

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 **MONARCH MONTESSORI OF DENVER**, a Colorado nonprofit corporation, doing business as **FIRST STEPS AT MONARCH MONTESSORI**, whose address is 4895 Peoria Street, Denver, Colorado 80239 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated August 2, 2021, and an Amendatory Agreement dated October 13, 2022 (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 paragraph 19-No Employment of Workers without Authorization, amend the scope of work, amend the budget, and add reimbursement invoice form 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, 2021**, and will expire on **July 31, 2024** (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. (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 **FIVE HUNDRED FOUR THOUSAND DOLLARS AND NO CENTS (\$504,000.00)** (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 19 of the Agreement entitled "**NO EMPLOYMENT OF WORKERS WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:**" is hereby deleted in its entirety and replaced with:

"19. [RESCINDED.]"

4. **Exhibit A, Exhibit A-1, 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, Exhibit A-1, and Exhibit A-Amendment01** are changed to **Exhibit A-Amendment02**.

5. All references in the original Agreement to **Exhibit B, Budget** now refer to **Exhibit B, Exhibit B-Amendment 01, and Exhibit B-Amendment 02**. **Exhibit B-Amendment 02** is attached and incorporated by reference herein.

6. **Exhibit D, Reimbursement Invoice Form** is hereby added to the Agreement and the **List of Exhibits**. **Exhibit D** is attached and incorporated by reference herein.

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

8. 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.

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

Contract Control Number: ENVHL-202368510-02/ ENVHL-202159283-02
Contractor Name: MONARCH MONTESSORI OF DENVER

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-202368510-02/ ENVHL-202159283-02
MONARCH MONTESSORI OF DENVER

By:  _____
97AA65C920C143E...

Name: Noel Magee
(please print)

Title: Business Officer
(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 City and County of Denver's Healthy Food for Denver's Kids ("HFDK") Initiative and First Steps at Monarch Montessori, the ("Grantee"). The Grantee 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.

First Steps at Monarch Montessori has been awarded the following amounts in Healthy Food for Denver's Kids funds:

- **\$105,000** for Term 1 (August 1, 2021 – July 31, 2022)
- **\$168,000** for Term 2 (August 1, 2022-July 31, 2023)
- **\$231,000** for Term 3 (August 1, 2023-July 31, 2024)
- Cumulative Maximum Contract Amount: **\$504,000**

II. Program Services and Descriptions

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

New programs will include garden enhancements, monthly food basket distribution, and an education program on cooking and gardening.

- Purchase plants to maintain the harvest to be able to supplement food for lunches
- add grow kits to greenhouses and take-home kits for students
- Replenish garden tools and materials
- Maintain, repair, and improve irrigation to outdoor planter beds.
- continue student participation in gardening
- provide food baskets to students
- purchase learning materials for classes on gardening/healthy eating/cooking for the classrooms
- Add educational signage to outdoor gardens

This grant will fund the following positions:

-Outdoor Learning Coordinator-

.8 FTE responsible for coordinating and implementing all educational opportunities, garden production, community partnerships, food distribution and events related to this grant.

The Outdoor Learning Coordinator position duties include:

- Year-round growing of all gardens, greenhouse plant care, fruit trees and bushes.

- Guide and plan outdoor learning activities for students. Maintain sustainability plan for the urban gardens that will ensure success and regular involvement of students and families.



EXHIBIT A-Amendment02

SCOPE OF WORK

- Guide school composting program to contribute to sustainability and educational opportunities for students
- Collaborate with school cook to create monthly school menu, procure local food vendors for daily school lunches and food baskets, support CACFP, and support kitchen staff as needed.
- Coordinate 9 on-site monthly food distribution of at least 350 baskets
- Manage Healthy Food Education Program- cooking classes for caregivers and students. Hands-on gardening activities.
- Manage and teach Student Garden Club- coordinate classroom visits to the gardens and support volunteers to lead afterschool clubs.
- Coordinate educational programs to visit students at Monarch (Cooking Matters, Compost, Consumption Literacy Project, Denver Urban Gardens, Denver Science and Nature Museum and Denver Botanic Gardens)
- Design and host family workdays
- Make regular posts on the school communication app
- Collect data and surveys

- Outdoor Learning Teacher-
.75 FTE to support gardening and healthy eating lessons for students, assist with food distribution and garden maintenance.

Outdoor Learning Teacher Job Duties:

- Botanic Gardens (coordinate visit to each of the 5 primary classes) and the Botanic Garden take home seed lessons
- Food Distribution support
- Composting lessons for students and assist with execution in the classrooms
- Creating Montessori Garden and healthy eating lessons for classrooms
- Help with events

B. Implementation and Timeline

- *Fall 2023*
 - Outdoor Learning Coordinator will:
 - Harvest food from gardens
 - Coordinate and Manage Fall Festival
 - Teach Student Garden Club
 - Provide teacher-led lesson ideas and materials for student learning
 - set up fall workdays for volunteers, manage volunteers and community engagement
 - Composting implementation and maintenance
 - Grow tower growing and maintenance
 - Provide teacher-led lesson ideas and materials for student learning
- *Winter 2023:*
 - garden planning and mapping
 - putting outdoor garden beds to rest
 - classroom cooking activities
 - Composting implementation and maintenance



EXHIBIT A-Amendment02

SCOPE OF WORK

- Grow tower growing and maintenance
- *Spring 2024:*
 - Start seeds indoors with student lessons and involvement.
 - Transfer seedlings to outdoor beds with student lessons and involvement.
 - Teach Student Garden Club
 - Composting implementation and maintenance
 - Grow tower growing and maintenance
 - set up workdays for volunteers, manage volunteers and community engagement
- *Quarterly*
 - The Monarch leadership team (Executive Director, Director, Business Manager) and Outdoor Learning Coordinator and the Outdoor Learning Teacher will meet to discuss the program and evaluate data.
- *Monthly*
 - a cooking class, gardening club and/or gardening class will be offered
 - food basket distribution each month for 9 months
 - tend to crops and plan for the next wave of plants
 - Provide teacher-led lesson ideas, seasonal outdoor scavenger hunt and materials for student learning
 - Monthly meeting with Outdoor Learning Coordinator, Outdoor Learning Teacher and FS Director.

Program Locations:

- A.** The program will be taking place in the following neighborhoods:

Monarch Montessori is located in the Montbello neighborhood. The school address is 4895 Peoria St. Denver 80239.

Evaluation, Outcome Measures and Deliverables

The Grantee will attend a mandatory evaluation kick-off call at the beginning of the grant term. The grantee will review and update, finalize, and implement an evaluation plan for the grant that will specify the evaluation questions, process measures (e.g., how the program was implemented, what was done, for whom, and how much barriers and facilitators, etc.), outcome measures (e.g., what results the program had), how the data will be collected, responsible party(ies), and timelines. The final measures will be decided upon with the grantee in collaboration with the HFDK Evaluation team. The HFDK evaluation team is available to provide technical assistance to the grantee on the development and implementation of the evaluation plan, as needed. The grantee will share the final evaluation plan with HFDK staff and the Evaluation team and at the end of the grant term, will report on how the evaluation plan has been implemented and any resulting outcomes.

Participation in the Macro Evaluation

The grantee will participate in the Macro Evaluation, including working in partnership with the HFDK Evaluation team, for shared learning to improve the Denver food system. The HFDK Evaluation team will work with all HFDK grantees to determine which local and macro level data



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SCOPE OF WORK

will be collected and reported on through the Reporting Form (see the Reporting Section below). The grantee may also provide organizational and community input on Macro Evaluation activities and products (e.g., Theory of Change, Macro Evaluation plan, annual reports, etc.).

I. 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 Evaluation Dashboards, the Reporting Form and Annual reports of grantees (see below). As needed, HFDK may attend evaluation check-ins with the grantee and the HFDK Evaluation team to understand progress towards agreed-upon goals in the grant
2. **Fiscal Monitoring:** Review financial systems and billings to ensure that contract funds are allocated and expended in accordance with the terms of the agreement.
3. **Administrative Monitoring:** Monitoring to ensure that the requirements of the contract document, Federal, State and City and County regulations, and DDPHE policies are being met.

B. Reporting

The Grantee will be responsible for reporting on program outputs and outcomes, based on the Macro Evaluation Plan. The HFDK Evaluation team will provide a Reporting Form for grantees to submit this data every six months. The grantee data submitted through the Reporting Form will be used in the macro evaluation to measure progress across the entire cohort of HFDK grantees and will additionally be given back to grantees in a collective Evaluation Dashboard and other documents to support their work. Importantly, the Reporting Form may also include a few open-ended questions about strategy, challenges, and successes for the grantee to fill out. Grantees will receive a guide to support completion of the survey and can also access additional technical assistance support for the reporting requirements from the HFDK evaluation team, as needed.



EXHIBIT A-Amendment02

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The table below summarizes reporting activity and due dates. The dates are subject to change, and/or frequency of the reporting 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, 2024	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, 2024	Submitted through the Reporting Form
Other reports as reasonably requested by the City.	To be determined (TBD)	TBD	TBD

C. Evaluation Support

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

I. Budget

A. Budget

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

- Be reasonable, realistic, and justified including making an effort to purchase healthy meals or snacks at affordable prices through wholesale, Food Bank of the Rockies, or other low-cost purchasing methods whenever possible
- Show strong fiscal responsibility
- Limit indirect costs to 10%



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- B. Indirect Cost Limit: The Grantee's total indirect costs cannot exceed 10% of the Maximum Grant Amount as listed in the Budget. Administrative costs are included in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Administrative costs can be direct or indirect. Direct costs are costs that can be directly charged to the program and which are incurred in the provision of direct services. Indirect costs are defined as the administrative costs that are incurred for common or joint activities that cannot be identified specifically with a particular project or program.
- **Examples of indirect costs include:** Salaries and related fringe benefits for accounting, secretarial, and management staff, including those individuals who produce, review and sign monthly program and fiscal reports; Consultants who perform administrative, non-service delivery functions; General office supplies; Travel costs for administrative and management staff; General office printing and photocopying; General liability insurance; Audit fees, rent, utilities, general office supplies **and equipment/technology**

II. Invoice

A. Invoice

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

III. Payments

- A. Invoices and reports shall be completed and submitted to the HFDKinvoices@denvergov.org email on or before the 15th of each month following the month of services rendered 100% of the time.
- B. All non-personnel purchases of \$1,000 or more must have back up documentation submitted with the invoice and report each month to HFDK. Contractor is required to keep on file all documentation of purchase of items and/or payment less than \$1,000 but does not need to submit those back up documents with invoice and report.
- C. Contractor shall use preferred invoice template. Invoices shall be processed with immediate payment terms.

IV. General Grant Requirements

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

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



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grown out of state costs \$1.00 and a pound of carrots grown in Colorado is \$1.08, it would be acceptable to purchase the higher priced carrots.

2. Hands-on experiential education and public health programs associated with farming, gardening, cooking, nutrition, dietary and home economics, and healthy eating
 - a. May include buying and utilizing local food from Colorado farms, ranches, and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than comparable out-of-state foods, see above 1a. for an example)

Additionally, programs must:

- Ensure snacks or meals are healthy by meeting, at minimum, the USDA Dietary Guidelines for Americans
- NOT use HFDK funds to purchase any of the following items:
 - All diet or regular sodas and sports/energy drinks
 - Flavored/added sugar milk
 - Juice of all kinds, including both fruit and vegetable juice drinks and 100% juice
 - Candy
 - Cookies and other sweet snacks like cakes, pastries, donuts, sugary cereals
 - Dairy desserts (e.g., ice cream)
- Be tied directly to activities located within the City and County of Denver that serve youth who are Denver residents
- Benefit low-income and/or historically/currently under-resourced youth ages 18 and under

Additional, grantees will be asked to:

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

V. 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-Amendment 01

Instructions: Use this Budget worksheet template to explain how your organization plans to use funds consistently with the proposed work plan. Align budget requests and associated deliverables to provide a consistent, logical picture of what you will accomplish, by whom, and the associated costs. The information in each expenditure category helps the Review Panel understand your request. Please provide narrative for each category in the "Description of Work/Item" section. You may add more lines to each section, please ensure they are included in the total sum.

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

Healthy Food for Denver's Kids Program Budget

Organization Name	First Steps at Monarch Montessori
Term	Year 3
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK02)

Budget Categories

Food and Supplies

Item	Description of Item	Does this budget item support the	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Garden take home kits	Garden take home kits that include seed packets, and container gardens for students to garden at home.	Y	110	\$ 20.00	\$2,200.00
Tractor	for maintenance and sustainability	Y	1	\$ 20,000.00	\$20,000.00
Plants	seasonal vegetables, fruits and seeds and related gardening supplies	Y	200	\$ 10.96	\$2,192.00
Community Food Baskets	monthly distribution of produce baskets for families and community 350 baskets x 9 events	Y	3150	\$ 10.00	\$31,500.00
Garden Tools and supplies	Garden tools and supplies	Y	1	\$ 5,000.00	\$5,000.00
Total Food and Supplies					\$60,892.00

Program Operating Expenses

Item	Description of Item	Does this budget item support the	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Water	monthly cost	Y	12	\$ 700.00	\$8,400.00
Kitchen rental	rental of Denver Kitchen Share commercial kitchen to cook daily lunch for students \$800 per month for 12 months	Y	12	\$ 800.00	\$9,600.00
					\$0.00
					\$0.00
Total Operating Expenses					\$18,000.00

Personnel and Administrative Services

Salary Employees

Position Title	Description of Work	Does this budget item support the	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Outdoor Learning Coordinator	education curriculum, growing schedule, event management, food distribution, parent volunteers and cook. Manage partnerships and	Y	80%	\$ 65,000.00	\$52,000.00

Hourly Employees

Position Title	Description of Work	Does this budget item support the	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Cook	cook lunch daily for children ages 1-6 enrolled at Monarch	Y	2052	\$ 25.53	\$52,388.00
Seasonal Gardener	100 hours April 2024- June 2024 to help plant, water and harvest	Y	100	\$ 22.00	\$2,200.00
Outdoor Learning Teacher	garden lessons in classrooms	Y	1600	\$ 23.70	\$37,920.00
					\$0.00
Total Personnel Services					\$144,508.00

Other / Miscellaneous

Item	Description	Does this budget item support	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
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Education Classes	Paying a local organization to provide classes on various garden topics such as, composting, solar, healthy eating, cooking, etc.	Y	20	\$	300.00	\$5,155.00
Garden signage	Learning labels for gardens	Y	15	\$	35.00	\$525.00
Botanic Gardens Education class	Denver Botanic Gardens to teach a class to each of the 5 preschool classes	Y	16	\$	120.00	\$1,920.00

Total Other						\$7,600.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)						\$231,000.00
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						

Total Contract Maximum Amount (August 1, 2021- July 31, 2024)						\$504,000.00
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Exhibit D

Denver Department of Public Health and Environment - Healthy Food for Denver's Kids EXPENDITURE DETAILS for REIMBURSEMENT INVOICE FORM

Invoice #	
Date Invoice is sent to HFDK	
Purchase Order/ Contract #	
Payment Option	

Organization Name	
Invoice Period	
Final Invoice Amount	\$ -
Payment Terms	Immediate

To:	
Program:	Healthy Food for Denver's Kids
HFDK Contact:	Jessica Murison
Address:	101 W Colfax
City:	Denver
State:	CO
Zip Code:	80202
Telephone:	760-715-7194
Email:	HFDKinvoices@denvergov.org

From:	
Contact Name:	
Remit Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	

Expenditure Categories				Total Amount
Food and Supplies				
Item	Description of Item	Quantity	Per Item Cost	

				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Food and Supplies				\$0.00
Program Operating Expenses				
Item	Description of Item	Quantity	Per Item Cost	
				\$ -
				\$ -
				\$ -
				\$ -
Total Operating Expenses				\$ -
Salary Employees				
Position Title	Description of Work	Percent of time spent this Month	Total earnings for monthly invoice period (Salary + Fringe)	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Hourly Employees				
Position Title	Description of Work	Hours	Hourly Rate	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Personnel Expenses				\$ -
Other / Miscellaneous				

Item	Description	Quantity	Per Item Cost	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Total Other Expense	\$ -
			Direct Costs -Total	\$ -
Indirect Costs				
Item	Description			
10% Indirect rate (if applicable):				
			TOTAL INDIRECT COSTS	\$ -
			TOTAL THIS INVOICE	\$ -

Billing Summary	
Total Contract Amount	
Advanced Funds Invoiced (if applicable)	
Cumulative Amount Previously Invoiced	
Amount of this Invoice	\$ -
Total Invoiced to Date	\$ -
Budget Amount Remaining	\$ -

You are not able to enter information into this summary spreadsheet tab - this is for summary purposes on Complete the expenditures spreadsheet tab only (the first tab in this Excel file). Then, sign (or print name designated box below. The information entered into the Expenditures tab will automatically populate in t below. Follow contract instructions to complete the Expenditures and submit the invoice.

Denver Department of Public Health & Environment REIMBURSEMENT INVOICE FORM

DATE INVOICE SENT TO HFDK:	
Organization Name:	0
Invoice Period:	0.00
Invoice #:	0.00
PO/Contract #:	0.00
Final Invoice:	\$ -
Payment Option:	2 Mailed Reimbursement Check

To:		From:	
HFDK Program:	Healthy Food for Denver's Kids	Contact Name:	0
HFDK Contact:	Jessica Murison	Address:	0
Address:	101 W Colfax		
City:	Denver	City:	0
State:	CO	State:	0
Zip Code:	80202	Zip Code:	0
Telephone:	760-715-7194	Telephone:	0
Email:	HFDKinvoices@denvergov.org	Email:	0

Expenditure Categories	Total / Requ
Food and Supplies	
Program Operating Expenses	

Personnel	
Other Costs	
SUB-TOTAL BEFORE INDIRECT	
Indirect	\$
TOTAL THIS INVOICE	\$

<i>// We affirm the claimed expenses comply with the budget provisions of the contract and are reasonable and necessary, relevant progress or other reports have been filed, and all contract milestones and/or tasks related to the invoice, been achieved.</i>	
Print Name, Title	Date