

AMENDATORY AGREEMENT

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a home rule and municipal corporation of the State of Colorado (the “City”) and **METRO CARING**, a Colorado nonprofit corporation, whose address is 1100 E. 18th Avenue, Denver, Colorado 80218 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated November 30, 2022 (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 increase the maximum contract amount, update paragraph 7-Examination of Records, rescind paragraph 19-No Employment of Workers without Authorization, add paragraph 35-Compliance with Denver Wage Laws, amend the scope of work exhibit, amend the budget exhibit, and amend the timeline 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:**” subsection 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 TWENTY-THREE THOUSAND EIGHT HUNDRED EIGHTY-SEVEN DOLLARS AND NO CENTS (\$623,887.00)** (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.”

2. Section 7 of the Agreement entitled “**EXAMINATION OF RECORDS:**” is hereby deleted in its entirety and replaced with:

“**7. EXAMINATION OF RECORDS AND AUDITS:** Any authorized agent

of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City's election in paper or electronic form, any pertinent books, documents, papers and records related to Contractor's performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. Contractor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require Contractor to make disclosures in violation of state or federal privacy laws. Contractor shall at all times comply with D.R.M.C. 20-276."

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. Section 35 of the Agreement entitled "**COMPLIANCE WITH DENVER WAGE LAWS:**" is hereby added to the Agreement as follows:

"35. **COMPLIANCE WITH DENVER WAGE LAWS:** To the extent applicable to the Contractor's provision of Services hereunder, the Contractor shall comply with, and agrees to be bound by, all rules, regulations, requirements, conditions, and City determinations regarding the City's Minimum Wage and Civil Wage Theft Ordinances, Sections 58-1 through 58-26 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid all earned wages under applicable state, federal, and city law in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, the Contractor expressly acknowledges that the Contractor is aware of the requirements of the City's Minimum Wage and Civil Wage Theft Ordinances and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein."

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

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

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

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

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

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

Contract Control Number:
Contractor Name:

ENVHL-202472130-01/ENVHL-202263673-01
METRO CARING

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-202472130-01/ENVHL-202263673-01
METRO CARING



By: _____

Name: Erik Hicks
(please print)

Title: CEO - Integrator
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

EXHIBIT A_Amendment01

SCOPE OF WORK

I. Purpose of Agreement

- A. The purpose of this contract is to establish an agreement and Scope of Services between the Healthy Food for Denver's Kids ("HFDK") Initiative and Metro Caring. Metro Caring has been awarded **\$623,887** in **Healthy Food for Denver's Kids** funds for the grant term of August 01, 2022- July 31, 2024. Metro Caring 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.

II. Program Services and Descriptions

- A. The Grantee will be granted funds to provide the following services:
1. Metro Caring's Fresh Foods Market and food delivery programs are facilitated by the Food Access team and numerous volunteers. This market is focused on supplying nutritious food to our community as well as continuously improving offerings of culturally relevant foods while supporting local farmers and growers.
 2. There are innumerable barriers keeping families who live in low-income situations from achieving long-term health and well-being, so Metro Caring's wraparound programs aim to help level the playing field. Nutrition education programs help families learn new skills to take control of their health, change behaviors, and combat diet related diseases like diabetes and heart disease. With the help of numerous community partners, the organization offers health screenings, bilingual cooking clubs, Kidz in the Kitchen family programs, and diabetes self-management for adults that all integrate foods found in the Market with evidence-based educational materials. These classes are mostly crafted and facilitated by community members to meet a need they have identified with Metro Caring supporting with a commercial kitchen space and necessary supplies. This program also has begun providing access to opportunities to Diabetes Education Facilitator training in Spanish, ServSafe certification and Cottage Foods certification in English and Spanish.
 3. Metro Caring's Nutrition education program will continue its Healthy Tastings project that offers to-go samples of various recipes to shoppers that come to Metro Caring. As an expansion of Healthy Tastings, recipes and food lists focused on brain, bone and soft tissue development, and immune system support will be provided with a focus on families with children 0-5. To increase reach, these lists and recipes will also be added to Metro Caring's website, and social media pages.
 4. The Metro Caring Urban Agriculture program encompasses the greenhouse, the Freight Farm (a hydroponic container farm), three garden sites containing 60 individual garden plots and new this 2022 growing season, access to 1/5th of an acre of land for farming and education. These

EXHIBIT A_Amendment01

SCOPE OF WORK

resources are a space for community members to get personally involved in the local food system and build leadership skills and relationships with their neighbors.

5. Metro Caring’s Nutrition and Urban Agriculture programs have teamed up to bridge the gap between garden and fork! The “Lettuce Be Kids” program includes a supplemental curriculum integrated into the existing Kidz in the Kitchen Nutrition course, which engages children ages 6-12 and their families in multi-generational nutrition education classes. “Lettuce Be Kids” is hands-on, experiential learning workshops with topics each month that correlate to the appropriate gardening season. The integration will provide families with children ages 0-5 with a take-home package to support parents in providing nutritious food specific to bone, brain, and soft-tissue development and immune system support in early life. The packet will include seeds, seedlings, age-appropriate activities, recipes and information for parents about food they can grow and prepare during breastfeeding and as their youngest eaters begin exploring their own garden to fork journeys.
6. Community Connectors, who are also participant volunteers, meet with every person who comes to the Market, helping identify what additional resources they may need, and how Metro Caring can provide that service or connect them to a partner organization that can. Connection is designed so that participants have one-on-one interaction with someone they can relate to before ever setting foot in the Market to collect food. The Community Activation team, which includes organizing and economic development, will be relaunching our Community Connector program and working on specific legislation related to our overall mission. Community Connectors have historically provided support for community members to access supplementary resources to help meet their specific needs. This new iteration will have a focus on families of children aged 0-5, and enrollment in SNAP and other support programs.

B. The following roles and/or partners will be instrumental in the success of this grant:

i. Roles

1. **Food Access Manager:** manages and supervises the entire Food Access Team as well as oversight of all food distribution operations.
2. **Nutrition Coordinator:** facilitates logistics for all cooking clubs and classes including Kidz in the Kitchen and Lettuce Be Kids, providing technical support and connecting cooking collaborators with one another.
3. **Urban Agriculture Manager:** runs 10 garden sites that include a hydroponic farm, greenhouse, community garden plots, and a 1/5th of an acre plot, managing the UA gardener and oversight of all UA projects and programs.
4. **Urban Agriculture Gardener:** executes all UA programs and projects as well as providing support for all garden sites.
5. **Community Organizing Coordinator:** focuses on families within our communities, organizing around issues they care about for structural change.

EXHIBIT A_Amendment01

SCOPE OF WORK

6. **Stipend Community Members for UA and Nutrition:** providing direct connection to other community members for program participation, program planning and facilitation.
7. **Stipend Community Connectors:** providing direct service to Metro Caring community families for nutrition support enrollments and other supplemental resources.

ii. Partnerships

1. Metro Caring’s most significant partnerships include those around food procurement such as Food Bank of the Rockies. Partnerships related specifically to locally grown procurement are East Denver Food Hub, Common Name Farm, Ekar Farm, The Urban Farm, Mo’ Betta Green and several other small farms.
2. Metro Caring has been a long-time agency partner of A Precious Child whose organization has been supporting children “cradle to career” for the last 13 years. They plan to expand upon this partnership with referrals, specialty packages and serving as a possible pop-up site for distribution of their goods and services.
3. Metro Caring also partner with Metropolitan State University serving as a cycle site for their Dietetic Internship program. These interns support with Nutrition programs.

III. **Program Locations:**

The Grantee will serve the following locations;

Neighborhood	Neighborhood	Neighborhood
Athmar Park	Five Points	Regis
Auraria	Gateway - Green Valley Ranch	Ruby Hill
Baker	Hampden	Berkeley
Barnum	Globeville	Skyland
Barnum West	Goldsmith	Sloan Lake
Bear Valley	Hale	South Park Hill
Capitol Hill	Harvey Park	Sun Valley
Central Business District	Chaffee Park	Sunnyside
Cheesman Park	Indian Creek	Jefferson Park
City Park	Cole	Valverde
City Park West	Lincoln Park	Villa Park

EXHIBIT A_Amendment01

SCOPE OF WORK

Civic Center	Lowry Field	Elyria Swansea
Clayton	Mar Lee	Windsor
College View - South Platte	Montbello	Washington Virginia Vale
Cory - Merrill	North Capitol Hill	West Colfax
East Colfax	North Park Hill	West Highland
Overland	Northeast Park Hill	Westwood
		Whittier

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 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 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

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

IV. Performance Management and Reporting

A. Performance Management

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

The Grantee will be reviewed for:

EXHIBIT A_Amendment01

SCOPE OF WORK

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.

Report # and Name	Description	Due Date	Reports to be sent to:
Report 1 (six month)	Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	February 1-15, 2023	Submitted through the Reporting Form
Report 2 (12 month/annual)	Demographic description of population served. Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional	July 31 – Aug 15, 2023	Submitted through the Reporting Form

EXHIBIT A_Amendment01

SCOPE OF WORK

	narrative description of successes and challenges.		
Report 3 (eighteen 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 4 (24 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

EXHIBIT A_Amendment01

SCOPE OF WORK

- 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 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. Implementation and Timeline

A. Timeline

The timeline for this agreement is attached as an exhibit.

IV. Invoice

A. Invoice

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

V. 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, if requested. Invoices shall be processed with immediate payment terms.

VI. General Grant Requirements

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

EXHIBIT A_Amendment01

SCOPE OF WORK

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
 - 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.

VII. Other

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

EXHIBIT A_Amendment01

SCOPE OF WORK

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 01

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.

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	Metro Caring			
Term	Year 2			
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK03)			
Budget Categories				
Food and Supplies				
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from HFDK
Food and Toiletries Purchases	Culturally and age appropriate food. Toiletries including diapers and child products	1	\$ 94,156.16	\$ 94,156.16
Garden Materials and supplies	Supplies for the Lettuce be Kids program including seeds, tools containers, notebooks, bags etc; requesting half of expense in this grant	1	\$ 20,734.84	\$ 20,734.84
Total Food and Supplies				\$114,891.00
Program Operating Expenses				
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Gardener I - Contractor	Gardener will assist with all urban agriculture programs and projects. Contract position.	520 hrs	\$25	\$ 13,000.00
Gardener II - Contractor	Hydrofarm Gardener will assist with all hydrourban agriculture programs and projects. Contract position.	520 hrs	\$25	\$ 13,000.00
Community Connectors stipends	Direct service with families enrolling in SNAP and Metro Caring programs; 6 connectors paid \$25 per hour, 40 weeks per year, 10 hours per week for 2 years; requesting funding for 3 connectors.	2078 hrs	\$ 25.00	\$51,962.31
Urban Agriculture and Nutrition stipends	Direct service with families in the Urban Agriculture and Nutrition programs; 12 community members paid \$25 per hour, 48 weeks per year, 2 hours per week for 2 years; requesting funding for 6 community members.	1923	\$ 25.00	\$48,072.05
Quarterly Food-focused learning events	8 events at \$800 per event for 40 people; focus on young children and HEAL; expense includes food, interpretation and supplies.	8	\$ 1,596.25	\$12,770.07
Total Operating Expenses				\$138,804.43
Salary Employees				
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Manager - Food Access	Manages warehouse, marketplace and inventory. Sources product as needed.	30%	\$ 66,340.00	\$ 22,992.70
Manager - Urban Agriculture	Manages and plans community gardens and hydro farm.	30%	\$ 64,401.00	\$ 33,339.60
Hourly Employees				
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Coordinator - Nutrition	Supports all Nutrition programs and executes on Nutrition plan; requesting 20% of time spent on this program.	832	\$ 29.12	\$30,678.64
Urban Agriculture - Gardener	Executes all urban agriculture programs and projects; requesting 20% of time spent on this program.	1308	\$ 27.44	\$41,808.96
Community Development Assistant	Support the delivery of the expanding needs associated with the Healthy Food for Denver Kids program including training community connectors and volunteers to implement program, assisting community members in our Fresh Food Market, supporting progress reporting, collecting feedback for continuous program improvement			\$33,894.00
Community Organizer- Coordinator	Focusing on family community members, organizing around issues they care about for structural change; 20% of time spent on this program, requesting 10% from this grant.	416	\$ 29.12	\$8,117.76
Total Personnel Services				\$ 170,831.66
Other / Miscellaneous				
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Honorariums	4 \$2,500 honorariums for local experts in early childhood education, HEAL (healthy eating active living) and farm-to-table for half of the quarterly events.	8	\$ 1,902.00	\$15,216.00
Total Other				\$15,216.00

TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)		\$ 439,743.09
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	\$42,452.71
TOTAL INDIRECT COSTS		\$42,452.71
TOTAL AMOUNT REQUESTED FROM HFDK		\$482,195.80

Total Contract Maximum Amount (August 1, 2022- July 31, 2024) \$623,887.00

TIMELINE OF ACTIVITIES (limited to two pages)

Add additional activity rows as needed. Remember to include program planning, implementation, management, and data collection/evaluation activities (including monitoring and reports).

Key Activity/Metric <i>You may want to connect activities to program goals, objectives, and budget line items</i>	Location <i>Where the activity will take place</i>	Staff <i>Persons/ Agency responsible</i>	Partnerships <i>Any partnerships involved in the activity</i>	Year 1 2022-2023				Year 2 2023-2024			
				Q1 Aug-Oct	Q2 Nov-Jan	Q3 Feb-Apr	Q4 May-July	Q1 Aug-Oct	Q2 Nov-Jan	Q3 Feb-Apr	Q4 May-July
EXAMPLE ONLY: <i>Develop job descriptions, conduct interviews, and hire five garden activators and two seasonal educators</i>	<i>Hiring remotely for the school garden at X school in Capitol Hill</i>	<i>Healthy Food in Schools Program Manager</i>	<i>Working closely with X organization to recruit applicants</i>	X	X						
<i>Hire and onboard Community Organizing Coordinator</i>	<i>Online via email and job sites. At Metro Caring building.</i>	<i>Senior Manager of Community Activation</i>	<i>N/A</i>	X							
<i>Community family recruitment for Urban Ag/Nutrition program packets Lettuce Be Kids listening sessions for program planning.</i>	<i>In person at Metro Caring.</i>	<i>Nutrition Coordinator, Urban Ag Manager</i>	<i>N/A</i>	X	X			X	X		
<i>Selection and training of Community Connectors</i>	<i>Via email, social media, in person at Metro Caring.</i>	<i>Senior Manager of Community Activation</i>	<i>N/A</i>	X	X				X		
<i>Selection and training of community members to</i>	<i>In person at Metro Caring</i>	<i>Nutrition Coordinator,</i>	<i>N/A</i>			X				X	

support with Lettuce Be Kids programming	building	Urban Ag Manager									
Purchase of culturally relevant, locally grown foods from small farms	At Metro Caring building	Food Access Manager	Various procurement partners mentioned in partner section			X	X			X	X
Community Connectors begin meeting with community members, enrollments begin	At Metro Caring building	Community Organizing Coordinator, Community Connectors	Hunger Free Colorado, Blueprint to End Hunger		X	X	X	X	X	X	X
Facilitation of Healthy Tastings program	At Metro Caring building	Nutrition Coordinator	MSU (Dietetic Interns)	X	X	X	X	X	X	X	X
Data capturing through surveys, listening circles, and Salesforce,	Online, at Metro Caring building	Food Access Manager, Nutrition Coordinator, Urban Ag Manager, Community Organizing Coordinator	N/A	X	X	X	X	X	X	X	X
Data Evaluation and reporting	Online, at Metro Caring	Food Access Manager, Nutrition Coordinator, Urban Ag Manager, Community Organizing Coordinator	N/A		X		X		X		X