

THIRD AMENDATORY AGREEMENT

This **THIRD AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a home rule and municipal corporation of the State of Colorado (the “City”) and **THE DENVER INNER CITY PARISH, INC.**, a Colorado nonprofit corporation, whose address is 1212 Mariposa Street, Denver, Colorado 80204 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated August 2, 2021, an Amendatory Agreement dated October 26, 2022, and a Second Amendatory Agreement dated April 19, 2023 (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 **TWO MILLION SEVEN HUNDRED ONE**

THOUSAND NINETY-SIX DOLLARS AND NINETY CENTS (\$2,701,096.90) (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in **Exhibit A**. Any services performed beyond those in **Exhibit A** are performed at Contractor’s risk and without authorization under the Agreement.”

3. Section 19 of the Agreement entitled “**NO EMPLOYMENT OF WORKERS WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:**” is hereby deleted in its entirety and replaced with:

“19. [RESCINDED.]”

4. **Exhibit A, Exhibit A-Amendment01, and Exhibit A-Amendment02** are hereby deleted in their entirety and replaced with **Exhibit A-Amendment03, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** and **Exhibit A-Amendment01, and Exhibit A-Amendment02** are changed to **Exhibit A-Amendment03**.

5. All references in the original Agreement to **Exhibit B, Budget** now refer to **Exhibit B, Exhibit B-Amendment01, Exhibit B-Amendment02, and Exhibit B-Amendment03**. **Exhibit B-Amendment03** 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 Third 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:
Contractor Name:

ENVHL-202368508-03/ ENVHL-202159248-03
THE DENVER INNER CITY PARISH, 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-202368508-03/ ENVHL-202159248-03
THE DENVER INNER CITY PARISH, INC.

By:  _____

Jason Torrez

Name: _____
(please print)

Program Director

Title: _____
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A_Amendment03

SCOPE OF WORK

I. Purpose of Agreement

- A. The purpose of this contract is to establish an agreement and Scope of Services between the City and County of Denver's Healthy Food for Denver's Kids ("HFDK") Initiative and Denver Inner City Parish, the ("Grantee"). The Grantee shall provide the identified services for the City under the support and guidance of the Denver Department of Public Health and Environment, **Healthy Food for Denver's Kids Initiative** using best practices and other methods for fostering a sense of collaboration and communication.

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

- **\$411,886** for Term 1 (August 1, 2021 – July 31, 2022)
- **\$1,017,430.82** for Term 2 (August 1, 2022-July 31, 2023)
- **\$1,271,780.08** for Term 3 (August 1, 2023 – July 31, 2024)
- Cumulative Maximum Contract Amount: **\$2,701,096.90.**

II. Program Services and Descriptions

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

For the third and final term of the HFDK02 funding, DICP requests funding to both sustain and continue its existing hunger and food security programming and to expand programming. DICP has leveraged learnings from the first two funding terms, August 1, 2021, through July 31, 2022, and August 1, 2022, through July 31, 2023, to inform ongoing programmatic and operational adjustments, which will directly impact DICP's implementation of hunger, healthy food, and health education programs in the upcoming third term, enabling the organization to broaden its reach and provide deeper engagement with the community. Additionally, DICP will expand its existing services by launching a new program component of Veggie Rx that transcends programming at the individual and relationship level of the social ecological model to implement strategies at the environmental or community level, saturating the community with health strategies that derive from DICP's Veggie Rx Curriculum, Greens-N-Grains meal development, Mobile Food Pantry, and Mobile Care Navigation Services.

Between August 1, 2023, and July 31, 2024, DICP will provide the following programs and services to address food insecurity and hunger among Denver's families:

The GNG Food Truck: The foundation of the mobile program, DICP's Food Truck will distribute healthy meals to youth in Denver food deserts and neighborhoods where food insecurity is high, reducing barriers to accessing services and increasing the number of youth receiving healthy meals. During the upcoming third term, the GNG Food Truck will provide deeper partnership with three of its existing school partners, distributing up to 10,000 healthy meals during school functions and events, e.g., Parent-Teacher Nights, Back to School Nights, afterschool programs, and more. Through this GNG program evolution, DICP aspires to distribute healthy alternatives as an intervention to the foods typically associated with and served at school functions, such as pizza,



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hot-dogs, nachos, and candy. Through the expanded partnerships, DICP will also provide a healthy snack stand at each of the three schools, distributing healthy food and snacks for students to enjoy during class or to take home with them. Additionally, the GNG Food Truck will continue to serve two to three existing school and nonprofit partners, distributing meals during afterschool programming and offering nutrition programming. In total, DICP's GNG Food Truck will distribute 40,000 fresh, nutritious meals to children and youth in Denver during the 2023-2024 program year.

During the summers of 2023 and 2024, the GNG Food Truck will provide a daily summer lunch program at several community sites identified as food deserts and high-need neighborhoods, distributing freshly made, healthy lunches to children and youth who rely on school lunches during the school year but do not have equitable access to healthy meals during the summer. DICP continues to expand its summer lunch program and will distribute nutritious food Monday through Friday, at multiple sites in Denver for ten weeks. In total, DICP anticipates preparing and distributing 5,000 free meals during the summer of 2023 and additional meals during the 2024 summer. DICP's summer lunch distribution is primarily funded through the USDA Summer Lunch Program and is in addition to the meals distributed using HFDK funding.

At all GNG meal distributions, DICP will engage youth in nutrition and health education, using its Mobile Healthy Food Campaign curriculum adapted from DICP's Veggie RX curriculum, social media posts, and handouts including health tips, recipes, and resources for families. These will be translated in multiple languages. Furthermore, DICP will offer an afterschool Healthy Kids Club program at one or two partner schools once per week, engaging students in physical activities and healthy living education to help change attitudes and behaviors about personal health. The program is currently in conversations with its existing school partners about this program evolution. In partnership with DICP's Veggie Rx program (see below) the GNG program will provide an array of health education and healthy eating programming during the school day.

Additionally, GNG will provide information about the Veggie Rx program during food distributions to increase community awareness of the program and create an enrollment pipeline. GNG staff will also connect families with DICP's community Care Navigators, who support eligible participants in applying for SNAP, EOC, TEFAP, rental assistance, immigration assistance, emergency housing, and other public benefits and community services.

Veggie Rx Nutrition Classes for Children and Families: During the third term, DICP will continue to offer an array of Veggie Rx classes tailored for youth and families, increasing the number of children who receive nutrition and food skills education, and improving the ability of families to plan, purchase ingredients for, and prepare healthy, nutritious meals. While these classes still include vital information on managing nutrition- and obesity-related diseases, DICP's curriculum also focuses on broad, preventative healthy eating habits, tailored to specific audiences, and designed to meet participants where they are in the community. Each cohort of participants attends eight class sessions, focusing on a different topic each week to increase knowledge and change their attitudes and behaviors around healthy eating habits. The program will serve 400 youth and their families, totaling more than 900 people.



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New this programming year, DICP will sponsor a whole-school, whole-community approach to healthy eating and health education at the Charles M. Schenck Community School (CMS), deepening DICP's longstanding partnership with the school. Veggie Rx will coordinate with members of the school community at multiple levels to develop and deliver health education, with an emphasis on healthy eating behaviors:

- Student Veggie Rx Sessions – DICP will engage multiple cohorts of students to participate in the Veggie Rx curriculum as afterschool programming.
- Teacher Workshops – Veggie Rx will work with school administrators to develop and offer teacher workshops to guide teachers in establishing healthier classroom learning environments that foster conversations about food and healthy eating.
- Teacher Consultations – Veggie Rx will offer teacher consultation in individual and group learning formats to support teachers in incorporating health education into their curricula, with practical tips and activities.
- School Garden – Veggie Rx will work with CMS to form a school garden committee, which will steer the installation and operation of a community garden at the school. Veggie Rx and the committee will use the garden to engage the students in year-round, hands-on learning about food systems, food production, and food procurement.
- Community Veggie Rx Sessions – DICP will enroll parents of CMS students into Community Veggie Rx cohorts to support them in adopting healthy eating habits in their homes, coordinating healthier food selections through CMS's food pantry, and access food assistance benefits and other resources.
- Food Distributions – Through the partnership, DICP will provide healthy foods for all CMS school events and activities, such as Parent-Teacher Nights, Back to School Nights, afterschool activities, and other events, providing healthier alternatives to the traditional foods served at school events.

Additionally, during the 2023-2024 program year, DICP will continue to partner with five of its current Veggie Rx partners to provide the following:

- Meals and health education to five partnering organizations including schools, out-of-school time programs, and non-profit organizations in Denver.
- Provide Care Navigation services to families participating in all DICP programs, including Veggie Rx.
- Provide supplemental healthy food options to families and children at program sites via fresh food markets and recipe boxes utilizing the DICP Food Pantry program.
- Build community groups focused on healthful living by sharing resources and providing peer-support.

Finally, DICP will continue to offer community Veggie RX classes, designed for families and community members. The Veggie RX Family curriculum focuses on strengthening parenting skills and building healthy relationships around food for families with children. By helping families establish healthy eating habits and family gathering techniques, these classes encourage and provide support for life-long physical and emotional health as a family unit, build strong family bonds through food and communication, and promote health and wellness as a cultural family component. During each class, hands-on nutrition education is woven into the parents' preparation of a healthy family dinner, and a healthy snack, appetizer, or dessert prepared by the



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children. These classes will draw participants from GNG Food Truck meal distributions, DICP's Food Pantry program, and the 9,000 community members who engage with DICP's Care Navigation program.

DICP Mobile Food Pantry: During term three of the HFDK02 program, DICP's Mobile Food Pantry will continue to distribute food assistance at each of its community sites, currently funded by HFDK (see locations below in section III., program locations). Launched in August 2022, the Mobile Food Pantry provides a client-choice mobile market at community sites in neighborhoods in the Denver metro area defined as food deserts or high-priority areas for food security services. DICP's mobile pantry brings the services of DICP's formerly on-site food pantry into the community, providing fresh produce, dairy, meat, and dry goods from local Colorado producers and low-cost food purchasing partners, including Food Bank of the Rockies.

DICP's Mobile Food Pantry will continue to provide the following services:

- **Food Distribution:** The Mobile Food Pantry visits each identified site twice per month, once every other week, to distribute healthy and culturally relevant foods for families with children. The Mobile Food Pantry prioritizes distributing high-quality, healthy foods that meet nutrition guidelines, including fresh produce, bread products, frozen proteins, dairy, and shelf-stable dry goods. DICP procures fresh foods from local producers and distributors, ensuring the highest quality of foods. DICP anticipates distributing more than 500,000 pounds of healthy, high-quality foods for more than 12,000 individuals and families (duplicated).
- **Care Navigation:** DICP's Mobile Care Navigator, dedicated to its food security programs, helps with food distribution and connects families to available community resources, services, and government benefits. The Care Navigator will visit each site at least once per month to meet with families visiting the pantry and will provide assistance with enrollment for federal nutrition assistance benefits (e.g., SNAP, WIC, P-EBT, etc.).
- **Nutrition Education:** DICP distributes information on nutrition and food storage practices, leveraging its Veggie RX program to ensure families not only have access to food but also educational materials to improve their healthy eating habits. Education includes vital information through cooking demos, hand-outs, and recipes for managing nutrition and obesity-related diseases. DICP will leverage this programming to increase awareness of and enrollment in its Community Veggie Rx classes. **Food Pantry Ambassadors:** DICP will continue to engage community members as Ambassadors who serve as on-the-ground community representatives of the DICP's Programs and help coordinate pantry services and connect their neighbors to DICP's services. Ambassadors indigenize the Mobile Food Pantry to the community by engaging the voice of the community into program operations, enabling DICP to fill the Mobile Food Pantry with relevant, healthy, and culturally appropriate foods.

In August 2022, Metro Ministries closed its mobile food assistance program, leaving a significant void in food insecurity programming and healthy food access in West Denver neighborhoods. Given DICP's history of serving the Greater Denver area, naturally many of the entities that Metro Ministries served contacted DICP asking if it could fill in this gap. DICP expanded its Mobile Food Pantry to additional sites to fill this gap in service and to distribute healthy foods to Denver's families with children. The expansion required the hiring of additional full-time staff and a part-



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time staff member—Food Pantry Manager, Mobile Care Navigator, Veggie Rx Assistant, Food Pantry Driver, and a Food Pantry Assistant— to supplement DICP’s staff. DICP seeks to continue these positions using HFDK funding during the third term, enabling DICP to continue this vital community response and address food insecurity among families living in low-income neighborhoods.

B. HFDK Year 3 Implementation and Timeline:

DICP will continue its existing hunger and food security programming into the upcoming third grant term, including its Greens-N-Grains Food Truck, Veggie Rx, Mobile Food Pantry, and Mobile Care Navigation programming. As such, DICP will not require ramp-up time prior to implementation. DICP will offer all services included in the proposed scope of work throughout the duration of the third funding term, from August 1, 2023, through July 31, 2024.

Planning for the new and expanding program elements will be completed before the third grant term. Thus, DICP will launch these new components at the start of the funding year on August 1, 2023.

III. Program Locations:

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

- Eagleton Elementary
- CMS Elementary
- Florence Crittenton
- Munroe Elementary
- Girls Inc.
- Tribe Recovery Homes
- DICP’s Community Center
- Vida at Sloan’s
- Mariposa Apartments
- North Lincoln Apartments
- South Lowell Apartments
- Goldsmith/Syracuse Apartments
- Westridge Apartments
- Sun Valley Homes/Decatur Place
- Westwood Homes
- Columbine Homes
- Quigg Newton Homes

Evaluation, Outcome Measures and Deliverables

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



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Participation in the Macro Evaluation

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

IV. Performance Management and Reporting

A. Performance Management

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

The Grantee will be reviewed for:

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

B. Reporting

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

The table below summarizes reporting activity and due dates. The dates are subject to change, and/or frequency of the reporting may be subject to change.



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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.

V. Budget

B. Budget

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

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



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

VI. Invoice

A. Invoice

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

VII. Payments

- D. 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.
- E. All non-personnel purchases of \$1,000 or more must have back up documentation submitted with the invoice and report each month to HFDK. Contractor is required to keep on file all documentation of purchase of items and/or payment less than \$1,000 but does not need to submit those back up documents with invoice and report.
- F. Contractor shall use preferred invoice template. Invoices shall be processed with immediate payment terms.

VIII. General Grant Requirements

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

1. Access to healthy food, including up to three healthy meals and snacks per day, with emphasis on filling gaps when meals are not already provided;
 - a. May include buying and distributing local food from Colorado farms, ranches and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than compared out-of-state foods) For example, if a pound of carrots 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.



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

Additionally, programs must:

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

Additional, grantees will be asked to:

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

IX. Other

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

Additional document requirements that may be requested for this contract:

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

Exhibit B_Amendment 03

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	Denver Inner City Parish
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
Food and Supplies	Food and Supplies related to serving food for all HFDK funded programs	To cover 40,000 GNG/VRx meals and 20 mobile food pantry sites		\$144,000.00
Food Containers & Grocery Bags	Containers for GNG/VRx meals and grocery bags for mobile pantry	To cover 40,000 GNG/VRx meals and 20 mobile food pantry sites		\$10,000.00
Kitchen Supplies	Kitchen supplies for VRx & GNG meals - equipment for DICK commissary kitchen	To cover 40,000 GNG/VRx meals		\$10,500.00
Program Supplies	Program supplies for all programs - VRx, GNG, Mobile Pantry and Care Navigation	Year 3: \$2,400 - Mobile Pantry & Care Navigation, \$2,950 for GNG, \$7,200 for VRx		\$14,950.00
Gardening Supplies	Garden supplies for garden portion of VRx program at CMS Elementary			\$4,000.00
Total Food and Supplies				\$183,450.00

Program Operating Expenses

Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Program Incentives	Incentives for VRx & GNG participants	400	\$ 37.50	\$15,000.00
Community Ambassadors	VRx/CMS elementary school garden. \$4,500 for mobile pantry and \$2,500 for VRx/CMS school garden			\$7,000.00
Licensing: Commissary Kitchen, Food Truck, and Mobile Pantry	Licensing for DICK commissary, GNG food truck, and mobile pantry vehicles	3 licenses and compliance materials/supplies	\$ 1,000.00	\$3,000.00
Vehicle Gas & Maintenance	Gas and maintenance for all HFDK program vehicles - 1 food truck, 2 mobile pantry trucks, and 1 box truck for food pick-ups & deliveries	4 vehicles x \$6,000 for gas & maintenance, \$9,000 for vehicle upgrades for vehicle longevity		\$33,000.00
Tech Equipment and IT Support	Computers, IT support, and internet/Wi-Fi needs for programs	Tech for all HFDK funded staff and programs		\$10,000.00
Staff Phone Coverage	Staff phone coverage for HFDK funded staff while out in the community conducting programming	6 staff	\$1,000	\$6,000.00
Mileage Reimbursement for Staff	Gas reimbursement for HFDK funded staff that conduct programming with their personal vehicle, i.e. VRx & Care Navigation	21,984 miles	\$ 0.655	\$14,400.00
Total Operating Expenses				\$88,400.00

Personnel and Administrative Services

Salary Employees

Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative
VRx Program Director	Facilitate and coordinate all aspects of VRx - Staff, partnerships, data eval, programming, scheduling, budgeting, etc.	100%	\$ 75,280.66	\$75,280.66
VRx Program Coordinator	Coordinate VRx programming with partners, data collection, program development, facilitation/planning/organizing of VRx classes	100%	\$ 58,624.00	\$58,624.00
VRx Assistant - Mobile Pantry	Coordinate VRx workshops, cooking demos, recipe development for Mobile Pantry clients at all sites, visit each site once per month	100%	\$ 53,590.86	\$53,590.86
GNG Program Director	Facilitate and coordinate all aspects of GNG - Staff, partnerships, data eval, menu development, scheduling, budgeting, etc.	100%	\$ 73,067.25	\$73,067.25
GNG Program Coordinator	Coordinate GNG programming with partners, data collection, meal prep, facilitation/planning/organizing of GNG sites and activities	100%	\$ 61,578.50	\$61,578.50
GNG Program Assistant	Assist with menu & meal prep, food procurement, kitchen duties, health reg compliance items, etc.	100%	\$ 52,342.86	\$52,342.86
Mobile Pantry Director	Facilitate and coordinate all aspects of MP program - Staff, partnerships, data eval, programming, scheduling, budgeting, etc.	100%	\$ 75,823.40	\$75,823.40
Mobile Pantry Coordinator	Coordinate visits with mobile pantry partners, food procurement, facilitation/planning/organizing of sites and activities, data collection	100%	\$ 56,349.05	\$56,249.05
Mobile Pantry Assistant	Assist with food pantry duties - food storage & organization, inventory, mobile pantry assistance, health reg items, etc.	100%	\$ 52,342.86	\$52,342.86
Lead Care Navigator	Coordinate Mobile Pantry care navigation services (primarily SNAP) - Staff, partnerships, programming, scheduling, budgeting, etc.	100%	\$ 59,038.40	\$59,038.40
Care Navigator #1	Coordinate services for some of the mobile pantry sites offering SNAP, WIC, EOC enrollment, and emergency services	100%	\$ 52,342.86	\$52,342.86
Care Navigator #2	Coordinate services for some of the mobile pantry sites offering SNAP, WIC, EOC enrollment, and emergency services	100%	\$ 52,342.86	\$52,342.86
Program Director	Oversee DICK Health & Hunger programs - Staff, program development, staff development, systems partnerships, HFDK funds	100%	\$ 87,753.69	\$87,753.69
Office Manager	Work with HFDK funded programs and staff for office, database, social media needs.	50%	\$ 23,378.00	\$23,378.00
Accountant	Percentage of time to manage HFDK funds reimbursement & accounting	8%	\$ 3,180.46	\$3,180.46
Executive Director	Oversight of all DICK organizational matters, funds & programming	8%	\$ 10,378.00	\$10,378.00

Total Personnel Services				\$847,313.71
Other / Miscellaneous				
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Vehicle Storage	Storage of HFDK funded program vehicles	4 Vehicles	\$1,250	\$5,000.00
Professional Development	Training for staff related to childhood health issues, health & nutrition, community/environmental health, federal nutrition, etc.	All HFDK funded staff		\$12,000.00
Program Evaluation	Evaluation costs related to HFDK program outcomes and participant data	For all HFDK funded programs		\$20,000.00
Total Other				\$37,000.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)				\$1,156,163.71
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.	10% of Direct Costs		
TOTAL INDIRECT COSTS				\$115,616.37
TOTAL AMOUNT REQUESTED FROM HFDK				\$1,271,780.08

Total Contract Maximum Amount (August 1, 2021- July 31, 2024)	\$2,701,096.90
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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	\$

<p><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></p>	
Print Name, Title	Date