

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 **BOYS AND GIRLS CLUBS OF METRO DENVER, INC.**, a Colorado nonprofit corporation, whose address is 2017 West 9th Avenue, 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 4, 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 **ONE MILLION THREE HUNDRED THIRTY-SEVEN THOUSAND SIX HUNDRED FORTY DOLLARS AND SIX CENTS (\$1,337,640.06)** (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**, and **Exhibit A-Amendment01** are hereby deleted in their entirety and replaced with **Exhibit A-Amendment02, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A**, and **Exhibit A-Amendment01** are changed to **Exhibit A-Amendment02**.

5. All references in the original Agreement to **Exhibit B, Budget** now refer to **Exhibit B, Exhibit B-1**, 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.

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Contract Control Number: ENVHL-202368513-02 / ENVHL-202159268-02
Contractor Name: BOYS AND GIRLS CLUBS OF METRO DENVER, 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:

REGISTERED AND COUNTERSIGNED:

Attorney for the City and County of Denver

By:

By:

By:

Contract Control Number:
Contractor Name:

ENVHL-202368513-02 / ENVHL-202159268-02
BOYS AND GIRLS CLUBS OF METRO DENVER, INC.

DocuSigned by:
Brynja Seagren
89978484CE2F4D9...

By: _____

Brynja Seagren

Name: _____
(please print)

COO

Title: _____
(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 Boys and Girls Club of Metro Denver, 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.

Boys and Girls Club of Metro Denver has been awarded the following amounts in Healthy Food for Denver's Kids funds:

- **\$306,174** for Term 1 (August 1, 2021 – July 31, 2022)
- **\$458,991.07** for Term 2 (August 1, 2022-July 31, 2023)
- **\$572,474.99 for Term 3 (August 1, 2023-July 31, 2024)**
- Cumulative Maximum Contract Amount: **\$ 1,337,640.06**

II. Program Services and Descriptions

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

Grantee will allocate 35% of five (5) BGCMD Healthy Lifestyles Coordinators' salaries to this grant. These positions bring greater program cohesion, consistency, impact, oversight, and expansion to Denver Clubs. All Healthy Lifestyles Coordinators will work directly in Denver Clubs to Lead HFDK program delivery and collaborate with external partners to enhance program offerings. Services below will be offered year-round except where otherwise noted. In addition, the Healthy Lifestyles Coordinators' supervisor, Manager of Healthy Lifestyles, will allocate 25% of their salary to this grant for overall supervision and oversight of the use and administration of this funding as well as overall programming efforts.

Ten Denver Clubs will participate within this funding; the Club Directors and Program Managers at each of these Clubs will allocate between 10-15% of their salary to this grant.

[Nutrition-Based Education Experiences](#): In order to provide nutrition programming in each community served that is culturally responsive and adaptive to youth interests, BGCMD will provide up to three (3) nutrition-based education experiences per Club/month. These experiences include:

- Nutrition Education Classes: BGCMD will use evidence-based curriculums, such as Healthy LifeStars for K-5th graders and the United States Department of Agriculture (USDA) Power Up Teens for 6th-12th graders, to provide nutrition education classes to youth. Program focus on building healthy habits through hands-on learning opportunities.



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- On-site Gardening: All Clubs with garden access will be provided gardening programming guided by learning materials from the Colorado State University Master Gardener Program and Denver Urban Gardens. Garden programming will be accessible to youth every weekday during the spring and summer.
- Educational Field Trips: BGCMD will provide youth with educational field trips to farms, public gardens, farmers markets, etc. Examples include: Denver Botanic Gardens and The Urban Farm. Field trips enhance nutrition education and healthy lifestyles programming by teaching youth about farming, how to shop for and maintain a healthy diet on a budget, the food system, all while helping them develop interest and knowledge in healthy foods.
- Cooking Classes: Youth and family cooking classes coordinated and implemented by Healthy Lifestyles Coordinators will be offered. Additionally, classes will be offered in partnership with external organizations like GrowHaus, Sticky Fingers, and Slow Cook Denver.

Approximately 15 Club members will participate in each experience/activity. With up to three activities per month across 10 Clubs, this equates to up to 450 Club members served monthly or up to 5,400 Club members served across the full year (potential duplicates). This would increase BGCMD's reach by 43% (or 3,780 kids) compared to our Year 2 proposed reach.

Weekend food boxes- Each Club will distribute five GrowHaus boxes which include fresh, healthy foods each week to five families (per Club). Contents vary, but will include a variety of fruits, veggies, eggs, and bread. These boxes supplement shelf-stable ingredients families have access to through other providers like local food pantries or WIC/SNAP and offset grocery store purchases. Grantee will aim to balance cost-efficient, local procurement, seasonal foods, waste reduction, cultural relevancy, and last-mile delivery options. Each box will include enough food to supplement meals for one week for up to four people. Boxes will be picked up by parents/caregivers when they pick their child up, or delivered to homes under special circumstances. BGCMD estimates that a targeted group of 200 kids will consistently utilize this weekly service.

Quarterly Meal-Based Family Nights. With this funding and the support of our Healthy Lifestyles Coordinators, each Club will offer quarterly family nights featuring a healthy and culturally relevant meal. This activity uses a 2-generation approach that supports youth directly, as well as caregivers. We anticipate 20 families (approximately four (4) individuals per household) will be served at each Club for a total of 720 individuals (180 families) served annually (potential duplicates).

B. Increased field trips, nutrition education, and cooking classes will be led directly by Healthy Lifestyles Coordinators. Club Directors and Program Managers will dedicate time toward food provision efforts (direct weekend food box organization and distribution).



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C. Implementation and Timeline:

i. August 2023 – End of 2023

1. Continue program improvement, expansion, structure/planning, and adjustments
2. Continue offering services, including family enrollment in SNAP and WIC
3. Order and install kitchen appliances: deep refrigerators to improve fresh food storage, update of old appliances, and respond to appliance needs as they arise
4. Fall semester programming begins mid-August. Begin:
 - a. weekly distribution of food boxes at all sites
 - b. nutrition-based educational experiences at each Club with up to three offered per month, provide daily meals and snacks, and ongoing/ad hoc resource navigation/benefit enrollment assistance.
 - c. hosting fall quarterly family meal night
 - d. tracking and monitoring outcomes and spending, conferring with families and kids, adjusting programming based on their wants and needs
5. convening implementation team to discuss grant progress and make adjustments January 2023 – February 2024. Continue:
 - a) weekly distribution of food boxes
 - b) nutrition-based educational experiences at each Club with up to three offered per month, provide daily meals and snacks, and ongoing/ad hoc resource navigation/benefit enrollment assistance.
 - c) hosting winter and spring quarterly family meal nights
 - d) formally and informally conferring with program participants on ongoing basis to meet wants and needs tracking and monitor outcomes and spending, adjust as needed

Begin:

 - a) Gardening program in the spring
 - b) begin planning for end of grant cycle and preparing for new funding cycle
6. March 2024
 - a. Convene implementation team to discuss grant progress, propose community-informed adjustments
7. June 2023 – July 2023
 - a. 8 weeks of summer programming commences in early June and runs through the end of July
 - b. Continue:
 - i. weekly distribution of food boxes



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- ii. nutrition-based educational experiences at each Club with up to three offered per month, provide daily meals and snacks provided through no-cost, non-HFDK sources like Food Bank of the Rockies and Denver Public Schools, and resource navigation/benefit enrollment assistance.
 - iii. hosting quarterly family nights
 - iv. robust gardening and field trip programming
 - v. formally and informally conferring with program participants on ongoing basis to meet wants and needs. Use feedback to adjust in short-term and going into renewal process.
8. July 20234
- a. Grant-year 3 ends
 - b. Prep for new grant cycle: reconvene implementation team and repeat plan from the beginning, with modifications from lessons learned as well as enhancements to the programming.

III. Program Locations:

A. The program will be taking place within the following neighborhoods:

Chaffee Park, Cole, Green Valley Ranch, Lincoln Park, Mar Lee, Montbello, Northeast Park Hill, West Colfax, Westwood

Club Name	Address
Arthur Johnson Boys & Girls Club	3325 W 16th Avenue, Denver, CO 80204
Beach Court Boys & Girls Club	4950 Beach Court, Denver, CO 80221
Broncos Boys & Girls Club	4397 Crown Boulevard, Denver, CO 80239
Cole Boys & Girls Club	3240 Humboldt St, Denver, CO 80205
Cope Boys & Girls Club	808 Inca St, Denver, CO 80204
Green Valley Ranch Boys & Girls Club	4635 Walden St, Denver, CO 80249
Johnson Elementary Boys & Girls Club	1850 S Irving St, Denver, CO 80219
Owen Boys & Girls Club	3480 W Kentucky Avenue, Denver, CO 80219
Vickers Boys & Girls Club	3333 Holly St, Denver, CO 80207
CSLA Boys & Girls Club	7001 Lipan St, Denver, CO 80221

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



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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 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



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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.

The table below summarizes reporting activity and due dates. The dates are subject to change, and/or the timing 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.



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II. 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%

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**

III. Invoice

A. Invoice

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

IV. 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



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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.

V. 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 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 though HFDK
- Meet with an HFDK representative to debrief, share lessons learned about grant process, programming impact, etc.



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- 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.

VI. Other

Grantee shall submit updated documents which are directly related to the delivery of services

Additional document requirements that may be requested for this contract:

- A. Organizational Chart
- B. Updated Certificate of Insurance
- C. Reports and information for Program Evaluation, as required

Exhibit B_Amendment 02

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, DDPHE may contact you with requests for clarifications and/or modifications.

Healthy Food for Denver's Kids Program Budget

Organization Name	Boys & Girls Clubs of Metro Denver	
Term	Year 3	
Request for Proposal Name	Healthy Food for Denver's Kids	

Budget Categories

Food and Supplies

Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Program Supplies	Program supplies for cooking classes, gardening, and other necessary supplies to conduct healthy foods programming and activities. Estimated monthly cost per Club is \$100 x 10 Clubs x 12 months = \$12,000.	120	\$ 100.00	\$12,000.00
Monthly Club Food Allowance	A monthly allowance to be provided to each Club to be used for family nights, healthy daily snacks and meals, and various Denver Club events. The monthly Club food allowance is allocated at \$600. \$600 x 10 Clubs x 12 months = \$72,000.	120	\$ 600.00	\$72,000.00
Kitchen Appliances	Funding will be utilized to purchase deep refrigerators to increase fresh food storage and update/repair various kitchen appliances as needed. The cost is estimated at \$1,500 per Club.	10	\$ 1,500.00	\$15,000.00
Food Boxes	Food Boxes through GrowHaus will be provided for five families/week at each of the Clubs. The boxes will include a variety of fresh produce, eggs, and bread. Each box averages \$45.50/week. \$45.50/box x 5 boxes/Club x 10 Clubs x 45 weeks = \$102,375.	2250	\$ 45.50	\$102,375.00
Total Food and Supplies				\$201,375.00

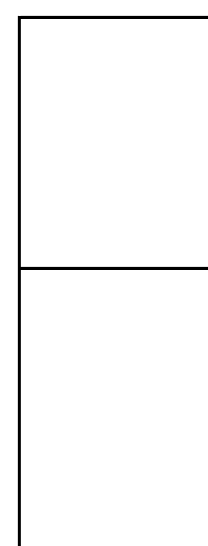
Program Operating Expenses

Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Program Partners & Field Trips	Clubs will provide opportunities for program partners (in-Club experiences) and field trips to expose youth to a variety of experiences across Metro Denver that align with the goals of HFDK. This could include farms, farmers markets, restaurants, culinary schools, botanical gardens, cooking classes, among many other options. Clubs will also utilize GrowHaus to provide culturally responsive family cooking classes for a whole family approach to nutrition education. Each Club will allocate \$250/month for partners and field trips with an additional \$800/year for parnter led family class. \$250 x 12 months = \$3,000 + \$800 = \$3,800/Club x 10 Clubs = \$38,000	10	\$ 3,800.00	\$38,000.00
Professional Development	Professional Development for five (5) Healthy Lifestyles Coordinators and Manager of Healthy Lifestyles to strengthen and enhance programming focused on healthy food access, nutrition education, etc. Funding will support training opportunities, conference fees, and travel to conferences	1	\$ 5,000.00	\$5,000.00
Mileage	Estimated mileage costs for five (5) Healthy Lifestyles Coordinators and Manager of Healthy Lifestyles to travel amongst the 10 Clubs to support programming efforts. Each position will travel approximately 58 miles per month and BGCMD utilizes a rate of \$0.655/mile.	4176	\$ 0.66	\$2,756.16
Total Operating Expenses				\$45,756.16

Personnel and Administrative Services

Salary Employees

Position Title	Description of Work	Percent of Time	Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
5 Healthy Lifestyles Coordinators	BGCMD employs 5 Healthy Lifestyles Coordinators who are responsible for the overall coordination, management, and in-Club implementation of all HFDK grant activities across the 10 Clubs. The average annual salary for this position is \$48,000. \$48,000 x 5 = \$240,000 x 35% = \$84,000.	35%	\$ 240,000.00	\$84,000.00
Manager of Healthy Lifestyles	This position oversees all 5 Healthy Lifestyles Coordinators and ensures the proper management and appropriate funding allocation for HFDK, as well as overall supervision of program activities and curriculum. The Manager of Healthy Lifestyles' annual salary is \$63,000 and will allocate 25% to this grant. \$63,000 x 25% = 15,750.	25%	\$ 63,000.00	\$15,750.00
Club Directors	Club Directors oversee the operations across individual Clubs which include the management of external funding, coordinating and purchasing food, coordinating field trips and external partners, as well as the overall daily schedule of activities which include healthy lifestyles curriculum. Each Club Director will allocate between 10-15% of their time to the scope of work. Salaries of Club Directors vary depending on length of service and experience whereas all 10 Club Directors salaries total: \$610,339.14 x average of 10% = \$61,033.91	10%	\$ 610,339.14	\$ 61,033.91
Program Managers	Program Managers support the overall operations across individual Clubs and play a significant role in the management and purchasing of food and supplies, coordinating field trips and program partners, as well as the overall daily schedule of activities, which include healthy lifestyles curriculum and events. Each Program Manager will allocate between 10-15% of their time to the scope of work. Salaries of Program Mangers vary depending on the length of service and experience whereas the salaries of all 10 Program Mangers total: \$446,444.20 x average 15% = \$66,966.63	15%	\$ 446,444.20	\$ 66,966.63



Fringe	BGCMD allocates 20% of fringe (payroll taxes and health benefits) on all salaries allocated to grants/contracts.	20%	\$ 227,750.54	\$ 45,550.11
Hourly Employees				
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative
				\$0.00
Total Personnel Services				\$273,300.65
Other / Miscellaneous				
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
				\$0.00
Total Other				\$0.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)				\$520,431.81
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 <u>or</u> the organization's federally negotiated rate, based on the total contract budget.	\$52,043.18		
TOTAL INDIRECT COSTS				\$52,043.18
TOTAL AMOUNT REQUESTED FROM HFDK				\$572,474.99

Total Contract Maximum Amount (August 1, 2021-July 31, 2024)	\$1,337,640.06
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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