

AMENDATORY AGREEMENT

This **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 **WEECYCLE**, a Colorado nonprofit corporation, whose address is 20 S. Havana, Suite 210, Aurora, Colorado 80012 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated October 13, 2022 (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 increase the maximum contract amount, update paragraph 7-Examination of Records, add paragraph 35-Compliance with Denver Wage Laws, amend the scope of work exhibit, amend the budget exhibit, and amend the timeline exhibit.

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:**” 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 EIGHTY-THREE THOUSAND FIFTY-NINE DOLLARS AND TWENTY CENTS (\$583,059.20)** (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. Section 7 of the Agreement entitled “**EXAMINATION OF RECORDS:**” is hereby deleted in its entirety and replaced with:

“**7. EXAMINATION OF RECORDS AND AUDITS:** Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the

right to examine, copy and retain copies, at City’s election in paper or electronic form, any pertinent books, documents, papers and records related to Contractor’s performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. Contractor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require Contractor to make disclosures in violation of state or federal privacy laws. Contractor shall at all times comply with D.R.M.C. 20-276.”

3. Section 35 of the Agreement entitled “**COMPLIANCE WITH DENVER WAGE LAWS:**” is hereby added to the Agreement as follows:

“**35. COMPLIANCE WITH DENVER WAGE LAWS:** To the extent applicable to the Contractor’s provision of Services hereunder, the Contractor shall comply with, and agrees to be bound by, all rules, regulations, requirements, conditions, and City determinations regarding the City’s Minimum Wage and Civil Wage Theft Ordinances, Sections 58-1 through 58-26 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid all earned wages under applicable state, federal, and city law in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, the Contractor expressly acknowledges that the Contractor is aware of the requirements of the City’s Minimum Wage and Civil Wage Theft Ordinances and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein.”

4. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-Amendment01, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A-Amendment01**.

5. **Exhibit B** is hereby deleted in its entirety and replaced with **Exhibit B-Amendment01, Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** are changed to **Exhibit B-Amendment01**.

6. **Exhibit D** is hereby deleted in its entirety and replaced with **Exhibit D-Amendment01, Timeline**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit D** are changed to **Exhibit D-Amendment01**.

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

8. This Amendatory Agreement will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

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

Contract Control Number: ENVHL-202472132-01/ENVHL-202263660-01
Contractor Name: WEECYCLE

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-202472132-1/ENVHL-202263660-01
WEECYCLE

By:  _____

Name: Morgan Seibel
(please print)

Title: Executive Director
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A-Amendment 01

SCOPE OF WORK

I. Purpose of Agreement

- A. The purpose of this contract is to establish an agreement and Scope of Services between the Healthy Food for Denver's Kids ("HFDK") Initiative and WeeCycle. WeeCycle 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.

WeeCycle has been awarded the following amounts in Healthy Food for Denver's Kids funds:

- **\$495,499.20** for Term 1 (August 1, 2022 – July 31, 2024)
- **\$87,560** added to Term 1 (August 1, 2022-July 31, 2024))
- Cumulative Maximum Contract Amount: **\$583,059.20**

II. Program Services and Descriptions

- A. The Grantee will be granted funds to provide the following services:
1. WeeCycle's Mobile Baby Essentials Program provides year-round accessible services in targeted underserved and under-resourced areas throughout the Denver-metro area. This mobile service distributes needed items including meals for infants and toddlers, diapers and wipes and other needed items specific to the distribution location. WeeCycle's Mobile Baby Essentials Program has supplied more than 205,000 meals this past year and has been a critical resource to respond on-site during emergent situations in Colorado.
 2. WeeCycle's Mobile Baby Essentials Program launched in response to the overwhelming need for baby essentials that was exacerbated by the COVID-19 health crisis. By collaborating with like-minded organizations already distributing food and other essentials, WeeCycle is able to; consolidate resources, increase efficiency, and eliminate transportation and financial barriers to access basic essentials, all while ensuring the items go directly to underserved populations who need them most. With additional funding, WeeCycle will be able to purchase additional baby formula and baby food to distribute through their mobile distributions each week. WeeCycle's goal is to meet the needs of families experiencing hardship by providing infant and toddler-specific meals of baby food and formula to ensure Colorado children have the basic essentials they need to grow and thrive.
 3. WeeCycle's mobile distributions provide WeeCycle with an opportunity to do direct service work, communicating directly with recipients and learning more about their needs. Through this process, WeeCycle has identified a need for information distribution to family assistance programs in Colorado. Each week, along with the essential items distribution, WeeCycle will distribute SNAP and WIC application information to families seeking support to provide additional support to families in need.



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4. As the need for essential services in Colorado grows, WeeCycle continues to expand the network of partnerships for distributions to serve those at-risk, including, immigrant and refugee populations and others who lack the resources or ability to obtain essential items. As a result, WeeCycle has seen a year-over-year increase in the number of children served; and an increase in the number for meals served to children throughout the Denver metro area. WeeCycle has seen the positive impact that WeeCycle's response efforts have had on the most vulnerable members of the community. In 2021 WeeCycle distributed 2,037,534 diapers, 4,877,564 baby wipes and 205,553 infant and toddler-specific meals of baby food/ formula to serve a total of 41,014 children in Colorado.
 5. Currently, WeeCycle's Mobile Baby Essentials Program serves communities throughout Denver an average of 2 times per week. Locations and partners vary for each distribution event which provides on-site support to the city's most vulnerable families. Among the resources that WeeCycle's Mobile Baby Essentials Program provides, formula is at the top of the request for families served each week due to its high cost (\$20-\$45 per can that lasts several days) and how essential it truly is. For infants up to one year old, baby formula (or breast milk) is the SOLE source of nutrition. There is an expression common among pediatricians, that states, "food for fun, until age one" that depicts quite clearly how reliant infants are on baby formula and breast milk during the first year of life—all other food is just for fun, not for obtaining the nutrients needed. WeeCycle currently spends about \$20,000 each month on baby food and formula to try and meet the need for Denver families and even with this, we continue to run out of formula regularly at our distribution events prior to the events ending.
 6. In the upcoming year WeeCycle seeks to further their direct support to Colorado families by implementing educational opportunities in; meal prep, healthy food, and local fare/produce. Though existing partnerships, WeeCycle will begin to offer fun family cooking classes which will prioritize using local and healthy ingredients to provide hands on opportunities to build skills in the kitchen. The vision for this group will be to purchase locally grow/ sourced ingredients that are budget friendly and easily available to families to provide a foundation for overall health and wellbeing.
- B.** The following roles and/or partners will be instrumental in the success of this grant:
- i. WeeCycle's Mobile Baby Essentials Program is supported by all employees within WeeCycle. Roles to support these efforts currently and into the next 2 years are as follows:
 1. **WeeCycle's Executive Director:** establishes and maintains current community partnerships which are critical for delivering services across the community. This role is also responsible for documenting and reporting the services delivered and developing the strategies and priorities for this program.



EXHIBIT A-Amendment 01

SCOPE OF WORK

2. **WeeCycles Development Director:** also works to establish and maintain community partnerships. This role also provides fundraising support, staff support and direct service as needed.
 3. **Program and Development Administrator** will design program materials and coordinate supporting staff and volunteers.
 4. **Program Directors and Coordinators** will facilitate program delivery, partner data and director service support as needed. This role also collects essential items to be re-distributed.
 5. **Operations Manager-** this role supports the set-up of mobile sites and delivery of necessary items to mobile events as well as direct support as needed
 6. **Volunteers-**2-3 volunteers are needed at each WeeCycle Mobile Essentials Event and responsible for client support, material and essential items distribution as well as overall event support.
 7. Being a small team of 8, all of the WeeCycle staff fill in to directly support WeeCycle's Mobile Baby Essentials distribution events as needed.
- ii. WeeCycle cooking classes-
1. **WeeCycle's Executive Director:** establishes and maintains current community partnerships which are critical for delivering services across the community. This role is also responsible for documenting and reporting the services delivered and developing the strategies and priorities for this program.
 2. **Program and Development Administrator** will design program materials and coordinate supporting staff and volunteers.
 3. **Program Director-** Will establish partnership and location for cooking events as well as direct program support
 4. **Program Coordinators-**will provide on-site support as needed.
- III. **Program Locations:**

The Grantee will serve the following locations;

Neighborhood	Neighborhood	Neighborhood
Athmar Park	Five Points	Harvey Park
Auraria	Globeville	Harvey Park South
Baker	Ruby Hill	Highland
Barnum	Skyland	Hilltop
Capitol Hill	Sloan Lake	Speer
Central Park	South Park Hill	Sun Valley



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Chaffee Park	Clayton	Sunnyside
City Park	Lincoln Park	Valverde
City Park West	Washington Park	Villa Park
Mar Lee	Montbello	West Colfax
Cole	Montclair	Washington Park West
West Highland	North Capitol Hill	Whittier
Platt Park	North Park Hill	East Colfax
Cory - Merrill	Northeast Park Hill	Elyria Swansea

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 draft, 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 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:



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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.

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	July 31 – Aug 15, 2023	Submitted through the Reporting Form



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	narrative description of successes and challenges.		
Report 3 (eighteen 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 4 (24 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.

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%



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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**

III. Implementation and Timeline

A. Timeline

The timeline for this agreement is attached as Exhibit D.

IV. Invoice

A. Invoice

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

V. 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, if requested. Invoices shall be processed with immediate payment terms.

VI. 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;



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- 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 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.

VII. 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



DENVER
THE MILE HIGH CITY

EXHIBIT A-Amendment 01

SCOPE OF WORK

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

Healthy Food for Denver's Kids Program Budget

Organization Name	WeeCycle
Term	Year 2
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK03)

Budget Categories

Food and Supplies

Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Baby Food	For Mobile Baby Essentials distributions (about 2 times per week)	Yes	1144	\$ 10.00	\$11,440.00
Infant Formula	For Mobile Baby Essentials distributions (about 2 times per week)	Yes	6760	\$ 22.00	\$236,280.00
Toddler Formula	For Mobile Baby Essentials distributions (about 2 times per week)	Yes	1248	\$ 12.00	\$14,976.00
Take-Home Groceries	For Participating Families in Cooking Classes	Yes	80	\$ 18.00	\$1,440.00
Total Food and Supplies					\$264,136.00

Program Operating Expenses

Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Insurance	Required Insurance	Yes	1	\$ 1,200.00	\$1,200.00
Vehicle Maintenance/Fuel	Maintenance and Fuel costs for transportation to mobile events	Yes	1	\$ 1,000.00	\$1,000.00
Warehouse Rent	Portion of warehouse rent for storage of supplies, site for collection events	Yes	1	\$ 6,000.00	\$6,000.00
Bins/Tables/Tents/TentWeights	For mobile events	Yes	1	\$ 1,500.00	
Cooking Class Instructor Fees	Includes chef instruction for 1 hour cooking class for up to ten kids and any accompanying adults	Yes	8	\$ 150.00	\$1,200.00
Take Home Supplies for Cooking Classes	Includes kid size aprons, cooking knives, cutting boards, recipes and other supplies to encourage families to keep on cooking!	Yes	80	\$ 18.00	\$1,440.00
Total Operating Expenses					\$10,840.00

Personnel and Administrative Services

Salary Employees

Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Program Director		Yes	15%	\$ 50,000.00	\$7,500.00
Program Administrator		Yes	15%	\$ 50,000.00	\$7,500.00
Executive Director		Yes	5%	\$ 80,000.00	\$4,000.00

Hourly Employees

Position Title	Description of Work	Does this budget item support the Scope of Work?	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Warehouse & Operations Manager	Preparation for mobile events, loading/unloading and tracking supplies requiring about 5 hours of 3-4 staff, collection of supplies, loading/unloading of supplies, recording data from events	Yes	312	\$ 28.00	\$8,736.00
Program Coordinator 1	requiring about 5 hours of 3-4 staff, collection of supplies, loading/unloading of supplies, recording data from events	Yes	520	\$ 20.00	\$10,400.00
Program Coordinator 2	requiring about 5 hours of 3-4 staff, collection of supplies, loading/unloading of supplies, recording data from events	Yes	520	\$ 20.00	\$10,400.00
Total Personnel Services					\$48,536.00

Other / Miscellaneous

Item	Description	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
					\$0.00
					\$0.00

					\$0.00
					\$0.00
					\$0.00
Total Other					\$0.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$323,512.00
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.				\$16,175.60
TOTAL INDIRECT COSTS					\$16,175.60
TOTAL AMOUNT REQUESTED FROM HFDK					\$339,687.60

Total Contract Maximum Amount (August 1, 2022- July 31, 2024)	\$583,059.20
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Exhibit D_Amendment 01

TIMELINE OF ACTIVITIES (limited to two pages)

Add additional activity rows as needed. Remember to include program planning, implementation, management, and data collection/evaluation activities (including monitoring and reports).

Activity	Year 1 2022-2023				Year 2 2023-2024			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WeeCycle Cooking Classes								
Identifying partners /locations for classes	X							
Developing Materials/curriculum for use in class	X							
Acquire supplies and identify vendors	X							
Begin hosting classes monthly		X	X	X	X	X	X	X
Class feedback and survey		X	X	X	X	X	X	X
Reporting and assessment			X				X	

Q1=Aug-Oct

Q2=Nov-Jan

Q3=Feb-April

Q4=May-July

Activity	Year 1 2022-2023				Year 2 2023-2024			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WeeCycle Mobile Baby Essentials								
Continuation of services with current Partners	X	X	X	X	X	X	X	X
Purchase of Formula and Baby Food with HDFK Funds	X	X	X	X	X	X	X	X
Develop new partnerships in un-served Denver communities	X		X		X		X	
Program feedback and survey	X	X	X	X	X	X	X	X
Reporting and assessment	X		X		X		X	

Q1=Aug-Oct | Q2=Nov-Jan | Q3=Feb-April | Q4=May-July