

SECOND AMENDATORY AGREEMENT

This **SECOND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **JEFFERSON COUNTY PUBLIC HEALTH**, a municipal corporation of the State of Colorado, 100 Jefferson County Parkway, Golden, Colorado 80401 (the “Contractor” or “JCPH”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated September 30, 2024, and an Amendatory Agreement dated October 8, 2025 (collectively, the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, the Scope of Work, to the City’s satisfaction.

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

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 **July 1, 2024**, and will expire on **June 30, 2027** (the “Term”). The term of this Agreement may be extended by the City under the same terms and conditions 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:**”, subsection **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 **SIX HUNDRED FIFTY-FIVE THOUSAND**

ONE HUNDRED EIGHTY DOLLARS AND NINETY-EIGHT CENTS (\$655,180.98) (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. All references in the original Agreement to **Exhibit A, Scope of Work** now refer to **Exhibit A, Exhibit A01, and Exhibit A02. Exhibit A02**.is attached and incorporated by reference herein.

3. All references in the original Agreement to **Exhibit B, Budget** now refer to **Exhibit B, Exhibit B01, and Exhibit B02. Exhibit B02** is attached and incorporated by reference herein.

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

5. 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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[SIGNATURE PAGES FOLLOW.]

Contract Control Number: ENVHL-202684798-02 | ENVHL-202475653-02
Contractor Name: JEFFERSON COUNTY PUBLIC HEALTH

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-202684798-02 | ENVHL-202475653-02
JEFFERSON COUNTY PUBLIC HEALTH

By:

Signed by:

Sarah Story

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Name:

Sarah Story

(please print)

Title:

Executive Director

(please print)

ATTEST: [if required]

By:

Name:

(please print)

Title:

(please print)



EXHIBIT A02 - SOW

**City and County of Denver
Department of Public Health and Environment, Community and Behavioral Health
External Scope of Work**

Supplier Name	Jefferson County Public Health
Commitment Period	July 1, 2026 through June 30, 2027
Supplier Contact Name	Willow Cozzens
CBH Contact	Paola Babb
Program	Food in Communities
Expected Completion Date	June 30, 2027

Statement of Work

From July 1, 2026, through June 30, 2027, Jefferson County Public Health will be a subcontractor for the Food in Communities (FIC) regional collaborative.

To fulfill the FY26 FIC implementation plan, Jefferson County Public Health will complete the following activities and deliverables as indicated in the approved CDPHE FY24 implementation plan:

- Goal # 1 Primary Activity 1: Advance PSE-change priorities focused on local agriculture by engaging with food systems collaborators and local government, through various community engagement methods, providing targeted technical assistance, and funding opportunities.
- Goal # 1 Primary Activity 2: Advance PSE-change priorities focused on food retail by engaging with food systems collaborators and local government, through various community engagement methods, targeted technical assistance, and funding opportunities.
- Goal # 1 Primary Activity 3: Bring partners, communities, and local government together to align on a shared vision for food systems work, coordinate efforts, build collective power, and advance priorities focused on strengthened networks, increased funding, and more dedicated resources for food systems work.
- Goal #2 Primary Activity 1: Join FIC core team meetings and update and implement action plans, maintain accurate GIS resources, and document success stories.
- Goal #2 Primary Activity 2: Implement an evaluation plan.
- SOW Deliverable 4: Participate in the joint development of a Quarterly Progress report.
- Implementation Plan Deliverables 1-4: Aligned with goals and primary activities where Jefferson County Public Health is noted as a jointly responsible party.



**COMMUNITY &
BEHAVIORAL HEALTH**
DENVER PUBLIC HEALTH
& ENVIRONMENT



Fee Schedule & Costs

Below is the budget summary. See attached budget spreadsheet for details.

Line Item	Budget
Salaried employees - Strategic Initiatives Strategist - Strategic Initiatives Coordinator - Communications and Public Affairs Coordinator II	\$180,882.07
Supplies & Operating Expenses - Meeting Costs - Office supplies - Phones - Equipment - Technology and software subscriptions - Copying/Printing - Incentives - Paid media - GIS Operating Costs for FJNWA	\$3,253.83
Travel - Mileage - Conference/training - Training travel	\$2,862.50
Contractual TBD - Food System Collaborators for Land Use and Food Production Policy Projects	\$5,648.97
Indirect	\$48,352.63
TOTAL	\$241,000.00

Invoicing

All invoices for work performed are to be submitted no later than 30 days after the work has been completed. Payment terms are Net 30.

For Internal Use Only			
Program Funding Code			
Approved by		Department	
Email		Date	

EXHIBIT B02 - BUDGET
Food in Communities Subaward - 12 MONTH BUDGET
Original Contract Routing #

Contractor Name	Jefferson County Public Health	Program Contact Name, Title, Phone and Email		Willow Cozzens, Food Systems Coordinator, 720-485-7033, wcozzens@jeffco.us	
Budget Period	July 1, 2026-June 30, 2027	Fiscal Contact Name, Title, Phone and Email		Hector Torres, Senior Accountant, 303-271-5726, htorres@jeffco.us	
Project Name	Food In Communities (FIC): Strengthening partnerships and policies for a community-led, sustainable, and just food system.	Contract (CT or PO) Number			
Expenditure Categories					
Personnel Services Salaried Employees					
Position Title	Description of Work	Gross or Annual Salary	Fringe	Percent of Time on Project	Total Amount Requested from CDPHE
Strategic Initiatives Strategist	Provides overall leadership, management, and oversight of the Food In Communities (FIC) grant program for Jefferson County Public Health. Responsibilities include serving as the primary point of contact with DDPHE and FINWA, managing grant implementation across all objectives, coordinating and monitoring sub-awards and contracts, ensuring compliance with grant requirements, and overseeing project budgets, timelines, and deliverables. Leads communication and reporting, maintains relationships with regional and community partners, and ensures grant activities and evaluation requirements are completed in a timely manner. Facilitates JCPH FIC staff meetings, supports partner engagement, provides technical assistance to community organizations, and oversees implementation of communication strategies that support project goals and stakeholder engagement. Fringe benefits are calculated at 30% of gross salary and are based on estimated health insurance, life insurance, retirement contributions, short- and long-term disability insurance, paid leave, and other employee benefits. Actual costs may vary.	\$ 91,577.74	\$27,473.32	100.0%	\$119,051.06
Strategic Initiatives Coordinator	Supports implementation and administration of the FIC grant program. Responsibilities include supporting reporting requirements, maintaining communication with project partners, tracking deliverables and timelines, and assisting with grant compliance and evaluation activities. Supports team meetings, partner engagement efforts, data collection, and technical assistance activities. Assists with implementation of communication and outreach efforts that advance project goals and community engagement. Fringe benefits are calculated at 30% of gross salary and are based on estimated health insurance, life insurance, retirement contributions, short- and long-term disability insurance, paid leave, and other employee benefits. Actual costs may vary.	\$ 81,356.55	\$24,406.97	40.0%	\$42,305.41
Communications and Public Affairs Coordinator II	Supports communications, outreach, and stakeholder engagement activities for the FIC grant program. Responsibilities include developing and distributing communication materials, supporting public awareness and partner engagement efforts, maintaining consistent project messaging, and assisting with dissemination of project updates, resources, and outcomes. Works with project staff and partners to highlight program impacts, support community engagement activities, and contribute to reporting requirements through development of written and visual communication products. Fringe benefits are calculated at 30% of gross salary and are based on estimated health insurance, life insurance, retirement contributions, short- and long-term disability insurance, paid leave, and other employee benefits. Actual costs may vary.	\$ 75,098.45	\$22,529.54	20.0%	\$19,525.60
Personnel Services Hourly Employees					
Position Title	Description of Work	Hourly Wage	Hourly Fringe	Total # of Hours on Project	Total Amount Requested from CDPHE
					\$0.00
Total Personnel Services (including Fringe benefits)					\$180,882.07
Supplies & Operating Expenses					
Item	Description of Item	Rate	Quantity	Total Amount Requested from CDPHE	
Meeting Costs	Provide meals and/or snacks at in-person community engagement meetings	\$125.00	4	\$500.00	
Office supplies	Files, folders, other stationary or office supplies	\$50.00	1	\$50.00	
Phones	Work cell phones	\$41.99	12	\$503.88	
Equipment	Equipment to support project implementation	\$0.00	1	\$0.00	
Technology and software subscriptions	Mailing service (Mailchimp, Constant Contact, etc.)	\$0.00	12	\$0.00	
Copying/Printing	Printing of materials related to project efforts to share with community members and partners	\$100.00	1	\$100.00	
Incentives	Incentives for community engagement in project priorities and activities	\$50.00	20	\$1,000.00	
Paid media	Media and outreach efforts that elevate project work	\$100.00	1	\$100.00	
GIS Operating Costs for FINWA	Department support of FINWA's GIS mapping needs	\$1,000.00	1	\$1,000.00	
Total Supplies & Operating Expenses					\$3,253.83
Travel					
Item	Description of Item	Rate	Quantity	Total Amount Requested from CDPHE	
Mileage	Mileage to and from in person meetings	\$0.73	500	\$362.50	
Conference/training	Registration costs for in-state conference(s), for project staff (2 FTEs from JCPH)	\$675.00	2.0	\$1,350.00	
Training travel	Attendance costs for in-state conference(s), for project staff (2 FTEs from JCPH). Estimated costs include: Per diem (3 days/\$83.67/person = \$5502) + 2 nights at hotel (\$162/night/person = \$648). Costs for out-of-state travel are excluded.	\$575.00	2.0	\$1,150.00	
Total Travel					\$2,862.50
Contractual					
Subcontractor Name	Description of Item	Rate	Quantity	Total Amount Requested from CDPHE	
TBD - Food System Collaborators for Land Use and Food Production Policy Projects	Support at least 1 PSE change priority areas in Jefferson County, aimed at adopting, amending, and/or implementing the work detailed on the action plans related to land use for retail and food production, to improve access to healthy foods and beverages. Example projects may include: community engagement, evaluation/research, development and distribution of communication	\$5,648.97	1.0	\$5,648.97	
Total Contractual					\$5,648.97
SUBTOTAL BEFORE INDIRECT					\$192,647.37
Indirect					
Item	Description of Item				Total Amount Requested from CDPHE
Negotiated indirect cost rate (Federal, State, or CDPHE)	CY 2026 approved rate: 25.23% of Modified Total Direct Costs (MTDC) includes all direct salaries and wages, applicable Fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward or subcontract (regardless of the period of performance). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward or subcontract that exceeds \$50,000. Treatment of Fringe Benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs.				\$48,352.63
Total Indirect					\$48,352.63
TOTAL					\$241,000.00