

## 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 DENVER INNER CITY PARISH, INC.**, a Colorado nonprofit corporation, whose address is 1212 Mariposa Street, Denver, Colorado 80204 (the “Contractor”), jointly (“the Parties”).

### RECITALS:

**A.** The Parties entered into an Agreement dated August 2, 2021, and an Amendatory Agreement dated October 26, 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 increase the maximum contract amount, amend the scope of work, amend the budget and add Exhibit D-reimbursement invoice form.

**NOW THEREFORE**, in consideration of the premises and the Parties’ mutual covenants and obligations, the Parties agree as follows:

1. Section 4 of the Agreement entitled “**COMPENSATION AND PAYMENT:**” 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 **ONE MILLION FOUR HUNDRED TWENTY-NINE THOUSAND THREE HUNDRED SIXTEEN DOLLARS AND EIGHTY-TWO CENTS (\$1,429,316.82)** (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. **Exhibit A and Exhibit A-Amendment01** are hereby deleted in its 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**.

3. **Exhibit B and Exhibit B-Amendment01** are 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**.

4. **Exhibit D-02, Reimbursement Invoice Form** is added in its entirety to this Agreement, attached and incorporated by reference herein.

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-202266133-02 ENVHL-202159248-00  
**Contractor Name:** DENVER INNER CITY PARISH

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:

\_\_\_\_\_

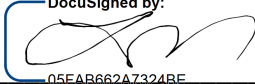
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By:

\_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

ENVHL-202266133-02 ENVHL-202159248-00  
DENVER INNER CITY PARISH

By:  \_\_\_\_\_  
05EAB662A7324BE...

Name: Larry Martinez  
(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 City and County of Denver's Healthy Food for Denver's Kids ("HFDK") Initiative and Denver Inner City Parish, 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.

Denver Inner City Parish (DICP) has been awarded the following amounts in Healthy Food for Denver's Kids funds:

- **\$411,886** for Term 1 (August 1, 2021 – July 31, 2022)
- **\$1,017,430.82** for Term 2 (August 1, 2022-July 31, 2023)
- Cumulative Maximum Contract Amount: **\$1,429,316.82**

### II. Program Services and Descriptions

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

To address unmet community needs for accessible, nutritious food and nutrition education, this funding will be used for the Greens-N-Grains (GNG) Community Nutrition Program. This program expands DICP's existing hunger relief and nutrition education programming by meeting children and youth where they are. In August 2022, Metro Ministries closed its mobile food assistance program and sold its fleet of vehicles, leaving a significant void in food insecurity programming and healthy food access in West Denver neighborhoods. Given DICP's history of serving the Greater Denver area, naturally many of the entities that Metro Ministries served have contacted DICP asking if it could fill in this gap. DICP will expand its Mobile Food Pantry to 10 additional sites to fill this gap in service and distribute healthy foods to Denver's families with children. The expansion will require hiring three additional fulltime staff, a part-time staff member, supplementing our current food pantry staff member, and purchasing an additional mobile food pantry vehicle.

The GNG Community Nutrition Program consists of two major elements:

The GNG Food Truck: The foundation of the mobile program, DICP's Food Truck will distribute healthy meals to youth in Denver food deserts and neighborhoods where food insecurity is high, reducing barriers to accessing services and increasing the number of youth receiving healthy meals. Partnering with schools and after-school programs during the school year, the GNG Food Truck will distribute 130 free meals each day, four days per week, at four to six partner sites and the DICP main building. Each weekend, the GNG Food Truck will distribute an additional 65 free meals at school sporting events, celebrations, and other student gatherings in the community. A total of 29,000 meals will be distributed during the 2022-2023 school year.

During the summer of 2023, the GNG Food Truck will provide a daily summer lunch program at two sites in identified food deserts and high-need neighborhoods, providing 200 youth with fresh,



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nutritious food Monday through Friday, for ten weeks. A total of 9,000 free meals will be distributed during the summer program.

At all GNG meal distributions, DICP will engage youth in nutrition and health education, using its Mobile Healthy Food Campaign curriculum adapted from DICP's Veggie RX curriculum, social media posts, and handouts including health tips, recipes, and resources for families. These will be translated in multiple languages. As COVID restrictions loosen, there has been a demand by sites to increase in-person activities to meet our participants where they live. In-person activities will be conducted such healthy activities after-school clubs and fresh food markets at the locations the GNG truck is serving meals. DICP will engage youth and families during food distribution to provide participants with information about the Veggie RX program, and enroll them in classes, as well as connect them with DICP's community Care Navigators, who support eligible participants in applying for SNAP, EOC, TEFAP, rental assistance, immigration assistance, emergency housing, and other public benefits and community services. During Year 1, DICP added an internal Care Navigator to the HFDK programming in order to meet participants where they're at and simplify the process for participants to apply for benefits.

GNG Veggie RX Nutrition Classes for Students and Families: DICP will continue to expand the array of Veggie RX classes tailored for youth and families in 2022-2023, increasing the number of children who receive nutrition and food skills education, and improving the ability of families to plan, purchase ingredients for, and prepare healthy, nutritious meals. While these classes still include vital information on managing nutrition- and obesity-related diseases, DICP will expand its curriculum to focus on broad, preventative healthy eating habits, tailored to specific audiences, and designed to meet participants where they are in the community. In 2021 -2022, Veggie RX and Greens-N-Grains was able to provide:

- Meals and health education to 12 different schools, out-of-school time programs, and non-profit organizations in Denver.
- Provide Care Navigation services to families where GNG & VRX was offered.
- Provide supplemental health food options to families and children at our sites via fresh food markets and recipe boxes utilizing the DICP Food Pantry program.
- Adapt program implementation to COVID related restrictions and conditions.
- Adapt the Veggie RX curriculum to include Oral Health, Gardening, and Health Activities as Stress Relief.
- Build community groups focused on healthful living by sharing resources and providing peer-support.

We plan to continue with the sites we are at and offer the program with these new services but the demand for programming has grown. In addition to existing sites, there are five other organizations (some with multiple sites) interested in offering the GNG/VRX program to their participants. As well, several of our schools have expressed interest in having our program connect families to their school gardens through the VRX health education component.

As a part of the GNG Food Truck meal distributions, DICP will provide in-depth Youth Veggie RX classes, focused on building cooking skills and developing healthy eating habits. These classes will be offered through GNG Food Truck school year distribution partners, including schools and after-



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school programs. The GNG program plans to provide a healthy activities after-school program at some of the sites the GNG Food Truck serves meals that will serve 50 youth.

DICP will also offer a version of Veggie RX classes designed for families. The Veggie RX Family curriculum focuses on strengthening parenting skills and building healthy relationships around food for families with children from infancy to ten years old. By helping families establish healthy eating habits and family gathering techniques, these classes encourage and provide support for life-long physical and emotional health as a family unit, build strong family bonds through food and communication, and promote health and wellness as a cultural family component. These classes will draw participants from GNG Food Truck meal distributions, DICP's Food Pantry program, and the 9,000 community members who engage with DICP's Care Navigation program.

During each class, hands-on nutrition education is woven into the parents' preparation of a healthy family dinner, and a healthy snack, appetizer, or dessert prepared by the children. On this schedule, the program will serve 350 youth and their families, and assist in serving the total of 38,000 meals in 2002-2023, by serving meals during the VRX program.

DICP Mobile Food Pantry: Launched in August 2022, DICP's Mobile Food Pantry provides a client-choice mobile market at community sites in neighborhoods in the Denver metro area defined as food deserts or high-priority areas for food security services. DICP's mobile pantry brings the services of DICP's on-site food pantry out into the community, providing fresh produce, dairy, meat, and dry goods from local Colorado producers and low-cost food purchasing partners, including Food Bank of the Rockies from which we purchase most of our food. The mobile food pantry visits each site every other week to ensure consistent and distributed access to food assistance.

DICP partners with other community service providers to avoid duplication of efforts, including coordinating with Metro Ministries. With the closure of Metro Ministries' food assistance program, a significant gap in food assistance access has emerged, leaving Denver families with children food insecure. DICP has received multiple requests from the community to expand its Mobile Food Pantry program to fill this gap in service. Thus, DICP seeks to expand its program to distribute food at 10 additional sites, which were vacated by Metro Ministries (A list of expansion sites are included in Section III, below).

DICP not only seeks to fill the gap in food distribution but expand its full complement of food insecurity programming to the locations, augmenting the services previously provided in the areas and allowing families to access all benefits currently available to them. DICP's expanded Mobile Food Pantry will provide the following services:

- **Food Distribution:** The Mobile Food Pantry will visit each identified site twice per month, once every other week, to distribute healthy and culturally relevant foods for families with children. The Mobile Food Pantry prioritizes distributing high-quality, healthy foods that meet nutrition guidelines, including fresh produce, bread products, frozen proteins, dairy, and shelf-stable dry goods. DICP procures fresh foods from local producers and distributors, ensuring the highest quality of foods.
- **Care Navigation:** DICP will hire a Care Navigator, dedicated to its food insecurity program, to help with food distribution and to connect families to available community resources,



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services, and government benefits. The Care Navigator will visit each site at least once per month to meet with families visiting the pantry and will provide assistance with enrollment for federal nutrition assistance benefits (e.g., SNAP, WIC, P-EBT, etc.).

- Nutrition Education: DICP will distribute information on nutrition and food storage practices, leveraging its Veggie RX program to ensure families at the expansion site not only have access to food but also educational materials to improve their healthy eating habits. Education will include vital information through cooking demos, hand-outs, and recipes for managing nutrition and obesity-related diseases.
- Food Pantry Ambassadors: DICP will engage community members as Ambassadors who will act as on-the-ground community representatives of the Mobile Food Pantry and help coordinate pantry services and connect their neighbors to DICP's services. Ambassadors will indigenize the Mobile Food Pantry to the community by engaging the voice of the community into program operations, enabling DICP to fill the Mobile Food Pantry with relevant, healthy, and culturally appropriate foods.

To execute the expanded program, DICP will purchase one additional food pantry truck to accommodate the increased number of distribution sites and volume of food distributed. DICP will leverage an existing relationship with a dealer to expedite the procurement of the additional vehicle. It will also hire 3.5 additional positions and supplement 1 current position not funded through HFDK:

- Food Pantry Manger, 1.0 FTE: Responsibilities include overseeing all food pantry operations, managing food pantry staff, engagement with partner sites, admin for food ordering plus food pantry expenditures, and assisting with food distribution at sites utilizing the second truck.
- Care Navigator, 1.0 FTE: Responsibilities include connecting food pantry recipients to federal nutrition assistance programs (SNAP, WIC, P-EBT, etc.), referring families to services offered by DICP and other community service providers, and linking families to other benefits including employment and housing assistance. Ideally, the Care Navigator will be bi-lingual or multi-lingual to help remove language and cultural barriers.
- Veggie RX Assistant, 1.0 FTE: Responsibilities include conducting workshops at pantry sites utilizing the core principles of the Veggie RX curriculum. Using food pantry foods for healthy cooking demos. Develop recipes/recipe booklets and handouts with healthy food choices/health information, and how to utilize food from the pantry, WIC, SNAP, and other food resources.
- Food Pantry Driver, 1.0 FTE: (Existing Food Pantry staff not currently funded through HFDK) Responsibilities include helping to load and organize the food truck, driving the food truck to food pantry sites, assisting with food distribution, and picking up/receiving food donations, food rescued from grocery stores, and food purchases.
- Food Pantry Assistant, .5 PTE: Responsibilities include helping to load and organize the food truck for distribution, maintain and organize the food pantry storage areas and walk-ins at the DICP facility, coordinating with Ambassadors, preparing, and distributing marketing materials, coordinating with the identified sites, and linking the Mobile Food Pantry recipients to DICP's other HFDK-funded programming: GNG & Veggie RX.





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#### B. HFDK Year 2 Implementation and Timeline:

Hire new VRX/GNG part time employee August 1, 2022

- The VRX/GNG program will resume school year programming with current partners and add three to four new partners dependent on staff capacity.
- In Year 1 of HFDK the VRX/GNG program was able to offer food pantry and care navigation services as add-on services. During Year 2 of HFDK, DICP will be able to make those services mobile and have the ability to offer the communities the VRX/GNG programs are at with wrap-around services.
- Upon receiving funding, DICP will visit each identified site twice per month, on an every-other-week basis, on the same day of the week. This creates consistency and enables families to plan to visit the Mobile Food Pantry when it is in their neighborhood. DICP will maintain the schedule throughout the duration of the funding.

#### III. Program Locations:

The GNG/Veggie RX/Mobile Food Pantry program will be taking place in the following Denver neighborhoods: Baker, Elyria Swansea, Highland, Lincoln Park, Mar Lee, Montebello, Sun Valley, Valverde, Villa Park, and Westwood. Identified and current Mobile Food Pantry locations include:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Eagleton Elementary</li> <li>• CMS Elementary</li> <li>• Florence Crittenton</li> <li>• Munroe Elementary</li> <li>• Girls Inc.</li> </ul> | <ul style="list-style-type: none"> <li>• Tribe Recovery Homes</li> <li>• DICP's Community Center</li> <li>• Vida at Sloan's</li> <li>• The Tower at Speer</li> </ul> |
|---|--|

DICP has identified the following expansion locations with significant lack of access to healthy foods. DICP's Mobile Food Pantry will visit sites on an every-other-week basis. Potential sites, vacated by Metro Ministries, include:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Avalon Apartments</li> <li>• Mariposa Apartments</li> <li>• North Lincoln Apartments</li> <li>• South Lowell Apartments</li> <li>• Goldsmith/Syracuse Apartments</li> </ul> | <ul style="list-style-type: none"> <li>• Westridge Apartments</li> <li>• Sun Valley Homes/Decatur Place</li> <li>• Westwood Homes</li> <li>• Columbine Homes</li> <li>• Quigg Newton Homes</li> </ul> |
|--|---|

#### 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



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grantee will share the final evaluation plan with HFDK staff and the Evaluation team and at the end of the grant term, will report on how the evaluation plan has been implemented and any resulting outcomes.

#### Participation in the Macro Evaluation

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

#### IV. Performance Management and Reporting

##### A. Performance Management

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

The Grantee will be reviewed for:

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.



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The table below summarizes reporting activity and due dates. The dates are subject to change.

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

#### V. Budget

##### B. 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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- C. 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**

#### VI. Invoice

##### A. Invoice

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

#### VII. Payments

- D. Invoices and reports shall be completed and submitted to the [HFDKinvoices@denvergov.org](mailto:HFDKinvoices@denvergov.org) email on or before the 15th of each month following the month of services rendered 100% of the time.
- E. 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.
- F. Contractor shall use preferred invoice template. Invoices shall be processed with immediate payment terms.

#### VIII. 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.

#### **IX. 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**

**Healthy Food for Denver's Kids Program Budget**

<b>Organization Name</b>	Denver Inner City Parish
<b>Term</b>	Year 2/Amendment 02
<b>Request for Proposal Name</b>	Healthy Food for Denver's Kids(HFDK02)

**Budget Categories**

**Adjusted**

Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Food and Supplies	Food to create meals for both programs: Family VRX and Greens-n-Grains	38,000 Meals	\$3.00 per meal	\$81,360.62
Food Containers	To hold food in a health compliant manner	38,000 meals to be boxed	.48 per meal	\$18,240.00
Food and Supplies	Food & Containerss for Mobile Food Pantry	1200 lbs. per site per visit		\$60,000.00
<b>Total Food and Supplies</b>				<b>\$159,600.62</b>

**Program Operating Expenses**

Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
GnG Food Truck Annual Licensure	To cover all annual fees for food truck compliance - health codes, city and state licensure, etc.			\$1,800.00
GnG Annual Food Truck Maintenance Cost	To include gas, oil changes, tires and brakes, engine maintenance, etc.			\$3,500.00
GnG Food Truck Commissary & Storage	Use of Commissary kitchen for prep and safe storage of food truck	Monthly fee- \$500	12 months	\$6,000.00
Family VRX Program Incentives	Program Incentives (shopping gift cards for supermarkets and local farmer's markets) for completion of program of participants.	350 participants	\$42.85 per	\$15,000.00
Program Evaluation	5% of total budget			\$26,682.24
Class/Session Implementation Supplies	cooking demos, take home items for families such a useful kitchen items and cooking guides, group facilitation materials for both Family VRX and			\$6,000.00
Mobile Pantry Vehicle Expenses	To cover maintenance, equipment/tech and parts related to vehicles, etc.			\$ 25,000.00
Mobile Pantry Gas	Gas for vehicles			\$ 6,000.00
Incentives	Utilized for Community Ambassadors assisting Pantry at Pantry Sites	200 visits	\$20 per visit	\$ 4,000.00
<b>Total Operating Expenses</b>				<b>\$93,982.24</b>

**Personnel and Administrative Services**

**Salary Employees**

Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits + 9% COLA	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Veggie RX Program Director	Over-see all operations and functions of the Veggie RX program. Includes: partner communication and collaboration, staff management, program assesment and evaluation, funding exploration, program logistical support, program reporting, program development and visioning.	100%	\$ 72,701.00	\$79,244.89
Family VRX Coordinator	Organize, plan, and implement all family program functions. Recruit from and build relationships with families from partners in identified neighborhoods to work in. Assist with Family VRX development and evaluation. Track participant progress.	100%	\$ 60,036.00	\$65,439.24
Greens-n-Grains Food Truck Coordinator	Organize, plan, and implement all GnG program functions. Recruit from and build relationships partners in identified neighborhoods to work in. Assist with GnG development and evaluation. Track meals and Youth VRX program effectiveness.	100%	\$ 60,036.00	\$65,439.24
Family VRX Program Assistanrt	Assist VRX Family Cordinator with program implementation and run youth portion of classes during programs.	100%	\$ 41,600.00	\$41,673.00

Greens-n-Grains Program Assitant	Assist GnG Cordinator with program implementation and run Youth VRX portion of the GnG program model during food distribution.	100%	\$ 41,600.00	\$52,753.00
DICP Office Manager	Responsible for database entry of information of program numbers and data. Support marketing of program and social media posts targeted to specific neighborhoods. Assist with recruitment and office manager tasks associated with program implementation.	25%	\$ 9,750.00	\$9,741.88
DICP Director	Assist with VRX program modification and curriculum development for different populations.	8%	\$ 7,500.00	\$8,175.00
Mobile Pantry Manager	Manage all operations of food bank, assist with mobile pantry sites, handle communication with sites	100%	\$ 52,000.00	\$51,807.00
Mobile Pantry Coordinator	Main driver for majority of mobile sites, handle pick ups and deliveries of food	100%	\$ 45,000.00	\$49,609.00
Care Navigator	Responsible for connecting pantry clients to services - WIC, SNAP, TANF, etc.	100%	\$ 45,000.00	\$80,396.00
VRX Program Assitant	Conduct health related workshops and cooking demos at sites. Develop health related materials to educate pantry clients on food choices.	100%	\$ 45,000.00	\$25,023.00
Pantry Assistant	Assist staff with pantry stocking and GNG/Mobile Pantry cross-over programming	38%	\$ 15,600.00	\$20,080.00
<b>Hourly Employees</b>				
<b>Position Title</b>	<b>Description of Work</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>
GNG/VRX Assistant		25 hrs/wk. x 52 wks.	\$20 per hour	\$31,673.00
Clinical Professional - Contracted Services	Assist coordinators with menu choices for meals conduct pre-screening medical services for Diabetes, HBP, HCL, and oxygen/pulse levels. Conduct 1 workshop on disease prevention measures for participants per session.		Contracted	\$0.00
<b>Total Personnel Services</b>				<b>\$581,054.25</b>
<b>Other / Miscellaneous</b>				
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Per Item Cost</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>
GnG Food Truck	Purchase of food truck for GnG program	1	\$ 8,000.00	\$0.00
Food Truck Kitchen Equipment	\$100.00, 4000w Honda generator - \$2,800, 36" stainless steel table with shelving - \$800, 60" ATOZA undercounter freezer - \$2,800, 36"ATOZA flat-			\$0.00
Kitchen Supplies	Pots, pans, kitchen utensils, mixing bowls, knives, cutting boards, large spoons, various cooking materials for both programs.			\$2,500.00
VRX Staff Computers and Tech Equipment	Computers for each staff member (5), two video recording devices, web camera.			\$25,600.00
Program Furniture & Desks	\$50 x 5 staff. Tables and folding chairs for programming - 5 foldable tables (\$60 per table) and 5 folding chairs (\$25 per chair).			\$3,000.00
Mobile Pantry Truck #2	Purchase of second truck for Mobile Pantry program	1	\$ 25,000.00	\$25,000.00
Mileage Reimbursement	HFDK Staff that use their own vehicles to get to partners for programming		\$ 7,500.00	\$7,500.00
Staff Training	Training of staff in health education, USDA, chid nutrition, charitable food systems, Ist Aid/CPR, food safety, and gardening		\$ 17,000.00	\$17,000.00
Staff Phones	Mobile programming requires use of cell phones by staff for communication		\$7,700	\$7,700.00
Registration & Licensing of second truck			\$ 2,000.00	\$2,000.00
<b>Total Other</b>				<b>\$90,300.00</b>
<b>TOTAL DIRECT COSTS (Supplies &amp; Operating, Personnel, Other)</b>				<b>\$924,937.11</b>
<b>Indirect</b>				
<b>Item</b>	<b>Description</b>			<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>
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.			
<b>TOTAL INDIRECT COSTS</b>				<b>\$92,493.71</b>
<b>TOTAL AMOUNT REQUESTED FROM HFDK</b>				<b>\$1,017,430.82</b>

<b>Total Contract Maximum Amount (August 1, 2021- July 31, 2023)</b>	<b>\$1,429,316.82</b>
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**Exhibit D 02**

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

Invoice #	
Invoice Date	
Purchase Order/ Contract #	
Payment Option	<input type="radio"/> EFT/Direct Deposit - Must be set up* <input checked="" type="radio"/> Mail Reimbursement Check to Remit Address

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:	<a href="mailto:HFDKinvoices@denvergov.org">HFDKinvoices@denvergov.org</a>

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

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



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

Invoice #	
Invoice Date	
Purchase Order/ Contract #	
Payment Option	<input type="radio"/> EFT/Direct Deposit - Must be set up* <input checked="" type="radio"/> Mail Reimbursement Check to Remit Address

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

<b>Total Personnel Expenses</b>				<b>\$ -</b>
<b>Other / Miscellaneous</b>				
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Per Item Cost</b>	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Other Expense</b>				<b>\$ -</b>
<b>Direct Costs -Total</b>				<b>\$ -</b>
<b>Indirect Costs</b>				
<b>Item</b>	<b>Description</b>			
10% Indirect rate (if applicable):				
<b>TOTAL INDIRECT COSTS</b>				<b>\$ -</b>
<b>TOTAL THIS INVOICE</b>				<b>\$ -</b>

<b>Billing Summary</b>	
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**

Organization Name:	0
Invoice Period:	0.00
Invoice #:	0.00
Invoice Date:	0.00
PO/Contract #:	0.00
Final Invoice:	\$ -
Payment Option:	2 Mailed Reimbursement Check

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

Expenditure Categories	Total / Requ
Food and Supplies	
Program Operating Expenses	
Personnel	
Other Costs	
<b>SUB-TOTAL BEFORE INDIRECT</b>	
Indirect	\$
<b>TOTAL THIS INVOICE</b>	<b>\$</b>

*//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 p been achieved.*

Print Name, Title		Date	
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