

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 **THE GROWHAUS**, a Colorado nonprofit corporation, whose address is 4751 York Street, Denver, Colorado 80216 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated August 12, 2020, and a First Amendatory Agreement dated March 9, 2021, (collectively, 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 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 annual renewal up to two additional years 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 **NINE HUNDRED NINETEEN THOUSAND EIGHT HUNDRED FIFTY-ONE DOLLARS AND NO CENTS (\$919,851.00)** (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** is hereby deleted in its entirety and replaced with **Exhibit B - Amendment02, Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** and **Exhibit B - Amendment01** are changed to **Exhibit B - Amendment02**.

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.

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Contract Control Number: ENVHL-202159389-02 / 202157611-02
Contractor Name: THE GROWHAUS

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-20215938902 / 202157611-02
THE GROWHAUS

By:  _____

Name: Giselle Campagna
(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 The GrowHaus. GrowHaus 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.

The GrowHaus has been awarded the following amounts in Healthy Food for Denver's Kids funds:

- **\$346,445** for Term 1 (August 1, 2020 – July 31, 2021)
- **\$128,555** for Term 1 – COVID Supplemental Funds (February 1, 2020 – July 31, 2021)
- **\$444,851** for Term 2 (August 1, 2021 – July 31, 2022)
- **Cumulative Maximum Contract Amount: \$919,851**

II. Program Services and Descriptions

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

Healthy Food Access : The GrowHaus will provide healthy food to GES kids and families through no cost and low cost food boxes. No cost food boxes include fresh produce as well as food staples and are frequently adapted based on community feedback. Additionally, when residents purchase a low cost food box, they are able to add featured, culturally relevant products to their order which are available through the online market. Food products are delivered directly to residents' doorstep to eliminate transportation barriers. GrowHaus anticipates distributing 5,000 no cost food boxes and 2,000 low cost food boxes, reaching a total of 2,000 kids and adults.

Food Education for Kids: The GrowHaus education programs serve children and youth through out-of-school programming. During the school year, The GrowHaus will run experiential after-school programming for elementary students, designed to inspire young kids to develop healthy habits. The GrowHaus anticipates offering weekly classes for 35 weeks during the school year. During the summer, we will host Seed2Seed, an annual eight week summer program for 15-20 high school students that teaches about healthy eating, gardening, food justice, and leadership. After the program, there will be opportunities for students to continue building their leadership skills and engage with The GrowHaus.

Multi-Generational Education

The GrowHaus Promotora team will conduct family check-ins and multi-generational summer workshops, which support families in building healthy habits at home. We anticipate hosting



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100 family check-ins throughout the year, which provide one on one support, guidance, and service navigation to families in GES. Additionally, in the summer, Promotoras will collaborate with youth educators to lead multi-generational summer programs, which bring together kids and their parents/ caregivers to encourage healthy eating habits, growing food, and further exploration into food systems.

The GrowHaus will partner with HFDK to expand food provision and education services to include information about federal nutrition assistance programs (e.g. providing SNAP, WIC, P-EBT, etc. enrollment resources for youth to bring home, at family cooking classes, etc.

B. Roles:

- **Staff** is often from GES, has lived experience with the issues the team addresses, or aligns with the demographics of the people The GrowHaus serves, meaning they may speak Spanish as a first language, be an immigrant, or identify as Latina or Latino.
- **The role of community** trust and engagement creates a positive feedback loop that allows The GrowHaus to hear resident feedback and make appropriate community-informed program improvements, thus driving more resident engagement and additional feedback.
- The programs detailed in this proposal will be implemented by leaders of **three main departments**: Food Distribution (led by Natalie Espinoza and Valerie Ibáñez), Food Education (led by Monica Amador), and Community Outreach (Led by Promotora Lead Guadalupe Rodriguez). Direction will be provided by Giselle Diaz (New Executive Director) and Nicole Ortiz (Director of Programs).
- Partnerships developed over a decade will play an essential part of this program's success. The GrowHaus has built robust, effective partnerships with numerous organizations:
 - Within the Food Distribution department, The GrowHaus partners closely with Denver Food Rescue, We Don't Waste, Bondadosa, and numerous local farms and food distributors.
 - The education department has partnerships with local schools including Swansea Elementary, Bruce Randolph high school, Garden Place Academy and local organizations like YMCA and Denver Public Library.
 - The community outreach department works closely with local service providers, including Clinica Tepeyac and Focus Points Family Resource Center

Program Locations:

The program activities will take place at the following location:

- Johnson Recreation Center, Swansea Elementary School, Valdez Perry Library, Focus Points Family Resource Center, Christ Lutheran Church
- Homes across GES (for food delivery, in-person visits)
- Virtual
- The GrowHaus office/classroom and outdoor spaces: 3840 York St, Denver CO
- The GrowHaus packing facility: 5150 E 39th Ave, Denver CO



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A. Program success:

The GrowHaus has a standard set of metrics, detailed by focus areas below, which determines the impact of the programs detailed for this agreement, as well as all programs The GrowHaus operates. In addition, the team leverages qualitative feedback from residents, which are collected through formal (e.g. pre- and post- test surveys or customer feedback forms) and informal (e.g. conversations during home visits) methods:

1. Healthy Food Access: Number of no-cost food packages distributed, number of low cost food packages distributed, number of unique households served through no-cost and low-cost food distribution, number of children and adults served through no-cost and low-cost food distribution.
2. Food Education for Kids: Number of students in Seed2Seed, number of class hours during Seed2Seed, number of students served in after school programming, behavior change according to pre/post tests related to knowledge of nutrition, growing and cooking food, food systems/agriculture, and confidence/leadership.
3. Multi-generational education: Number of families, adults, and children served, number of family check-ins conducted, Number of unique families served through multi-generational family classes.

C. Implementation and Timeline

August

- Food Distribution: no cost and low cost food box distribution
- Food Education: Seed2Seed teen leadership program
- Multigenerational Education: Family check-ins and summer multigenerational classes

September

- Food Distribution: no cost and low cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins and summer multigenerational classes

October

- Food Distribution: no cost and low cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins and summer multigenerational classes

November

- Food Distribution: no cost and low cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins and summer multigenerational classes

December

- Food Distribution: no cost and low cost food box distribution
- Food Education: After school programming for elementary students



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- Multigenerational Education: Family check-ins and summer multigenerational classes

January

- Food Distribution: less emphasis on no cost boxes and more emphasis on low cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins

February

- Food Distribution: less emphasis on no cost boxes and more emphasis on low cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins

March

- Food Distribution: less emphasis on no cost boxes and more emphasis on low cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins

April

- Food Distribution: less emphasis on no cost boxes and more emphasis on low cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins

May

- Food Distribution: less emphasis on no cost boxes and more emphasis on low cost food box distribution
- Food Education: After school programming for elementary students
- Multigenerational Education: Family check-ins

June

- Food Distribution: less emphasis on no cost boxes and more emphasis on low cost food box distribution
- Food Education: Seed2Seed teen leadership program
- Multigenerational Education: Family check-ins

July

- Food Distribution: less emphasis on no cost boxes and more emphasis on low cost food box distribution
- Food Education: Seed2Seed teen leadership program
- Multigenerational Education: Family check-ins



EXHIBIT A- Amendment02

SCOPE OF WORK

I. 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.).

II. 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



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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 Upload relevant evaluation documents | February 1-15, 2022 | Submitted through the Reporting Form |
| Final Report – Annual | Progress on output and outcome measures and learning questions Upload relevant evaluation documents Cumulative outputs, outcome measures, and learning over time. | July 31 – Aug 15, 2022 | Submitted through the Reporting Form |



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| | | | |
|--|---|-----|-----|
| | Additional narrative description of successes and challenges. | | |
| 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%

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



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management staff; General office printing and photocopying; General liability insurance; Audit fees, rent, utilities, general office supplies and equipment/technology

III. Invoice

- A. 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). Additionally the invoice must provide an itemized list of the charges in alignment with approved expenses as shown in the Budget (Exhibit B).
- B. Supporting Documentation
- The Grantee will 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
 - 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 may use preferred invoice template, if requested. Invoices shall be processed with immediate payment terms.

V. General Grant Requirements

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



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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)

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 - Amendment02

Healthy Food for Denver's Kids Program Budget

| | | |
|----------------------------------|--------------------------------|--|
| Organization Name | The GrowHaus | |
| Term | Year 2 | |
| Request for Proposal Name | Healthy Food for Denver's Kids | |

Budget Categories

Food and Supplies

| Item | Description of Item | Quantity | Per Item Cost | Total Amount Requested from Healthy Food for Denver's Kids Initiative |
|---|---|----------|---------------|---|
| No-cost grocery program | The no cost grocery program includes a combination of donated and purchased food. We purchase \$25 worth of food for every no-cost grocery box distributed and anticipate distributing 4,000 boxes with requested funds out of a total of 15,000 boxes over the year. | 4,000 | \$ 25.00 | \$ 100,000.00 |
| Food for low-cost food boxes and add on products | We expect to spend \$20 for each low cost food box we distribute, which includes the base box (\$17) as well as add on products (\$3). We expect to distribute 1,500 low cost boxes with funds from HFDK, out of a total of 5,500 boxes over the course of the year. | 1,500 | \$ 20.00 | \$ 30,000.00 |
| Packaging for no-cost grocery program and low cost food boxes | Packaging and bags used to aggregate and transport food to customers | 5,500 | \$ 0.50 | \$ 2,750.00 |
| Seed2Seed Food and Materials | Through Seed2Seed, we provide healthy lunches and snacks for students, as well as curriculum materials for students (notebooks, welcome package), general supplies for cooking classes, photography and art supplies, and food/materials for events. We expect to spend \$1,000 for each of the 15 student participants, and are requesting \$450 for each student from HFDK. | 15 | \$ 450.00 | \$ 6,750.00 |
| Teen Workshops | We will provide monthly workshops for teens to more deeply engage in topics related to their personal, professional, and wellness journey. We anticipate spending \$100 for each workshop offered. | 12 | \$ 100.00 | \$ 1,200.00 |
| School Year Programming for Elementary Students | We anticipate offering weekly education programming for elementary school students during the school year, totaling approximately 35 weeks and 35 classes. We expect to spend \$50 per class. | 35 | \$ 50.00 | \$ 1,750.00 |
| Multigenerational Summer Programming | We anticipate conducting weekly sessions for eight weeks with 15 participating families. We expect to spend \$100 per family. | 15 | \$ 100.00 | \$ 1,500.00 |
| Family Check-ins | We anticipate conducting 100 family check-ins throughout the year, which may include a home visit, service navigation, or support enrolling in a government assistance program. We expect to spend \$30 per family check-in. | 100 | \$ 30.00 | \$ 3,000.00 |
| Total Food and Supplies | | | | \$146,950.00 |

Program Operating Expenses

| Item | Description of Item | Quantity | Per Item Cost | Total Amount Requested from Healthy Food for Denver's Kids Initiative |
|--|--|----------|---------------|---|
| Home Delivery Fee | We partner with Bondadosa to conduct free home deliveries for our no cost grocery program and low cost boxes purchased on the online marketplace. For deliveries in Globeville and Elyria-Swansea, we spend \$1.99 per delivery. | 5,500 | \$ 1.99 | \$10,945.00 |
| Seed2Seed Student Stipends | Each student will receive a stipend of \$400 for participating in the program, and we are requesting \$165 for each student from HFDK. | 15 | \$ 165.00 | \$2,475.00 |
| Seed2Seed Guest Speaker Stipends | Eight speakers will come and share their experiences and lessons learned with students. We will provide each guest speaker with a \$125 honorarium. | 8 | \$ 125.00 | \$1,000.00 |
| Food packaging and distribution facility | Proposal's proportional share of warehouse rental cost, where all food items are packed | 12 | \$ 2,000.00 | \$24,000.00 |
| Office and classroom lease | Proposal's proportional share of The GrowHaus main office rental cost, which includes desk and community classroom/ meeting space | 12 | \$ 2,000.00 | \$24,000.00 |
| Online Sales Platform | The GrowHaus uses Delivery Biz Pro to facilitate sales of low cost food boxes and add-on products. We pay \$800/month for the service and are requesting \$100/month from HFDK. | 12 | \$ 100.00 | \$1,200.00 |
| Total Operating Expenses | | | | \$63,620.00 |

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 |
| Director of Programs | Direct education programs for kids and multi-generational education programming to align with organization strategy and stated programmatic goals and desired outcomes, manage team members as needed, develop and maintain partnerships, build and steward community engagement and trust, monitor and track spending | 20% | \$ 66,300.00 | \$13,260.00 |
| Director of Operations / Food Distribution (Future Hire) | Direct food access programs to align with organization strategy and stated programmatic goals and desired outcomes, manage team members as needed, develop and maintain partnerships, build and steward community engagement and trust, monitor and track spending | 15% | \$ 66,300.00 | \$9,945.00 |
| Education Program Manager | Oversee curriculum building and program implementation for all education programming for kids, maintain partnerships, oversee education staff, manage collection of impact metrics, and ensure safe, impactful programs | 50% | \$ 46,500.00 | \$23,250.00 |
| Product and Purchasing Manager | Oversee all purchasing of food products for the no cost grocery program as well as products for the low cost boxes and add-ons, manage invoicing with vendors, track receipts and expenditures for HFDK | 25% | \$ 46,500.00 | \$11,625.00 |
| Customer and Community Engagement Manager | Oversee functionality of the online marketplace where GES residents can purchase low cost food boxes and add-on products, oversee marketing and communications about the marketplace to residents of GES | 25% | \$ 46,500.00 | \$11,625.00 |
| Hourly Employees | | | | |
| Position Title | Description of Work | Hours | Hourly Rate | Total Amount Requested from Healthy Food for Denver's Kids Initiative |
| Education Coordinator | Support curriculum building and program implementation for kids and multigenerational programming, support collection of impact metrics, and ensure safe, impactful programs | 800 | \$ 19.00 | \$15,200.00 |
| Food Distribution Packing Lead | Manage operations of food packing | 624 | \$ 18.00 | \$11,232.00 |
| Food Access Specialist | Create and maintain feedback loops with community members to ensure all food access programs are accessible and product offerings are culturally appropriate, support with marketing and advertising. We expect this to be approximately 20 hours/week | 1000 | \$ 18.00 | \$18,000.00 |
| Promotora 1 | Conduct home visits and multigenerational education programming | 250 | \$ 19.00 | \$4,750.00 |
| Promotora 2 | Conduct home visits and multigenerational education programming | 250 | \$ 19.00 | \$4,750.00 |
| Promotora 3 | Conduct home visits and multigenerational education programming | 250 | \$ 18.00 | \$4,500.00 |
| Food Packers (6) | Pack boxes for no-cost grocery program and low-cost boxes and add-on products. We are accounting for 12 hours a week for 6 food packers throughout the year. | 3744 | \$ 16.00 | \$59,904.00 |
| Total Personnel Services | | | | \$188,041.00 |
| Other / Miscellaneous | | | | |
| Item | Description | Quantity | Per Item Cost | Total Amount Requested from Healthy Food for Denver's Kids Initiative |
| Professional development | Each staff member listed above receives a \$375 stipend to participate in professional development opportunities. We are requesting \$100 for each staff member from HFDK. | 19 | \$ 100.00 | \$1,900.00 |
| Equity Partnership | We are allocating \$15,000 to a multi-stage approach which will support The GrowHaus and our team in becoming a more equitable workplace. We are requesting \$4,000 from HFDK to support this effort. | 1 | \$ 4,000.00 | \$ 4,000.00 |
| Total Other | | | | \$5,900.00 |
| TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other) | | | | \$404,511.00 |
| 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 | | | | \$40,340 |
| TOTAL AMOUNT REQUESTED FROM HFDK | | | | \$444,851 |