend the Agreement to increase the maximum contract amount, amend the scope of work exhibit, and amend the budget exhibit.

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

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

“**d. Maximum Contract Amount:**

**(1)** Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **ONE MILLION ONE HUNDRED NINETY-NINE THOUSAND SIX HUNDRED EIGHTY DOLLARS AND NO CENTS (\$1,199,680.00)** (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 Consultant beyond that specifically described in **Exhibit A**. Any services performed beyond those in Exhibit A are performed at Consultant’s risk and without authorization under the Agreement.”

2. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A01, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A01**.

3. **Exhibit B** is hereby deleted in its entirety and replaced with **Exhibit B01, Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** are changed to **Exhibit B01**.

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

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

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

**[SIGNATURE PAGES FOLLOW.]**

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

ENVHL-202582175-01| ENVHL-202580269-01  
THE HADANOU COLLECTIVE

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:**  
  
Attorney for the City and County of Denver  
  
By: \_\_\_\_\_

**REGISTERED AND COUNTERSIGNED:**  
  
  
  
By: \_\_\_\_\_

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

ENVHL-202582175-01| ENVHL-202580269-01  
THE HADANOU COLLECTIVE

By:

Signed by:

Nathan Pai Schmitt

E57A8768571144F...

Name:

Nathan Pai Schmitt

(please print)

Title:

Executive Director

(please print)

ATTEST: [if required]

By:

Name:

(please print)

Title:

(please print)



# EXHIBIT A01

## SCOPE OF WORK

### I. Purpose of Agreement

The purpose of this contract is to establish an agreement and Scope of Services between the Department of Public Health and Environment and The Hadanou Collective dba Southwest Food Coalition (SWFC) (the “Provider”).

The Provider shall provide the identified services for the City under the support and guidance of the Denver Department of Public Health and Environment using best practices and other methods for fostering a sense of collaboration and communication.

Southwest Food Coalition has been awarded following amounts in Healthy Food for Denver’s Kids funds:

- **\$999,680.00** for the term of August 1, 2025- July 31, 2028.
- **\$200,000** for Emergency SNAP Food Funds for the term of August 1,2025-July 31,2026.
- Cumulative Maximum Contract Amount: **\$1,199,680.00**

### II. Program Services and Descriptions

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

- **Food Distribution to Youth**
  - For the food distribution program, SWFC is purchasing and distributing nutritious and culturally appropriate foods for schools in the community. An assessment of needs and current/anticipated support will help identify which partners will receive food. The number of partners served may change based on the final grant award and the change of food costs over the grant term. School partners will identify needs amongst their families experiencing food insecurity and up to 25 families per school will be served. Each family will receive approximately 20 pounds of purchased food, with charitable food being added as available. SWFC will serve up to 5 schools per week, serving 100-125 families per week, and will create two cohorts to receive food on a bi-weekly rotating basis. Their partners who have requested that SWFC continue to provide them food include: Florence Crittenton High School, Valverde Elementary, Gust Elementary, Catholic Charities Head Start, Pascual LeDoux Academy, Little Einstein Academy, and Little Hands Learning Center. SWFC will utilize best practices including collecting food preference surveys, providing recipes, providing an advanced list of the foods they’ll receive that week, and offering resources in both English and Spanish. SWFC will manage the purchasing, aggregating, sorting and distribution of this food to the school partners, who will then distribute the food to families guided by trauma informed and respectful practices. Most schools use a choice model, however



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some schools use pre-packed boxes based on feedback. Over 50% of the foods SWFC purchase are from local farmers and brokers.

- **Nutrition Education**

- Community members identified cooking and nutrition classes as their second priority, and SWFC will use HFDC funding to hire one part-time (20hours/week) nutrition educator to provide hands-on classes to kids and their families (two-generation approach) at their partner locations. SWFC will provide classes for youth-facing partners and will consider the agencies' needs and resources to ensure equitable access to services in our community. SWFC will purchase ingredients for families to make the recipe at home. SWFC will continue to provide classes at Valverde Elementary, Little Einstein Academy, Pascual LeDoux Academy, Johnson Elementary, and Commún and accept new locations depending on need and capacity. They utilize recipes that incorporate budget-friendly, culturally relevant foods, require minimal preparation and clean up, and offer classes in English and/or Spanish. Classes are available as a series of workshops or as individual classes and are provided during the day or after school. Classes can also be customized to accommodate food preferences or upcoming cultural events.

- **SNAP Assistance**

- SNAP underutilization remains a significant issue in Southwest Denver, as noted by the Denver Human Services index. While SWFC are not requesting HFDC funding for SNAP efforts—thanks to support from Hunger Free Colorado—SWFC will integrate SNAP assistance into school and youth-focused programming. A part-time Benefits Specialist will provide multi-lingual, on-site support at partner locations during food distributions, cooking classes, and events. SWFC is co-located with a Denver Human Services neighborhood site that offers same-day SNAP interviews and application help. By partnering with their team and offering direct referrals, SWFC aims to increase access and address SNAP underutilization in the community.

- **Food Pantry Operations Training**

- SWFC have been providing individualized support to pantries for many years. The team meets with schools, community agencies, and community leaders to assist in designing and implementing food access programming. SWFC offers education and technical assistance on food systems, including mission development, food safety, sourcing, operations, staffing, client services, funding, marketing, and data collection.
- SWFC Program Manager will formalize curriculum, build toolkits and provide extensive support for SWFC's partners. Their tool kits will include information on sourcing and purchasing food, obtaining funding, pantry models, sample budgets, best practices in community engagement, staffing pantry work, nutrition guidelines, and how to co-locate with other food-related programs. Program Manager will offer a series of classes depending on need and training will be at their site or virtual. SWFC will provide ongoing support such



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as connection to food sources, use of their warehouse and transportation services, and ongoing assistance operationalizing concepts. Agencies who expressed interest in this training included: Valverde Neighborhood Association, MotherWise CO, Florence Crittenton High School, Kipp Collegiate HS, Munroe Elementary, Kennedy HS, and Kepner Beacon Middle School and additional partners will be identified.

- The final product of our Food Pantry Operations Training will be curriculum and materials for Pantry Managers. Curriculum will be developed for classes that can be run in a series or as individual classes. All participants will also have access to the services of the Southwest Food Coalition, including food sources, funding, SNAP assistance, and access to our shared warehouse and transportation as available/needed.
- **Emergency Food Assistance:** Provider will use emergency funds to scale up food distribution efforts to Denver youth and their families in response to changes to federal food assistance programs. This may include serving additional families (especially those losing access to programs like SNAP and WIC), purchasing additional healthy food and directly related costs, extending service hours, increasing service frequency, expanding service or delivery areas, and/or establishing new partnerships. Provider will prioritize fresh, healthy food that meets HFDK nutritional guidelines, is culturally responsive, and distributed in an equitable and accessible way.

The goals of this project are as follows:

- **Goal 1: Food Security SMARTIE Goal**
  - From August 2025 to July 2028, SWFC will provide food up to 120-125 families per week across five schools (25 families per school), with each family receiving approximately 20 pounds of food. Families will be organized into two cohorts, receiving food on a bi-weekly rotating basis to maximize reach and sustainability. SWFC anticipates serving the following youth facing agencies and partners may vary depending on need: Florence Crittenton HS, Valverde Elementary, Gust Elementary, Pascual LeDoux Academy, Little Einstein Academy, Little Hands Learning Center. Program Manager will coordinate partnerships and tracking, Program Coordinator will order food and manage food processing with volunteers, and Driver will deliver the food. SWFC will track the number of families served, nutritional value of food, total pounds of food distributed, and participant feedback on food quality and accessibility. This attainable goal directly enhances food security and nutrition for low-income residents by providing culturally responsive, healthy food options in spaces the families trust and regularly visit. Schools in Southwest Denver will identify and prioritize families with the greatest need, ensuring resources are distributed equitably to those most affected by food insecurity.
  - SWFC will continue to utilize a successful spreadsheet system to track total pounds of food distributed, nutritional value using SWAP guidelines, purchasing sources, number of families served, and partner organizations



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receiving food. This data will demonstrate improved access to healthy foods as well as the support to community agencies and local growers and distributors.

- **Goal 2: Nutrition & Cooking Education SMARTIE Goal**

- Between August 2025 and July 2028, SWFC will conduct 600 nutrition and cooking classes (five per week) for low-income youth and families. These attainable classes will equip participants with the knowledge and skills to improve their nutritional intake and overall health. Sessions will be hosted at schools and community agencies serving historically underserved neighborhoods in Southwest Denver. SWFC will continue to provide classes at Valverde Elementary School, Little Einstein Academy, Pascual LeDoux Academy, Johnson Elementary, and Commún and accept new locations depending on need and capacity. SWFC will track class attendance, pre- and post-program surveys, and participant-reported behavior changes in eating habits. To ensure inclusivity and accessibility, there will be a fully bilingual instructor (English/Spanish), offer materials in English/Spanish, tailor classes to be culturally appropriate, and integrate community feedback into curriculum development. Nutrition Educator will develop curriculum, coordinate scheduling, lead classes, and conduct evaluation.

- **Goal 3: Food Pantry Operation Training SMARTIE Goal**

- Between August 2025 and July 2026, SWFC will develop and implement a comprehensive training program for up to 8 food pantries to improve their capacity to provide fresh, healthy food to their communities. Agencies who expressed interest in this training included: Valverde Neighborhood Association, MotherWise CO, Florence Crittenton HS, Kipp Collegiate, Munroe Elementary, Kennedy HS, and Kepner Beacon Middle School and additional partners will be identified. After one year of providing this program SWFC will re-assess how many partners can be served per year and develop updated goals for Y2 and Y3. Program Manager will finalize the curriculum, conduct training for partners, and provide ongoing support. SWFC will track their partners' increase in fresh food availability, adoption of best practices, and feedback from pantry operators and clients.

Please see **Exhibit D** for further timeline and implementation information.

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

Geographical Location	Please check all that apply
Citywide	<input type="checkbox"/>
Athmar Park	<input checked="" type="checkbox"/>
Auraria	<input type="checkbox"/>
Baker	<input type="checkbox"/>
Barnum	<input checked="" type="checkbox"/>
Barnum West	<input checked="" type="checkbox"/>





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Bear Valley	<input checked="" type="checkbox"/>
Belcaro	<input type="checkbox"/>
Berkeley	<input type="checkbox"/>
Capitol Hill	<input type="checkbox"/>
Central Business District	<input type="checkbox"/>
Central Park	<input type="checkbox"/>
Chaffee Park	<input type="checkbox"/>
Cheesman Park	<input type="checkbox"/>
Cherry Creek	<input type="checkbox"/>
City Park	<input type="checkbox"/>
City Park West	<input type="checkbox"/>
Civic Center	<input type="checkbox"/>
Clayton	<input type="checkbox"/>
Cole	<input checked="" type="checkbox"/>
College View - South Platte	<input checked="" type="checkbox"/>
Congress Park	<input type="checkbox"/>
Cory - Merrill	<input type="checkbox"/>
Country Club	<input type="checkbox"/>
DIA	<input type="checkbox"/>
East Colfax	<input type="checkbox"/>
Elyria Swansea	<input type="checkbox"/>
Five Points	<input type="checkbox"/>
Fort Logan	<input type="checkbox"/>
Gateway - Green Valley Ranch	<input type="checkbox"/>
Globeville	<input type="checkbox"/>
Goldsmith	<input type="checkbox"/>
Green valley Ranch	<input type="checkbox"/>
Hale	<input type="checkbox"/>
Hampden	<input type="checkbox"/>
Hampden South	<input type="checkbox"/>
Harvey Park	<input checked="" type="checkbox"/>
Harvey Park South	<input checked="" type="checkbox"/>
Highland	<input type="checkbox"/>
Hilltop	<input type="checkbox"/>
Indian Creek	<input type="checkbox"/>
Jefferson Park	<input type="checkbox"/>
Kennedy	<input type="checkbox"/>
La Alma lincoln park	<input type="checkbox"/>
Lincoln Park	<input type="checkbox"/>
Lowry Field	<input type="checkbox"/>
Mar Lee	<input checked="" type="checkbox"/>
Marston	<input type="checkbox"/>



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Montbello	<input type="checkbox"/>
Montclair	<input type="checkbox"/>
North Capitol Hill	<input type="checkbox"/>
North Park Hill	<input type="checkbox"/>
Northeast Park Hill	<input type="checkbox"/>
Overland	<input checked="" type="checkbox"/>
Platt Park	<input type="checkbox"/>
Regis	<input type="checkbox"/>
Rosedale	<input type="checkbox"/>
Ruby Hill	<input checked="" type="checkbox"/>
Skyland	<input checked="" type="checkbox"/>
Sloan Lake	<input type="checkbox"/>
South Park Hill	<input type="checkbox"/>
Southmoor Park	<input type="checkbox"/>
Speer	<input type="checkbox"/>
Sun Valley	<input checked="" type="checkbox"/>
Sunnyside	<input type="checkbox"/>
Union Station	<input type="checkbox"/>
University	<input type="checkbox"/>
University Hills	<input type="checkbox"/>
University Park	<input type="checkbox"/>
Valverde	<input checked="" type="checkbox"/>
Villa Park	<input checked="" type="checkbox"/>
Virginia Village	<input type="checkbox"/>
Washington Park	<input type="checkbox"/>
Washington Park West	<input type="checkbox"/>
Washington Virginia Vale	<input type="checkbox"/>
Wellshire	<input type="checkbox"/>
West Colfax	<input type="checkbox"/>
Westwood	<input checked="" type="checkbox"/>

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

Site	Address
Westwood Community Center	1000 S. Lowell Blvd, Denver CO 80219
Valverde Elementary School	2030 W. Alameda, Denver CO 80223
Pascual LeDoux	1055 S. Hazel Ct, Denver CO 80219
Commun	2288 S. Tennyson St, Denver CO 80219
Little Einstein's Academy	3105 W. Iowa St, Denver CO 80219
Florence Crittenton High School	55 S. Zuni St, Denver CO 80223
Gust Elementary	3440 W. Yale Ave, Denver CO 80219
Little Hands Learning Center	150 Sheridan Blvd, Denver CO 80226



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Catholic Charities Head Start

852 S. Knox Ct, Denver CO 80219

#### **B. Public Good**

The proposed work benefits the public good by addressing systemic food insecurity and improving community health outcomes on a broad scale. By providing healthy food to children, SWFC are not only ensuring their immediate well-being but also fostering long-term health benefits that reduce the burden of diet-related diseases on the healthcare system. SWFC purchases over 50% of their food from local sources which invests money in the state. Teaching nutrition classes empowers families with knowledge and skills to make healthier food choices, leading to generational improvements in well-being. Additionally, by supporting food pantries in enhancing their services, SWFC is strengthening the entire local food system, making it more efficient, sustainable, and accessible for all residents in need.

This initiative contributes to public good by reducing disparities in food access, improving overall community resilience, and fostering a healthier, more educated population. It creates a ripple effect—better-nourished children perform better in school, families experience reduced financial strain, and local food assistance programs become more effective in serving their communities. In this way, SWFC's work does not solely benefit individual recipients or their organization but rather strengthens the social fabric of the entire community. The public is comprised of individuals, and the best way to improve the public good is to improve the lives of those with the most need.

### **III. Evaluation, Outcome Measures and Deliverables**

#### **A. Process and Outcome Measures/Deliverables**

The Provider will report on the process measures and outcome measures. The measures in the surveys Providers will answer will align with the items and descriptions in the "Project Description" section above. A general description of types of measures are listed below, but the final measures will be decided upon with the Provider in collaboration with the HFDK Evaluation contractor and staff. The HFDK evaluation contractor is available to provide technical assistance to the Provider on the development and implementation of their metrics, as needed.

**Process measures** are outputs of operating the agreed-upon program. These may include, for example, number of classes or events held, number of students reached, number of meals served, or number of partnerships developed, among others. The Provider will be asked to collect demographic information for participants as much as possible to help report progress on disparities and direct efforts more equitably.

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

#### **Participation in the Macro Evaluation**



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

#### IV. Performance Management and Reporting

##### A. Performance Management

Monitoring will be performed by Denver Department of Public Health and Environment (DDPHE) staff and/or designee.

The Provider will be reviewed for:

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

##### B. Reporting

The Provider will be responsible for reporting on program outputs and outcomes.

**Southwest Food Coalition will be responsible for reporting on the following Sections of the Evaluation Survey; Food Access, Food/Nutrition Education, Food and Nutrition Assistance.**

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

Report # and Name	Description	Due Date	Reports to be sent to:
Reports	Progress on outcome measures as outlined by HFDK Evaluation Contractor. Report	Quarterly Reporting. Due dates TBD. Please see the quarterly schedule for Year 1;	Submitted through QuickBase, or the platform selected by the HFDK Evaluation Contractor



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	of previous quarter of activities. Upload relevant evaluation documents. Additional narrative description of successes and challenges.	Q1: August- October Q2: November-January Q3: February-April Q4: May-July	
Reports	Progress on outcome measures as outlined by HFDK Evaluation Contractor. Report of previous quarter of activities. Upload relevant evaluation documents. Additional narrative description of successes and challenges.	Quarterly Reporting. Due dates TBD. Please see the quarterly schedule for Year 2; Q1: August- October Q2: November-January Q3: February-April Q4: May-July	Submitted through QuickBase, or the platform selected by the HFDK Evaluation Contractor
Reports	Progress on outcome measures as outlined by HFDK Evaluation Contractor. Report of previous quarter of activities. Upload relevant evaluation documents. Additional narrative description of successes and challenges.	Quarterly Reporting. Due dates TBD. Please see the quarterly schedule for Year 3; Q1: August- October Q2: November-January Q3: February-April Q4: May-July	Submitted through QuickBase, or the platform selected by the HFDK Evaluation Contractor
Other reports as requested	To be determined (TBD)	TBD	TBD

#### C. Evaluation Support

The HFDK evaluation contractor has been contracted by the City to provide evaluation technical assistance for HFDK grantees to support grantee's participation in the macro evaluation. HFDK grantees will be supported around the development or modification of their evaluation tools, and other general evaluation questions. Additionally, the HFDK evaluation contractor will provide technical assistance to the HFDK cohort of grantees on a variety of topics, to be determined in the future based on grantees' needs and interests.

The Provider will be responsible for reporting on process and outcome measures on a quarterly basis. The Provider's data submitted to the monitoring platform will be used in the macro evaluation to measure progress across the entire cohort of HFDK grantees and will additionally be given back to the Provider to support their own work. Importantly, the Monitoring Platform may also include a few open-ended questions about strategy, challenges and successes for the Provider to fill out.

#### V. Budget



## EXHIBIT A01

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#### A. Budget

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

- Be reasonable, realistic, and justified including making an effort to purchase healthy meals or snacks at affordable prices through wholesale, Food Bank of the Rockies, or other low-cost purchasing methods whenever possible
- Show strong fiscal responsibility
- Limit indirect costs up to 15%

**Indirect Cost Limit:** The Provider's total indirect costs cannot exceed 15% of the Maximum Grant Amount as listed in the Budget. Administrative costs are included in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Administrative costs can be direct or indirect. Direct costs are costs that can be directly charged to the program, and which are incurred in the provision of direct services. Indirect costs are defined as the administrative costs that are incurred for common or joint activities that cannot be identified specifically with a particular project or program.

**Examples of indirect costs include:** Salaries and related fringe benefits for accounting, secretarial, and management staff, including those individuals who produce, review and sign monthly program and fiscal reports; Consultants who perform administrative, non-service delivery functions; General office supplies; Travel costs for administrative and management staff; General office printing and photocopying; General liability insurance; Audit fees, rent, utilities, general office supplies and equipment/technology

#### VI. Invoice

##### A. Invoice

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

#### VII. Payments

- A. A complete invoice package shall be completed and submitted to the [HFDKinvoices@denvergov.org](mailto:HFDKinvoices@denvergov.org) email on or before the 15th of each month following the month of services rendered 100% of the time.
- B. All non-personnel purchases of \$1,000 or more must have back up documentation submitted with the complete invoice package each month to HFDK. Provider is required to keep on file all documentation of purchase of items and/or payment less than \$1,000 but does not need to submit those back up documents with invoice and report. Provider must keep all personnel files and other documentation on hand related to this grant for audit purposes.
  - a. When submitting backup documentation, Provider must indicate which purchases within a receipt were purchased with Healthy Food for Denver's Kids projects, and which were not.



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- C. Provider shall use preferred invoice template. **Invoices shall be processed with immediate payment terms.**
- D. Invoice timeliness, use of invoice templates, attendance to invoice training, and other factors will be used in determining compliance.

#### VIII. General Grant Requirements

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

- i. Access to healthy food, including up to three healthy meals and snacks per day, with emphasis on filling gaps when meals are not already provided;
  - 1. May include buying and distributing local food from Colorado farms, ranches and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than compared out-of-state foods) For example, if a pound of carrots grown out of state costs \$1.00 and a pound of carrots grown in Colorado is \$1.08, it would be acceptable to purchase the higher priced carrots.
- ii. Hands-on experiential education and public health programs associated with farming, gardening, cooking, nutrition, dietary and home economics, and healthy eating
  - 1. May include buying and utilizing local food from Colorado farms, ranches, and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than comparable out-of-state foods, see above 1a. for an example)

##### Additionally, programs must:

- A. Encourage consumption of a variety of culturally responsive foods with high nutrient content: vegetables, fruits, whole grain, lean protein and low-fat dairy
- B. It is encouraged to serve as many of the items fresh and/or simply prepared as possible, as opposed to ultra-processed foods.
- C. **NOT use HFDK funds to purchase any of the following items:**
  - i. All diet or regular sodas and sports/energy drinks
  - ii. Flavored/added sugar milk
  - iii. Juice of all kinds, including both fruit and vegetable juice drinks and 100% juice
  - iv. Candy
  - v. Sweet desserts and snacks like cakes, pastries, cupcakes, pies and brownies
  - vi. Sweet breakfast foods (e.g. sugary cereals, donuts, toaster pastries)
  - vii. Dairy desserts (e.g., ice cream, milkshakes)
- D. Limit the purchase and preparation of deep-fried, par fried, or flash fried foods (e.g. fried chicken, French fries, potato chips)
- E. Limit the preparation and purchase of foods with partially hydrogenated oil (Trans fat).
- F. Be tied directly to activities located within the City and County of Denver that serve youth who are Denver residents
- G. Benefit low-income and/or historically/currently under-resourced youth ages 18 and under

##### Additional, Provider will be asked to:

- A. Ensure snacks or meals are healthy by meeting, at minimum, the Healthy Food for Denver's



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Kids Nutrition Guidelines.

- B. Attend evaluation and other capacity building workshops. Providers are highly encouraged to attend trainings offered through HFDK. The Evaluation kick off meeting, initial 1:1 with HFDK Program staff, invoice training, and orientation are mandatory meetings.
- C. Meet with an HFDK representative once a year to debrief, share lessons learned about grant process, programming impact, etc.
- D. Host at least one site visit for HFDK staff, commissioners, and/or evaluation partners each year.
- E. Follow the HFDK Communication Guidelines, including displaying signage and/or online banners noting that the program receives funding from DDPHE and the Healthy Food for Denver's Kids Initiative. The HFDK Initiative will provide electronic files (e.g., logos) and guidelines for printing and/or displaying on websites, social media accounts, and other materials.

#### **IX. Other**

- A. *Provider shall submit updated documents which are directly related to the delivery of services*
- B. Additional document requirements that may be requested for this contract:
  - i. organizational Chart
  - ii. updated Certificate of Insurance
  - iii. reports and information for Program Evaluation, as required.



Exhibit B01, Budget

Instructions: Use this Budget Worksheet Template to explain how your organization plans to use funds consistently with the proposed work plan. Align budget requests and associated deliverables to provide a consistent, logical picture of what you will accomplish, by whom, and the associated costs. The information in each expenditure category helps the Review Panel understand your request. Please provide narrative for each category in the "Description of Work/Item" section. You may add more lines to each section, please ensure they are included in the total sum. Please note you are allowed to request up to 15% of the DIRECT costs for Indirect Costs, and up to 10% of the Direct Costs for Evaluation. You may also use funds for translation and interpretation needs.

If your budget does not show alignment, DDPHE may contact you with requests for clarifications and/or modifications.

Healthy Food for Denver's Kids Program Budget

Organization Name	Hadanou Collective - Fiscal Sponsor of Southwest Food Coalition										
Term	Year 1 (August 1, 2025-July 31, 2026)										
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK06)										
Budget Categories											
Food and Supplies								Please Mark with an X each Priority Area that the line item pertains to.			Are any of the personnel 100% funded by this grant? Yes/No
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
Food	Fresh food for distribution to youth 0-18 at schools	78000	\$ 1.50	\$120,000.00	X						
Supplies	tape, shrink wrap, boxes	300	\$ 10.00	\$3,000.00	X						
				\$0.00							
				\$0.00							
				\$0.00							
Total Food and Supplies				\$123,000.00							
Program Operating Expenses											
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
Volunteer Appreciation	food for 8 volunteers @ 30 food packing events @ 16.66/person	240	\$ 16.67	\$4,000.00	X						
Food storage rental space	perishable food storage space at FERN	12	\$ 500.00	\$6,000.00	X						
Truck maintenance and gas	25% of cost of quarterly maintenance and weekly gas	4	\$ 2,500.00	\$10,000.00	X						
Refrigerators	7 refrigerators for parnter agencies improving access to fresh food	7	\$ 1,000.00	\$7,000.00	X						
Total Operating Expenses				\$27,000.00							
Personnel and Administrative Services											
Salary Employees											
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
Program Manager	development and management of HFDK programs, tracking, reporting and evaluation	100%	\$ 83,000.00	\$83,000.00	X						
Driver	deliver food to community partners	20%	\$ 83,000.00	\$16,600.00	X						
Hourly Employees											
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
Nutrition Educator	lead nutrition education classes at partner agencies	1000.00	\$ 34.00	\$34,000.00			X				
Program Coordinator	coordinate volunteers, order food, community engagement activities	400	\$ 34.00	\$13,600.00	X						
				\$0.00							
Total Personnel Services				\$147,200.00							
Other / Miscellaneous											
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
Total Other				\$0.00							
EVALAUTION											
Item	Description	Percentage		Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
Evaluation	compensation for community members to surveys partners prepare a report.	.5%		\$1,000.00	X						
Total Evaluation				\$1,000.00							
Subcontractors											
Name of Organization	Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3			

					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
Total Subcontractors					\$0.00				
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$298,200.00				
Indirect									
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative				
10% indirect rate	utilities, rent, accounting, office supplies				\$29,820.00				
TOTAL INDIRECT COSTS					\$29,820.00				
Emergency Food Assistance									
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative				
Emergency Food Assistance	This line item supports the purchase of food to be distributed to Denver resident youth and families through the operations of the provider in response to increased demand due to the federal SNAP funding freeze. Includes purchase of nutritious and culturally-responsive food that meets HFDK nutritional guidelines and directly related costs for increasing distribution capacity.				\$200,000				
TOTAL EMERGENCY FUNDS					\$200,000.00				
TOTAL AMOUNT REQUESTED FROM HFDK					\$528,020.00				

Healthy Food for Denver's Kids Program Budget									
Organization Name	Hadanou Collective - Fiscal Sponsor of Southwest Food Coalition								
Term	Year 2 (August 1, 2026-July 31, 2027)								
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK06)								
Budget Categories									
Food and Supplies						Please Mark with an X each Priority Area that the line item pertains to.			Are any of the personnel 100% funded by this grant? Yes/No
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Food	Fresh food for distribution to youth 0-18 at schools	60000	\$ 2.00	\$120,000.00	X				
Supplies	tape, shrink wrap, boxes	300	\$ 10.00	\$3,000.00	X				
					X				
					X				
					X				
Total Food and Supplies				\$123,000.00					
Program Operating Expenses									
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Volunteer Appreciation	food for 8 volunteers @ 130 food packing events @ 16.25/person	240	\$ 16.67	\$4,000.00					
Food storage rental space	perishable food storage space at FERN	12	\$ 500.00	\$6,000.00					
Truck maintenance and gas	25% of cost of quarterly maintenance and weekly gas	4	\$ 2,500.00	\$10,000.00					
Refrigerators	7 refrigerators for parnter agencies improving access to fresh food	7	\$ 1,000.00	\$7,000.00					
Total Operating Expenses				\$27,000.00					
Personnel and Administrative Services									
Salary Employees									
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Program Manager	development and management of HFDK programs, tracking, reporting and evaluation	100%	\$ 86,000.00	\$86,000.00					
Driver	deliver food to community partners	20%	\$ 86,000.00	\$17,200.00					
Hourly Employees									
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Nutrition Educator	lead nutrition education classes at partner agencies	1000.00	\$ 35.00	\$35,000.00					
Program Coordinator	coordinate volunteers, order food, community engagement activities	400	\$ 35.00	\$14,000.00					
				\$0.00					
Total Personnel Services				\$152,200.00					
Other / Miscellaneous									
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
Total Other				\$0.00					
EVALAUTION									
Item	Description	Percentage		Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Evaluation	compensation for community members to surveys partners prepare a report.	.5%		\$1,000.00	x				
Total Evaluation				\$1,000.00					
Subcontractors									
Name of Organization	Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
Total Subcontractors				\$0.00					
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)				\$303,200.00					

Indirect			
Item	Description	Total Amount Requested from Healthy Food for Denver's Kids Initiative	
10% indirect rate	utilities, rent, accounting, office supplies	\$30,320.00	
TOTAL INDIRECT COSTS		\$30,320.00	
TOTAL AMOUNT REQUESTED FROM HFDK		\$333,520.00	

Healthy Food for Denver's Kids Program Budget											
Organization Name	Hadanou Collective - Fiscal Sponsor of Southwest Food Coalition										
Term	Year 3 (August 1, 2027-July 31, 2028)										
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK06)										
Budget Categories											
Food and Supplies					Please Mark with an X each Priority Area that the line item pertains to.			Are any of the personnel 100% funded by this grant? Yes/No			
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
Food	Fresh food for distribution to youth 0-18 at schools	53,333	\$ 2.25	\$120,000.00							
Supplies	tape, shrink wrap, boxes	300	\$ 10.00	\$3,000.00							
				\$0.00							
				\$0.00							
				\$0.00							
Total Food and Supplies				\$123,000.00							
Program Operating Expenses											
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
Volunteer Appreciation	food for 8 volunteers @ 130 food packing events @ 16.25/person	240	\$ 16.67	\$4,000.00							
Food storage rental space	perishable food storage space at FERN	12	\$ 500.00	\$6,000.00							
Truck maintenance and gas	25% of cost of quarterly maintenance and weekly gas	4	\$ 2,500.00	\$10,000.00							
Refrigerators	7 refrigerators for parnter agencies improving access to fresh food	7	\$ 1,000.00	\$7,000.00							
Total Operating Expenses				\$27,000.00							
Personnel and Administrative Services											
Salary Employees											
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
Program Manager	development and management of HFDK programs, tracking, reporting and evaluation	100%	\$ 89,000.00	\$89,000.00							
Driver	deliver food to community partners	20%	\$ 88,000.00	\$17,000.00							
Hourly Employees											
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
Nutrition Educator	lead nutrition education classes at partner agencies	1000.00	\$ 36.00	\$36,000.00							
Program Coordinator	coordinate volunteers, order food, community engagement activities	400	\$ 36.00	\$14,400.00							
				\$0.00							
Total Personnel Services				\$156,400.00							
Other / Miscellaneous											
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
				\$0.00							
Total Other				\$0.00							
EVALAUTION											
Item	Description	Percentage		Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3				
Evaluation	compensation for community members to surveys partners prepare a report.	.5%		\$1,000.00	x						
Total Evaluation				\$1,000.00							
Subcontractors											
Name of Organization	Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3			
					\$0.00						
					\$0.00						
					\$0.00						
					\$0.00						
					\$0.00						
Total Subcontractors					\$0.00						
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$307,400.00						

Indirect			
Item	Description	Total Amount Requested from Healthy Food for Denver's Kids Initiative	
10% indirect rate	utilities, rent, accounting, office supplies	\$30,740.00	
TOTAL INDIRECT COSTS		\$30,740.00	
TOTAL AMOUNT REQUESTED FROM HFDK		\$338,140.00	
TOTAL CONTRACT MAXIMUM AMOUNT		\$1,199,680.00	