

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 **JEWISH FAMILY SERVICE OF COLORADO, INC.**, a Colorado nonprofit corporation, whose address is 3201 S. Tamarac Drive, Denver, Colorado 80231 (the “Contractor” or “Provider”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated September 14, 2023 (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, update paragraph 7-Examination of Records and Audits, update paragraph 18-Notices, add paragraph 34-Compliance with Denver Wage Laws, 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 3 of the Agreement entitled “**TERM**” is hereby deleted in its entirety and replaced with:

“**3. TERM:** The Agreement will commence on **August 1, 2023**, and will expire on **December 31, 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**” 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 SIX HUNDRED NINETY-NINE THOUSAND SIX HUNDRED SIXTY-SEVEN DOLLARS AND NO CENTS (\$1,699,667.00)** (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. Section 7 of the Agreement entitled "**EXAMINATION OF RECORDS AND AUDITS:**" 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 audit 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."

4. Section 18 of the Agreement entitled "**NOTICES:**" is hereby deleted in its entirety and replaced with:

"18. **NOTICES:** All notices required by the terms of the Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid, if to Contractor at the address first above written, and if to the City at:

Executive Director of Public Health and Environment or Designee
201 W. Colfax Avenue, Suite 800
Denver, Colorado 80202

With a copy of any such notice to:

Denver City Attorney's Office
1437 Bannock St., Room 353
Denver, Colorado 80202

Notices hand delivered or sent by overnight courier are effective upon delivery. Notices sent by certified mail are effective upon receipt. Notices sent by mail are effective upon deposit with the U.S. Postal Service. The Parties may designate substitute addresses where or persons to whom notices are to be mailed or delivered. However, these substitutions will not become effective until actual receipt of written notification."

5. Section 34 of the Agreement entitled "**COMPLIANCE WITH DENVER WAGE LAWS:**" is hereby added to the Agreement as follows:

"34. 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."

6. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-Amendment 01, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A-Amendment 01**.

7. All references in the original Agreement to **Exhibit B, Budget** now refer to **Exhibit B and Exhibit B-Amendment 01. Exhibit B-Amendment 01** is attached and incorporated by reference herein.

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.]

[SIGNATURE PAGES FOLLOW.]

Contract Control Number:
Contractor Name:

ENVHL-202581524-01 / ENVHL-202368594-01
JEWISH FAMILY SERVICE OF
COLORADO, INC.

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: _____

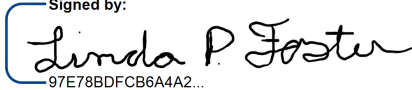
REGISTERED AND COUNTERSIGNED:

By: _____

By: _____

Contract Control Number:
Contractor Name:

ENVHL-202581524-01 / ENVHL-202368594-01
JEWISH FAMILY SERVICE OF
COLORADO, INC.

By:  Signed by:
97E78BDFCB6A4A2...

Name: Linda Foster
(please print)

Title: President and CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A AMENDMENT 01

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 Jewish Family Service (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.

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

- **\$ 1,000,000.00** for Term 1 (August 1, 2023 – December 31, 2025)
- **\$499,667.00** for Term 2 (January 1, 2026-December 31, 2027)
- **\$200,000** for Emergency SNAP Food Funds (January 1, 2026-December 31, 2026)
- Cumulative Maximum Contract Amount: **\$ 1,699,667.00**

II. Program Services and Descriptions

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

Since 1994, Jewish Family Service has been a trusted source of nutritious food for families across the Denver area. Today, our Weinberg Food Pantry and Mobile Food Pantry remain vital lifelines, serving more than 150 households each day, over 450 children each month in Denver County alone. These programs are designed to ensure that children have consistent access to the fresh fruits, vegetables, proteins, and whole grains they need to grow, learn, and thrive.

Food insecurity remains a pressing issue in our community. One in three Coloradans lacks reliable access to nutritious food, and many families must regularly cut back or skip meals due to cost. The end of pandemic-era SNAP and WIC expansions has increased this pressure, making our services more critical than ever.

The Weinberg Food Pantry operates at JFS headquarters in Denver three days each week, with one evening pantry per month to accommodate working families. Using a dignified, client-choice model, children and their families select from a variety of fresh produce, bread, canned goods, lean proteins, eggs, milk, baby food, diapers, and toiletries. Culturally responsive items such as halal meat, kosher foods, legumes, lentils, and spices ensure that families can prepare meals aligned with their traditions. Special seasonal programs provide additional support during times of heightened need, including the Community Passover Program, Thanksgiving Baskets, and Bright Holidays gifts.

The Mobile Food Pantry brings this same model directly into underserved neighborhoods five days a week, partnering with schools, community centers, and housing providers. This



EXHIBIT A AMENDMENT 01

SCOPE OF WORK

ensures that children facing transportation or time barriers can still access healthy, culturally familiar food in their own communities. The mobile pantry is stocked daily with fresh items, dietary-specific options, and culturally relevant staples. Children and parents can request specific foods, which staff work to provide for their next visit.

Funding from Healthy Food for Denver's Kids will directly advance HFDK's goals by:

- Increasing access to fresh produce, lean proteins, and whole grains for Denver County children in low-income households.
- Offering culturally responsive, nutrient-rich food options so families can prepare healthy, familiar meals at home.
- Strengthening community capacity through sustained partnerships with youth-serving organizations and schools.

Over the next 24 months, with the support of this funding, JFS will distribute at least 178,000 pounds of healthy, nutritious food, including produce and protein to Denver County children and their families. The agency will serve 2,000 unique households, affecting at least 4,000 children in need of food support in Denver County.

With rising food costs limiting the availability of affordable, healthy items through reduced-cost vendors, HFDK funding will ensure that JFS can continue to offer the fresh, culturally responsive food that children need to thrive. By maintaining essential staffing, vehicles, and infrastructure, this investment will sustain uninterrupted, high-quality food access for Denver County children, addressing both immediate hunger and long-term health.

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 following partners will be instrumental in the success of this grant:

JFS's partnerships form the foundation of its food security programs, enabling us to serve underserved communities, build trust with families, and deliver culturally responsive food where it's needed most. These relationships ensure that our Weinberg Food Pantry and Mobile Food Pantry are accessible, community-informed, and responsive to the needs of Denver children and their families.

JFS maintains a robust referral network that includes Hunger Free Colorado, Mercy Housing, Denver Public Schools, DRCOG, JEWISHcolorado, Food Bank of the Rockies, the State Multi-Agency Feeding Task Force - Refugee Resettlement, and the Mile High United Way 2-1-1 call center. These partners connect hundreds of families each year to JFS food programs and wraparound services. Partnerships with the Denver Public Library, Colorado



EXHIBIT A AMENDMENT 01

SCOPE OF WORK

Pet Pantry, and organizations such as the Denver Indian Center, Women's Bean Project, and Project Worthmore further expand the resources available during pantry visits, offering additional support like pet supplies and employment training.

The MFP collaborates with over 20 neighborhood partners across Denver to provide food access within walking distance for residents with transportation barriers. Current MFP sites include Barnum Recreation Center, Ross-Barnum Branch Library, Valdez-Perry Branch Library in Swansea, Juanita Nolasco Residences in Villa Park, College View Recreation Center, Athmar Recreation Center, Grace and Life Church (Westwood), Denver Indian Center (Westwood), Ruby Hill Community Center, and multiple locations across Westwood, Valverde, and Ruby Hill. These partnerships help ensure that food is available to more than 500 children each month, providing fresh produce, lean proteins, and culturally familiar staples. Ongoing communication with site leads ensures smooth coordination, quick updates on delivery schedules, and continuous improvements in outreach and logistics. JFS also works closely with community-based organizations such as Mi Casa, the Native American Housing Council, the Denver Housing Authority, the Metro Denver Homeless Initiative (MDHI), and Safe Outdoor Spaces. These trusted partners help improve program accessibility, cultural responsiveness, and regional coordination. Their insights directly shape pantry operations, influencing food selection, site locations, and outreach strategies to meet the specific needs of each neighborhood.

Over the next two years, JFS plans to deepen these partnerships to expand outreach into additional underserved neighborhoods, host community events that promote healthy eating, and strengthen the referral pipeline to ensure every Denver child in need has access to nutritious, culturally appropriate food. By leveraging our strong network, JFS will ensure that this grant results in measurable, sustainable impact for children and families across Denver.

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

Geographical Location	Please check all that apply
Citywide	☐
Athmar Park	☒
Auraria	☐
Baker	☐
Barnum	☐
Barnum West	☐
Bear Valley	☐
Belcaro	☐
Berkeley	☐
Capitol Hill	☐
Central Business District	☐
Central Park	☐



DENVER
THE MILE HIGH CITY

EXHIBIT A AMENDMENT 01

SCOPE OF WORK

Chaffee Park	☐
Cheesman Park	☐
Cherry Creek	☐
City Park	☐
City Park West	☐
Civic Center	☐
Clayton	☒
Cole	☒
College View - South Platte	☐
Congress Park	☐
Cory - Merrill	☐
Country Club	☐
DIA	☐
East Colfax	☒
Elyria Swansea	☐
Five Points	☐
Fort Logan	☐
Gateway - Green Valley Ranch	☐
Globeville	☐
Goldsmith	☐
Green valley Ranch	☐
Hale	☐
Hampden	☐
Hampden South	☒
Harvey Park	☐
Harvey Park South	☐
Highland	☐
Hilltop	☐
Indian Creek	☐
Jefferson Park	☐
Kennedy	☐
La Alma lincoln park	☐
Lincoln Park	☐
Lowry Field	☒
Mar Lee	☐
Marston	☐
Montbello	☒
Montclair	☐
North Capitol Hill	☐
North Park Hill	☒
Northeast Park Hill	☐



DENVER
THE MILE HIGH CITY

EXHIBIT A AMENDMENT 01

SCOPE OF WORK

Overland	☐
Platt Park	☐
Regis	☐
Rosedale	☐
Ruby Hill	☐
Skyland	☐
Sloan Lake	☐
South Park Hill	☐
Southmoor Park	☐
Speer	☐
Sun Valley	☐
Sunnyside	☐
Union Station	☐
University	☐
University Hills	☐
University Park	☐
Valverde	☒
Villa Park	☐
Virginia Village	☐
Washington Park	☐
Washington Park West	☐
Washington Virginia Vale	☒
Wellshire	☐
West Colfax	☐
Westwood	☒

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

Site	Address
Weinberg Food Pantry	3201 S. Tamarac Dr, Denver, CO 80231

B. Public Good

The Healthy Food for Denver's Kids Initiative seeks to build an equitable and strategic approach to increasing access to healthy food and food-based education for children and youth ages 18 and under in the City and County of Denver. By providing Denver youth and their families with healthy food, meals, and snacks and/or educational opportunities focused on farming, gardening, cooking, nutrition, and healthy eating, this contract will contribute to the Initiative's goals, which include:

1. Increasing the number of children and youth who receive healthy meals and snacks in the City and County of Denver;



EXHIBIT A AMENDMENT 01

SCOPE OF WORK

2. Increasing the number of children and youth receiving nutrition, food skills, and sustainable and just food systems education in the City and County of Denver; and
3. Reducing overall food insecurity in households with children and the number of children and youth experiencing hunger in the City and County of Denver.

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 "Program Services and Descriptions" 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

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.



EXHIBIT A AMENDMENT 01

SCOPE OF WORK

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.

Jewish Family Service will be responsible for reporting on the following Sections of the Evaluation Survey; Food Access.

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:
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	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 narrative description of successes and challenges.	July 31 – Aug 15	Submitted through the Reporting Form



DENVER
THE MILE HIGH CITY

EXHIBIT A AMENDMENT 01

SCOPE OF WORK

Report 3 (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	Submitted through the Reporting Form
Report 4 (12 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	Submitted through the Reporting Form
Report 5 (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	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 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 A AMENDMENT 01

SCOPE OF WORK

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

The Provider will use the HFDK invoice template provided to them. 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 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.



EXHIBIT A AMENDMENT 01

SCOPE OF WORK

- 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.
- 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



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EXHIBIT A AMENDMENT 01

SCOPE OF WORK

Additional, Provider will be asked to:

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

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	Jewish Family Service							Are any of the personnel 100% funded by this grant? Yes/No	
Term	Year 1 (January 1, 2026-December 31, 2026)								
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK04)								
Budget Categories									
Food and Supplies						Please Mark with an X each Priority Area that the line item pertains to.			
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	This line item supports the purchase of food to be distributed through the JFS Weinberg Food Pantry and Mobile Food Pantry programs. Grant funds will be used to procure a variety of items including shelf-stable goods, fresh produce, meat, and dairy products to ensure clients have access to nutritious and culturally responsive food options. These purchases will supplement donated inventory and help meet the diverse dietary needs of individuals and families experiencing food insecurity. All food will be distributed free of charge to eligible households. We estimate the average cost of purchased food at \$1.79 per pound, based on Feeding America network averages for bulk food purchases in the U.S. This figure reflects a balanced mix of fresh produce, dairy, meat, and shelf-stable goods distributed to clients. Donated food and prepared products are not included in this calculation; this estimate applies to food purchased using grant funds.	89000	\$ 1.79	\$159,310.00	X				
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
Total Food and Supplies				\$159,310.00					
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		
Vehicle Fuel, Maintenance, and Repairs	This line item covers the ongoing operational costs of JFS's pantry vehicles, including the Mobile Food Pantry truck and box truck used for food transportation and distribution. Grant funds will support fuel purchases, routine maintenance (such as oil changes, tire replacement, and inspections), and necessary repairs to ensure vehicles remain safe, reliable, and fully operational for weekly pantry services and community food distribution events. These costs are essential to maintaining consistent and equitable access to food for individuals and families experiencing food insecurity.	12	\$ 500.00	\$6,000.00	X				
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
Total Operating Expenses				\$6,000.00					
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		
Food Security Programs Manager	This position oversees strategy and implementation of all JFS food security programs, including those supported by the Healthy Food for Denver's Kids initiative. The manager ensures that healthy, culturally responsive food is consistently delivered to children and families in Denver through the Weinberg Food Pantry, Mobile Food Pantry, and community-based distributions. Responsibilities include oversight of program operations, compliance with HFDK guidelines, partnership development with schools and youth-serving organizations, and supervision of pantry staff.	20%	\$ 80,963.00	\$16,193.00	X				
				\$0.00					
Hourly Employees									
Position Title	Description of Work	Hours	Hourly Rate (Includes Fringe Benefits)	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Weinberg Food Pantry Operations Coordinator	This role manages daily operations of the Weinberg Food Pantry, ensuring children and families in Denver have consistent access to nutritious food. Responsibilities include coordinating family-friendly food distributions, managing inventory to meet youth nutritional needs, and supporting Denver-based families through in-person and delivery-based services aligned with HFDK objectives.	205	\$ 32.74	\$6,712.00	X				
Food Programs Administrative Coordinator	This position provides critical administrative support for HFDK-funded programming, including tracking household and youth participation, coordinating communication with families, scheduling distributions, and entering data to ensure accurate reporting of the number of children served and types of food provided.	235	\$ 35.11	\$8,250.00	X				
Food Pantry & Warehouse Assistant	This role assists with the physical preparation, sorting, and distribution of HFDK-supported food intended for children and youth in Denver. Tasks include unloading deliveries, packing nutritious food boxes, and supporting weekly pantry and mobile food distributions serving low-income Denver families with children.	298	\$ 22.15	\$6,600.00	X				
Mobile Pantry Coordinator	This position manages all logistics for the JFS Mobile Food Pantry program, with a focus on serving Denver neighborhoods with high rates of food insecurity among children. The coordinator ensures timely, child-focused food distributions at community partner sites such as schools, early learning centers, and youth programs. Responsibilities include route planning, partner coordination, and ensuring nutritious food options for Denver's youth.	235	\$ 31.91	\$7,500.00	X				
Mobile Pantry Assistant	This role supports the physical setup and execution of mobile food distributions in Denver communities, including unloading, packing, and distributing healthy food to families with children. The assistant ensures that mobile sites are welcoming, efficient, and meet the standards of HFDK programming.	298	\$ 22.15	\$6,600.00	X				
Total Personnel Services				\$51,855.00					
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					
FUND ALLOCATION									

Item	Description	Percentage		Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3	
Total Evaluation								
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)					\$217,165.00			
Indirect								
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative			
15% Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a fifteen percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.				15% of Direct Costs			
TOTAL INDIRECT COSTS					\$32,575.00			
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					\$449,740.00			

Healthy Food for Denver's Kids Program Budget									
Organization Name	Jewish Family Service								
Term	Year 2 (January 1, 2027-December 31, 2027)								
Request for Proposal Name	Healthy Food for Denver's Kids(HFDKD4)								
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	This line item supports the purchase of food to be distributed through the JFS Weinberg Food Pantry and Mobile Food Pantry programs. Grant funds will be used to procure a variety of items including shelf-stable goods, fresh produce, meat, and dairy products to ensure clients have access to nutritious and culturally responsive food options. These purchases will supplement donated inventory and help meet the diverse dietary needs of individuals and families experiencing food insecurity. All food will be distributed free of charge to eligible households. We estimate the average cost of purchased food at \$3.79 per pound, based on Feeding America network averages for bulk food purchases in the U.S. This figure reflects a balanced mix of fresh produce, dairy, meat, and shelf-stable goods distributed to clients. Donated food and gleaned products are not included in this calculation; this estimate applies to food purchased using grant funds.	89000	\$ 1.79	\$159,310.00	X				
Total Food and Supplies				\$159,310.00					
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		
Vehicle Fuel, Maintenance, and Repairs	This line item covers the ongoing operational costs of JFS's pantry vehicles, including the Mobile Food Pantry truck and box truck used for food transportation and distribution. Grant funds will support fuel purchases, routine maintenance (such as oil changes, tire replacement, and inspections), and necessary repairs to ensure vehicles remain safe, reliable, and fully operational for weekly pantry services and community food distribution events. These costs are essential to maintaining consistent and equitable access to food for individuals and families experiencing food insecurity.	12	\$ 500.00	\$6,000.00	X				
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
Total Operating Expenses				\$6,000.00					
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		
Food Security Programs Manager	supported by the Healthy Food for Denver's Kids initiative. The manager ensures that healthy, culturally responsive food is consistently delivered to children and families in Denver through the Weinberg Food Pantry, Mobile Food Pantry, and community-based distributions. Responsibilities include oversight of program operations, compliance with HFDC guidelines, partnership development with schools and youth-serving organizations, and supervision of pantry staff.	17%	\$ 93,025.00	\$16,193.00	X				
				\$0.00					
Hourly Employees									
Position Title	Description of Work	Hours	Hourly Rate (includes Fringe Benefits)	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Weinberg Food Pantry Operations Coordinator	This role manages daily operations of the Weinberg Food Pantry, ensuring children and families in Denver have consistent access to nutritious food. Responsibilities include coordinating family-friendly food distributions, managing inventory to meet youth nutritional needs, and supporting Denver-based families through in-person and delivery-based services aligned with HFDC objectives.	210	\$ 32.74	\$6,875.00	X				
Food Programs Administrative Coordinator	This position provides critical administrative support for HFDC-funded programming, including tracking household and youth participation, coordinating communication with families, scheduling distributions, and entering data to ensure accurate reporting of the number of children served and types of food provided.	235	\$ 35.11	\$8,250.00	X				
Food Pantry & Warehouse Assistant	This role assists with the physical preparation, sorting, and distribution of HFDC-supported food intended for children and youth in Denver. Tasks include unloading deliveries, packing nutritious food boxes, and supporting weekly pantry and mobile food distributions serving low-income Denver families with children.	298	\$ 22.15	\$6,600.00	X				
Mobile Pantry Coordinator	This position manages all logistics for the JFS Mobile Food Pantry program, with a focus on serving Denver neighborhoods with high rates of food insecurity among children. The coordinator ensures timely, child-focused food distributions at community partner sites such as schools, early learning centers, and youth programs. Responsibilities include route planning, partner coordination, and ensuring nutritious food options for Denver's youth.	235	\$ 31.91	\$7,500.00	X				
Mobile Pantry Assistant	This role supports the physical setup and execution of mobile food distributions in Denver communities, including unloading, packing, and distributing healthy food to families with children. The assistant ensures that mobile sites are welcoming, efficient, and meet the standards of HFDC programming.	298	\$ 22.15	\$6,600.00	X				
Total Personnel Services				\$52,018.00					
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		
Total Evaluation									

Subcontractors						Priority Area 1	Priority Area 2	Priority Area 3
Name of Organization	Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative			
					\$0.00			
					\$0.00			
					\$0.00			
					\$0.00			
					\$0.00			
Total Subcontractors					\$0.00			
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$217,328.00			
Indirect								
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative			
15% Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a fifteen percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.				15% of Direct Costs			
TOTAL INDIRECT COSTS					\$32,599.00			
TOTAL AMOUNT REQUESTED FROM HFDK					\$249,927.00			
TOTAL MAXIMUM CONTRACT AMOUNT					\$1,699,667.00			