

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 **LIFESPAN LOCAL LLC**, a Colorado limited liability company, whose address is 4407 Morrison Road, Denver, Colorado 80219 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated December 13, 2022 (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, Scope of Work, to the City’s satisfaction.

B. The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, update paragraph 7-Examination of Records, rescind paragraph 19-No Employment of Workers without Authorization, add paragraph 35-Compliance with Denver Wage Laws, amend the scope of work exhibit, amend the budget exhibit, and amend the 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, 2022**, and will expire on **July 31, 2025** (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 FIVE HUNDRED NINETY-FIVE THOUSAND FIVE HUNDRED SIXTY DOLLARS AND FIFTY-SEVEN CENTS (\$1,595,560.57)** (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in **Exhibit A**. Any services performed beyond those in **Exhibit A** are performed at Contractor’s risk and without authorization under the Agreement.”

3. Section 7 of the Agreement entitled “**EXAMINATION OF RECORDS:**” 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.”

4. 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.]”

5. 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.”

6. **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**.

7. All references in the original Agreement to **Exhibit B, Budget** are changed to **Exhibit B** and **Exhibit B-Amendment01**, attached and incorporated by reference herein.

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

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

10. 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-202474404-01| ENVHL- 202263672-01
Contractor Name: LIFESPAN LOCAL LLC

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

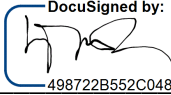
By:

By:

By:

Contract Control Number:
Contractor Name:

ENVHL-202474404-01| ENVHL- 202263672-01
LIFESPAN LOCAL LLC

By:  _____
498722B552C0485...

Name: Lydia Prado
(please print)

Title: Executive Director, Lifespan Local
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A_Amendment01

SCOPE OF WORK

I. Purpose of Agreement

The purpose of this contract is to establish an agreement and Scope of Services between the Department of Public Health and Environment and Lifespan Local Inc (the “Provider”).

The Provider shall provide the identified services for the City under the support and guidance of the Denver Department of Public Health and Environment using best practices and other methods for fostering a sense of collaboration and communication.

Lifespan Local has been awarded the following amounts in Healthy Food for Denver’s Kids funds:

- **\$918,038.00** for Term 1 (August 1, 2022 – July 31, 2024)
- **\$677,552.21** for Term 2 (August 1, 2024-July 31, 2025)
- Cumulative Maximum Contract Amount: **\$1,595,560.51**

II. Program Services and Descriptions

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

Lifespan Local will work toward the goal that “All Denver Kids have access to healthy, nutritious food and food education that helps them grow, live, and thrive for life.” Lifespan will: 1. Increase food access through distributing healthy food to families with children 0-5 years old, 2. Increase food security by providing education and assistance in applying for food assistance programs, and 3. Increasing access to food and nutrition education by teaching healthy cooking and nutrition classes to children and their caretakers.

Objective	Activities	Timeline
<p>Objective 1: LSL will connect youth and their families to Community Food Organizations (CFOs) and have access to healthy, affordable, and culturally relevant food in their neighborhoods) by strengthening the coordination ability and work capacity of Lifespan Local and the SWFC.</p>	<ul style="list-style-type: none"> • Provide food directly to families through schools, ECE providers, and other youth facing organizations. Lifespan is currently providing ~2,700 pounds of healthy and culturally appropriate food each week to 125 low-income families with children 0-5 years old via 9 school partners through our current HFDK Grant work. Food is purchased primarily from local producers and brokers. Lifespan Local will expand this food distribution to provide 15% more food to our partners that serve children 0-5. This work will be completed weekly by the Program Manager with assistance from volunteers and community 	<p>Completion by July 31, 2025 (Weekly and Quarterly)</p>



EXHIBIT A_Amendment01

SCOPE OF WORK

	<p>connectors who will sort and prepare all of the food.</p> <ul style="list-style-type: none"> • Connect children and their families to existing community food organizations by distributing outreach materials to and meeting with local schools, ECE centers, FFN providers, and youth-facing non-profits. These are updated quarterly and are in English and Spanish. We provide printed flyers to every family every week when we distribute healthy foods to ECE and preschool providers. These flyers have information about services at local food organizations and other services and events that are relevant to this population. • Lifespan Local has completed periodic surveys with families receiving food from our distributions to ensure the food we are providing matches their needs. We recently processed data from over 200 surveys that will inform our food purchasing. • Provide food directly to FFN (Family, Friend, Neighbor) Providers. Lifespan currently provides ~300 pounds of healthy and culturally appropriate food each week to 40 FFN Providers. Lifespan does this by packing food boxes and distributing them directly to providers. We are now partnering with the newly formed group, Connection FFN, which provides comprehensive support for local FFN's. We are working directly with them to provide food access to their FFN's. Lifespan Local has been expanding our current food distribution and plans to provide food to additional FFN providers as allowed by funding. 	
<p>Objective 2: Federal Nutrition Assistance Program Enrollment</p>	<ul style="list-style-type: none"> • Lifespan Local will hire two part-time Health Benefits Navigators to co-locate in schools and ECE providers on a rotating basis. Lifespan Local just 	<p>Completion by July 31, 2025 (ongoing)</p>



EXHIBIT A_Amendment01

SCOPE OF WORK

	<p>completed trainings and we are an authorized SNAP Peas partner. We have created a program to provide high quality SNAP education and application assistance to the community. We recently received additional training from Denver Human Services to ensure we're providing correct information regarding public charge given the population we work with. We will hire two part-time bilingual Benefits Navigators to provide these services.</p>	
<p>Objective 3: Youth experience broad food system education, including growing, cooking, and eating healthy food through two methods:</p>	<ul style="list-style-type: none"> • Provide healthy cooking/nutrition classes to children 0-5 and their caretakers. We currently have one Nutrition Educator teaching classes at 5 different sites every week. This Educator has many years of experience providing these services and classes are taught in Spanish. This Educator will be working for BuCu West, a partner agency that Lifespan Local will contract with. Lifespan Local will hire one additional Nutrition Educator to provide these services to additional sites The Program Manager and Nutrition Educators will work to increase nutrition education through nutrition education flyers, recipe cards, and social media posts. Lifespan Local has a partnership agreement with Nourish/Cooking Matters and has been trained in provision of their 6-week course. Our new Nutrition Educator will be trained on this curriculum. In addition, we are forming a partnership with Rocky Mountain Prevention Research Center to provide guidance to all of our nutrition related services and provide additional support to tailor our Cooking Matters courses to our specific population. • Lifespan Local's Program Manager will coordinate the efforts of existing CFO partners (some of whom provide 	<p>Completion by July 31, 2025 (ongoing)</p>



EXHIBIT A_Amendment01

SCOPE OF WORK

	<p>services currently under HFDK) to ensure Lifespan Local is casting a net of services across the community and not duplicating work. Lifespan Local supports the individual efforts of their CFO's and the potential impact of coordinated efforts and sharing of resources. As partners express interest in nutrition education outside of what we are able to provide, we will coordinate partnerships with other nutrition education providers such as Slow Food, other Cooking Matters partners, and Veggie Rx at Denver Inner City Parish.</p>	
--	---	--

A. The following roles and/or partners will be instrumental in the success of this grant:

i. Roles

1. **Project Director:** leads the SWFC, sets goals and expectations to achieve outcomes of the grant program. Primarily responsible for supporting food team members by providing them with the tools and supports they need to be successful.
2. **Program Manager:** develops relationships with schools, ECE, and FFN providers; coordinates weekly food distributions, outreach and feedback surveys, manages reports, tracking, and evaluation, manages communication with HFDK team, completes monthly invoices, manages budget, oversees work of contractors.
3. **Community Connectors:** develop and maintain relationships with schools, ECE, and FFN network. Provide outreach materials and complete surveys with youth and families.
4. **Health Benefits Navigators:** provide benefits education and enrollment at schools and community location in SWD.
5. **Volunteers:** assist with sorting and prepping food for weekly food distribution. Assist with loading, unloading, and sorting food at our food hub.
6. **Food Systems Coordinator:** orders food, pays invoices, schedules meetings, etc.
7. **Operations Manager:** delivers food to schools weekly; drives food from hub to CFOs; grocery rescue, pick-ups from FBR.
8. **Nutrition Educators:** offer youth education classes at schools and community locations, including ECE sites. These classes include nutritional information, healthy cooking, and benefits education

ii. Partnerships

1. Lifespan Local's Southwest Food Coalition is comprised of the following members: Revision, , Community Ministry, Coalition to End Hunger in



EXHIBIT A_Amendment01

SCOPE OF WORK

Lakewood, Commun, Servicios, Inter Family Community Services, Benefits in Action, Denver Sustainable Food Policy Council, DDPHE, Sharing with Sheridan, Rocky Mountain Farmers Union, St. Anthony’s of Padua, Praise Center Church, Joy’s Kitchen, Denver Indian Center, Sun Valley Kitchen, Kaizen Food Rescue, Denver City Council District 3, City and County of Denver Community Planning and Development, Westside International Church, Kipp Schools, Kepner Beacon, Munroe Elementary School, Godsman Elementary School, MSLA, Iglesia di dios Pentecostal, Pascual le Doux Academy, Jefferson County Public Health, Denver Inner City Parish, Southwest Improvement Council, CMS Elementary School, Iglesia Amistad, Denver Food Rescue, Catholic Charities, Sprout City Farms, Valverde Elementary School, Goldrick Elementary School, Gust Elementary School, Savio House, Little Hands Little Hearts, Little Einsteins, Bambinos, Johnson Elementary, Florence Crittenton, Denver Childcare Academy, and the Salvation Army.

2. Roots Family Center is a close partner of Lifespan Local who is deeply connected to FFN providers in SW Denver. While Lifespan Local has a wide network of existing partners, they are just scratching the surface on connecting to leaders and community groups. There are dozens of churches, schools, childcare centers, FFN providers, and community agencies in SWD and Lifespan Local is seeking the assistance of paid community connectors and their Community Advisory Board to help connect and collaborate with existing BIPOC comprised and lead communities.
3. Lifespan Local partners with regional government agencies to align their work with current initiatives and gain support from elected officials. Partners include Jefferson County Public Health, Denver Department of Public Health and Environment, Denver City Council Districts 3, 7, and 2, Denver and Lakewood Community Planning and Development.
4. Lifespan Local partners with regional charitable food suppliers to secure culturally appropriate/healthy food, improve delivery and shared infrastructure and transportation. Regional partners include: Food Bank of the Rockies, We Don’t Waste, Denver Food Rescue, East Denver Food Hub, Frontline Farms and GoFarm.

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

Geographical Location	Please check all that apply
Citywide	<input type="checkbox"/>
Athmar Park	<input checked="" type="checkbox"/>
Baker	<input type="checkbox"/>
Barnum	<input checked="" type="checkbox"/>
Barnum West	<input checked="" type="checkbox"/>
Belcaro	<input type="checkbox"/>
Chaffee Park	<input type="checkbox"/>



EXHIBIT A_Amendment01

SCOPE OF WORK

Clayton	<input type="checkbox"/>
Cole	<input type="checkbox"/>
College View	<input checked="" type="checkbox"/>
Cory-Merril	<input type="checkbox"/>
East Colfax	<input type="checkbox"/>
Elyria Swansea	<input type="checkbox"/>
Five Points	<input type="checkbox"/>
Gateway-Green Valley Ranch	<input type="checkbox"/>
Globeville	<input type="checkbox"/>
Goldsmith	<input type="checkbox"/>
Harvey Park	<input checked="" type="checkbox"/>
Harvey Park South	<input checked="" type="checkbox"/>
Kennedy	<input type="checkbox"/>
Lincoln Park	<input type="checkbox"/>
Mar Lee	<input checked="" type="checkbox"/>
Montbello	<input type="checkbox"/>
Northeast Park Hill	<input type="checkbox"/>
Platt Park	<input type="checkbox"/>
Ruby Hill	<input checked="" type="checkbox"/>
Sun Valley	<input checked="" type="checkbox"/>
Sunnyside	<input type="checkbox"/>
University	<input type="checkbox"/>
Valverde	<input checked="" type="checkbox"/>
Villa Park	<input type="checkbox"/>
Washington Park	<input type="checkbox"/>
Washington Park West	<input type="checkbox"/>
Washington Virginia Vale	<input type="checkbox"/>
Westwood	<input type="checkbox"/>
Whittier	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

III. Evaluation, Outcome Measures and Deliverables

A. Process and Outcome Measures/Deliverables

The Provider will report on the process measures and outcome measures. The measures in the surveys Providers will answer will align with the items and descriptions in the “objectives” section above. A general description of types of measures are listed below, but the final measures will be decided upon with the Provider in collaboration with the HFDK Evaluation contractor and staff. The HFDK evaluation contractor is available to provide technical



EXHIBIT A_Amendment01

SCOPE OF WORK

assistance to the Provider on the development and implementation of their metrics, as needed.

Process measures are outputs of operating the agreed-upon program. These may include, for example, number of classes or events held, number of students reached, number of meals served, or number of partnerships developed, among others. The Provider will be asked to collect demographic information for participants as much as possible to help report progress on disparities and direct efforts more equitably.

Outcome measures are longer-term results of the program that demonstrate impact. These may include, for example, changes in attitudes or behaviors, curriculum or policy changes within an organization, etc.

Participation in the Macro Evaluation

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

IV. Performance Management and Reporting

A. Performance Management

Monitoring will be performed by Denver Department of Public Health and Environment (DDPHE) staff and/or designee.

The Provider will be reviewed for:

1. **Program Monitoring/Evaluation-Related Activities:** Review and analysis of current program information to determine the extent to which the Provider is achieving established agreed upon goals. This may include the review and analysis of Evaluation Dashboards, the Reporting Form and Annual reports. As needed, DDPHE may attend evaluation site visits or check-ins to understand progress towards agreed-upon goals in this agreement.
2. **Fiscal Monitoring:** Review financial systems and billings to ensure that contract funds are allocated and expended in accordance with the terms of the agreement.
3. **Administrative Monitoring:** Monitoring to ensure that the requirements of the contract document, Federal, State and City and County regulations, and DDPHE policies are being met.

B. Reporting



EXHIBIT A_Amendment01

SCOPE OF WORK

The Provider will be responsible for reporting on program outputs and outcomes.

Lifespan Local will be responsible for reporting on the following Sections of the Evaluation Survey; Food Access and Food/Nutrition Assistance.

The table below summarizes reporting activity and due dates. The dates and or frequency may be subject to change.

Report # and Name	Description	Due Date	Reports to be sent to:
Reports	Progress on outcome measures as outlined by HFDK Evaluation Contractor. Report of previous quarter of activities. Upload relevant evaluation documents. Additional narrative description of successes and challenges.	Quarterly Reporting. Due dates TBD. Please see the quarterly schedule: Q1: August- October Q2: November-January Q3: February-April Q4: May-July	Submitted through QuickBase, or the platform selected by the HFDK Evaluation Contractor
Other reports as requested	To be determined (TBD)	TBD	TBD

C. Evaluation Support

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

The Provider will be responsible for reporting on process and outcome measures on a quarterly basis. The Provider’s data submitted to the monitoring platform will be used in the macro evaluation to measure progress across the entire cohort of HFDK grantees and will additionally be given back to the Provider to support their own work. Importantly, the Monitoring Platform may also include a few open-ended questions about strategy, challenges and successes for the Provider to fill out.

V. Budget

A. Budget

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



EXHIBIT A_Amendment01

SCOPE OF WORK

- 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%

Indirect Cost Limit: The Provider'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 HFDK invoice template is attached as **Exhibit C**.

VII. Payments

- A. A complete invoice package shall be completed and submitted to the HFDKinvoices@denvergov.org email on or before the 15th of each month following the month of services rendered 100% of the time.
- B. All non-personnel purchases of \$1,000 or more must have back up documentation submitted with the complete invoice package each month to HFDK. Provider is required to keep on file all documentation of purchase of items and/or payment less than \$1,000 but does not need to submit those back up documents with invoice and report. Provider must keep all personnel files and other documentation on hand related to this grant for audit purposes.
 - a. When submitting backup documentation, Provider must indicate which purchases within a receipt were purchased with Healthy Food for Denver's Kids projects, and which were not.
- C. Provider shall use preferred invoice template. **Invoices shall be processed with immediate payment terms.**
- D. Invoice timeliness, use of invoice templates, attendance to invoice training, and other factors will be used in determining compliance.



EXHIBIT A_Amendment01

SCOPE OF WORK

VIII. General Grant Requirements

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

- i. Access to healthy food, including up to three healthy meals and snacks per day, with emphasis on filling gaps when meals are not already provided;
 - 1. May include buying and distributing local food from Colorado farms, ranches and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than compared out-of-state foods) For example, if a pound of carrots grown out of state costs \$1.00 and a pound of carrots grown in Colorado is \$1.08, it would be acceptable to purchase the higher priced carrots.
- ii. Hands-on experiential education and public health programs associated with farming, gardening, cooking, nutrition, dietary and home economics, and healthy eating
 - 1. May include buying and utilizing local food from Colorado farms, ranches, and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than comparable out-of-state foods, see above 1a. for an example)

Additionally, programs must:

- A. Encourage consumption of a variety of culturally responsive foods with high nutrient content: vegetables, fruits, whole grain, lean protein and low-fat dairy
- B. It is encouraged to serve as many of the items fresh and/or simply prepared as possible, as opposed to ultra-processed foods.
- C. NOT use HFDK funds to purchase any of the following items:**
 - i. All diet or regular sodas and sports/energy drinks
 - ii. Flavored/added sugar milk
 - iii. Juice of all kinds, including both fruit and vegetable juice drinks and 100% juice
 - iv. Candy
 - v. Sweet desserts and snacks like cakes, pastries, cupcakes, pies and brownies
 - vi. Sweet breakfast foods (e.g. sugary cereals, donuts, toaster pastries)
 - vii. Dairy desserts (e.g., ice cream, milkshakes)
- D. Limit the purchase and preparation of deep-fried, par fried, or flash fried foods (e.g. fried chicken, French fries, potato chips)
- E. Limit the preparation and purchase of foods with partially hydrogenated oil (Trans fat).
- F. Be tied directly to activities located within the City and County of Denver that serve youth who are Denver residents
- G. Benefit low-income and/or historically/currently under-resourced youth ages 18 and under

Additional, Provider will be asked to:

- A. Ensure snacks or meals are healthy by meeting, at minimum, the Healthy Food for Denver’s Kids Nutrition Guidelines.
- B. Attend evaluation and other capacity building workshops. Providers are highly encouraged to attend trainings offered though HFDK. The Evaluation kick off meeting, initial 1:1 with HFDK Program staff, invoice training, and orientation are mandatory meetings.



EXHIBIT A_Amendment01

SCOPE OF WORK

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

IX. Other

- A. *Provider shall submit updated documents which are directly related to the delivery of services*
- B. Additional document requirements that may be requested for this contract:
 - i. organizational Chart
 - ii. updated Certificate of Insurance
 - iii. reports and information for Program Evaluation, as required.

Exhibit B_Budget_Amendment01

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	Lifespan Local
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
Food	Fresh food for cooking classes and direct distribution to families	yes	63,000	\$ 2.00	\$172,000.00
Supplies	Supplies - tape, shrink wrap, boxes	yes	1050	\$ 5.00	\$7,000.00
Flyer design and printing	Bilingual outreach materials re: pantry access	yes	5000	\$ 1.00	\$7,405.90
					\$0.00
					\$0.00
Total Food and Supplies					\$186,405.90

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
Stipends for volunteers	4 volunteers, 3 hours weekly - food assembly	yes	625.00	\$ 25.00	\$15,625.00
Food storage rental space	Perishable food storage space rental at FERN	Yes	12	\$ 1,000.00	\$12,000.00
Truck maintenance and gas	25% of cost for quarterly maintenance and weekly gas	yes	4	\$ 1,000.00	\$4,000.00
					\$0.00
					\$0.00
Total Operating Expenses					\$31,625.00

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
Project Director - Lifespan Local	Oversight of HFDK programming, team support with 3% COLA from Y1	yes	20%	\$ 84,754.00	\$16,950.80
Project Manager - Lifespan Local	Daily management of HFDK program with 3% COLA from Y1	yes	100%	\$ 65,920.00	\$76,800.00

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
Community Connector - Lifespan Local	Part time outreach, connecting youth/families to community orgs with 3% COLA from Y1	yes	1040	\$ 25.75	\$26,780.00
Community Connector - Lifespan Local	Part time outreach, connecting youth/families to community orgs with 3% COLA from Y1	yes	1040	\$ 25.75	\$26,780.00
Administrative Assistant - Lifespan Local	Ordering food, paying invoices, scheduling meetings with 3% COLA from Y1	yes	1040	\$ 25.75	\$26,780.00
Driver - Lifespan Local	Delivery of food to CFOs with 3% COLA from Y1	yes	1040	\$ 25.75	\$26,780.00
Drivers - Kaizen	Deliver food weekly to FFD providers with 3% COLA from Y1	yes	2080	\$ 17.00	\$35,349.60
Health Benefits Navigators - part time - Benefits in Action	Benefits education and enrollment with 3% COLA from Y1	yes	1040	\$ 22.66	\$23,566.40
Health Benefits Navigators - part time - Benefits in Action	Benefits education and enrollment with 3% COLA from Y1	yes	1040	\$ 22.66	\$20,280.70
Nutrition Educator - part time	Lead health eating classes with 3% COLA from Y1	yes	1040	\$ 22.66	\$11,737.88
Total Personnel Services					\$291,805.38

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

		Total Other	\$0.00
		TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)	\$509,836.28
Indirect			
Item	Description	Total Amount Requested from Healthy Food for Denver's Kids Initiative	
Indirect rate (if applicable): 10%	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.	\$50,155.90	
		TOTAL INDIRECT COSTS	\$50,155.90
		TOTAL AMOUNT REQUESTED FROM HFDK	\$559,992.18

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	Lifespan Local
Term	Year 3
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
Food	Fresh food for cooking classes and direct distribution to families	Yes	100,000	\$ 2.00	\$200,000.00
Supplies	Supplies - tape, shrink wrap, boxes	Yes	1550	4.98	\$7,717.70
Flyer design and printing	Bilingual outreach materials re: pantry access	Yes	2500	\$ 1.00	\$2,500.00
Marketing material	Tshirts, cooking tools, tote bags,pens	Yes	500	\$ 5.00	\$2,500.00

Total Food and Supplies \$212,717.70

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
Volunteer appreciation	4 volunteers, 3 hours weekly - food assembly	Yes	625.00	\$ 25.00	\$15,625.00
Food storage/rental space	Perishable food storage space rental at FERN	Yes	12	\$ 350.00	\$4,200.00
Truck maintenance and gas	25% of cost for quarterly maintenance and weekly gas	Yes	4	\$ 2,000.00	\$8,000.00
					\$0.00

Total Operating Expenses \$27,825.00

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
Project Director - Lifespan Local	Oversight of HFDK programming, team support with 3% COLA from Y2	Yes	20%	\$ 100,712.00	\$20,142.40
Project Manager - Lifespan Local	Daily management of HFDK program with 3% COLA from Y2	Yes	100%	\$ 79,104.00	\$79,104.00
Food Operations Manager	Delivery of food to CFOs with 3% COLA from Y2	Yes	65%	\$ 84,883.00	\$ 55,173.95
Food Systems Coordinator	Ordering food, paying invoices, scheduling meetings with 3% COLA from Y2	Yes	65%	\$ 71,190.00	\$ 46,273.50

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
Community Connector - Lifespan Local	Part time outreach, connecting youth/families to community orgs with 3% COLA from Y2	Yes	1040	\$ 28.00	\$29,120.00
Community Connector - Lifespan Local	Part time outreach, connecting youth/families to community orgs with 3% COLA from Y2	Yes	1040	\$ 28.00	\$29,120.00
Health Benefits Navigators - part time	Benefits education and enrollment with 3% COLA from Y2	Yes	1040	\$ 28.00	\$29,120.00
Health Benefits Navigators - part time	Benefits education and enrollment with 3% COLA from Y2	Yes	1040	\$ 28.00	\$29,120.00
Nutrition Educator - part time	Lead health eating classes with 3% COLA from Y2	Yes	1040	\$ 28.00	\$29,120.00
Nutrition Educator - part time	Lead healthy eating classes with 3% COLA from Y2	Yes	1040	\$ 28.00	\$29,120.00

Total Personnel Services \$375,413.85

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

Total Other \$0.00

TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)		\$615,956.55
Indirect		
Item	Description	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Indirect rate (if applicable): 10%	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.	\$61,595.66
TOTAL INDIRECT COSTS		\$61,595.66
TOTAL AMOUNT REQUESTED FROM HFDK		\$677,552.21

Total Contract Amount (August 1, 2022-July 31 2025)	\$1,595,560.51
--	-----------------------

Increased due to gas

Ken

Mara

Matt

Claudia

E)

Denver Department of Public Health

Invoice #	
Date Invoice is sent to HFDK	
Purchase Order/ Contract #	PO-00122338
Payment Option	ACH

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

Expenditure		Budget Category
Item	Description of Item	Food and
Food	Fresh food for cooking classes and direct distribution to families	
Supplies	Supplies - tape, shrink wrap, boxes	

Flyer design and printing	Bilingual outreach materials re: pantry access
Marketing material	tshirts, cooking tools, tote bags,pens
Program Opera	
Item	Description of Item
Stipends for volunteers	4 volunteers, 3 hours weekly - food assembly
Food storage rental space	Perishable food storage space rental at FERN
Truck maintenance and gas	25% of cost for quarterly maintenance and weekly gas
Salary Em	
Position Title	Description of Work
Project Director - Lifespan Local	Oversight of HFDK programming, team support with 3% COLA from Y2

Project Manager - Lifespan Local	Daily management of HFDK program with 3% COLA from Y2
Operations Manager	Delivery of food to CFOs with 3% COLA from Y2
Hourly Em	
Position Title	Description of Work
Community Connector - Lifespan Local	Part time outreach, connecting youth/families to community orgs with 3% COLA from Y2
Community Connector - Lifespan Local	Part time outreach, connecting youth/families to community orgs with 3% COLA from Y2
Administrative Assistant - Lifespan Local	Ordering food, paying invoices, scheduling meetings with 3% COLA from Y2
Health Benefits Navigators - part time	Benefits education and enrollment with 3% COLA from Y2
Health Benefits Navigators - part time	Benefits education and enrollment with 3% COLA from Y2
Nutrition Educator - part time	Lead health eating classes with 3% COLA from Y2
Nutrition Educator - part time	Lead healthy eating classes with 3% COLA from Y2
Other / Mis	

Item	Description
Indir	
Item	Description
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on re based on the total cont

Billing Summary	
	Total Contract Amount for Year 1
	Advanced Funds Invoiced (if applicable)
	Cumulative Amount Previously Invoiced
	Amount of this Invoice

Total Invoiced to Date
Budget Amount Remaining

<input type="checkbox"/>
<input type="checkbox"/>

This grantee agrees that the persons served on this grant are City and County

This grantee agrees that, to the best of their ability, preferentially procured for

I/We affirm the claimed expenses comply with the budget provisions of the contract and are reasonable

Print Name, Title	Date

Exhibit E_Amendment 01
Health and Environment - Healthy Food for Denver's Kids

Organization Name	Lifespan Local
Invoice Period	
Final Invoice Amount	\$ -
Payment Terms	Immediate
Grantee Waives Prompt Pay	
From:	Lifespan Local
Contact Name:	
Remit Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	

			Total Amount
Categories			
Supplies			
Quantity	Per Item Cost	Total Amount Requested from HFDK	Total For this invoice
100,000	\$ 2.00	\$200,000.00	
1200	\$ 5.00	\$6,000.00	

5000	\$	1.00	\$2,500.00	
500	\$	5.00	\$2,500.00	
Total Food and Supplies			\$211,000.00	\$ -
Operating Expenses				
Quantity		Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
625.00	\$	25.00	\$15,625.00	
12	\$	350.00	\$4,200.00	
4	\$	1,930.00	\$7,720.00	
Total Operating Expenses			\$27,545.00	\$ -
Employees				
Percent of Time		Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
20%	\$	100,711.26	\$20,142.25	

100%	\$	79,104.00	\$79,104.00	
	66%	\$ 84,882.61	\$ 56,022.52	
Employees				
Hours		Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
1040	\$	28.00	\$ 29,120.00	
1040	\$	28.00	\$ 29,120.00	
1466	\$	32.33	\$ 47,395.78	
1040	\$	28.00	\$ 29,120.00	
1040	\$	28.00	\$ 29,120.00	
1040	\$	28.00	\$ 29,120.00	
1040	\$	28.00	\$ 29,120.00	
Total Personnel Services			\$ 377,384.55	\$ -
Cellaneous				

Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
Total Other		\$0.00	\$ -
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)		\$615,929.55	
ect			
		Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
1 reimbursement for indirect costs <u>or</u> the organization's federally negotiated rate, contract budget.		\$61,592.96	
TOTAL INDIRECT COSTS		\$61,592.96	
Total Expense for this Invoice			\$ -

\$677,522.51
N/A
\$ -

\$	-
	\$677,522.51

y of Denver residents, and/or have, to the best of their ability, ensure that the primary beneficiaries are City and County of Denver residents.
id from Colorado farms, ranches and food manufacturing businesses, so long as they are less than 10% more expensive than comparable out of state foods.

e and necessary, that all relevant progress or other reports have been filed, and all contract milestones and/or tasks related to the