

SECOND AMENDATORY AGREEMENT

This **SECOND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **BARTON INSTITUTE FOR COMMUNITY ACTION** (formerly known as COMMUN INC.), a Colorado nonprofit corporation, whose address is 1114 West 7th Avenue, Denver, Colorado 80214 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated September 21, 2021, and an Amendatory Agreement dated October 4, 2022 (collectively, the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, the Scope of Work, to the City’s satisfaction.

B. The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, updated 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”). 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**” Sub-section d. (1) entitled “**Maximum Contract Amount:**” is hereby deleted in its entirety and replaced with:

“**d. Maximum Contract Amount:**

(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **ONE MILLION ONE HUNDRED FORTY-**

SEVEN THOUSAND EIGHT HUNDRED EIGHTY-SEVEN DOLLARS AND NO CENTS (\$1,147,887.00) (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.

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

“19. RESCINDED.”

4. **Exhibit A**, and **Exhibit A-01** are hereby deleted in their entirety and replaced with **Exhibit A-Amendment02, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A**, and **Exhibit A-01** are changed to **Exhibit A-Amendment02**.

5. All references in the original Agreement to **Exhibit B, Budget** now refer to **Exhibit B, Exhibit B-01**, and **Exhibit B-Amendment 02**. **Exhibit B-Amendment 02** is attached and incorporated by reference herein.

6. **Exhibit D, Reimbursement Invoice Form** is hereby added to the Agreement and the **List of Exhibits**. **Exhibit D** is attached and incorporated by reference herein.

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

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

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

Contract Control Number: ENVHL-202368512-02/ ENVHL-202159476-02
Contractor Name: BARTON INSTITUTE FOR COMMUNITY ACTION

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

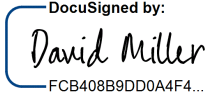
By:

By:

By:

Contract Control Number:
Contractor Name:

ENVHL-202368512- 02/ ENVHL-202159476-02
BARTON INSTITUTE FOR COMMUNITY ACTION

By:  _____
DocuSigned by:
David Miller
FCB408B9DD0A4F4...

Name: David Miller
(please print)

Title: CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT Amendment-02

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 ("HFKD") Initiative and Commún (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.

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

- **\$234,145** for Term 1 (August 1, 2021 – July 31, 2022)
- **\$343,742** for Term 2 (August 1, 2022-July 31, 2023)
- **\$570,000** for Term 3 (August 1, 2023-July 31, 2024)
- Cumulative Maximum Contract Amount: **\$1,147,887**

II. Program Services and Descriptions

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

This funding will support the food portion of Commún's work- getting healthy food to families, increasing education and health support, and increasing food sovereignty by growing more healthy food going to 2128 unique youth being served by 21,000 Food boxes (1,056 youth receiving a food box each week), 12 community meetings, 20 classes, and 30 family gardens.

Commún has three food programs that will be funded through this agreement:

1. Free food share
2. Farms and gardens
3. Trainings, power building and community organizing

This funding will support Commún's food share in continuing the transition from a reactionary, emergency food pantry into a regional food hub that serves as a community cornerstone. In collaboration with Kaizen Food Rescue, Commún runs a food share in which we distribute roughly 400 boxes of food, serving over 2,000 individuals per week, over half of whom are children. Food is currently distributed by drive through, walk up, and delivery models. Commún provides each family with 30-60 pounds of food including fresh produce, milk, eggs, beans, grains, meats. In addition to food from Food Bank of the Rockies, Commún also purchases culturally appropriate food from BIPOC and local farms. The food share is staffed by community members who are impacted by food insecurity and speak four languages collectively.

This funding will add additional farm space to grow food by increasing access to unused school gardens, to pay for farm materials, and to pay a farm coordinator wage. Commún will contribute to local food production and increased community knowledge by managing the expansion of unused community garden plots. All gardeners and their families will be provided the resources they need to grow and harvest healthy, culturally appropriate fresh vegetables for their children. In addition to purchasing food from Colorado BIPOC owned farms, Commún will give away the organic vegetables grown on the gardens to supplement free food rescued from the Food Bank of the Rockies.



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SCOPE OF WORK

This funding will enable Commún to continue our process of engaging community leaders, volunteers, and youth in transition from a reactionary food bank to a stable food hub, in addition to providing access to skills, information, and trainings that increase food security in families. Commún provides all of its staff, volunteers, and contractors with regularly paid trainings on topics related to health, wealth building, food, diversity equity and inclusion, self-improvement, and other topics that builds power in our community. The trainings are classes needed for community members, youth, and volunteers to be able to run the food share smoothly and to be able to reduce their reliance on the food bank. These trainings support our community in being able to get out of the cycle of poverty, as well as support the food share in being more efficient and well run to be able to serve more families. We know that for food insecurity to end in our region, those faced with the issue must be the ones to lead the change. In addition to providing trainings, Commún pays community members as experts in their own experience. Youth and adults are both paid to attend focus groups related to reducing barriers to food access, improving our food programming, hiring staff, visioning, community engagement, and collecting and analyzing data about our programs.

B. Implementation and Timeline

August 2023- Community organizing team hired. Community organizing around the future of food in the community. One on one interviews with community members occur at least five times per week. Community meetings once per month. Focus groups at least quarterly. Co-design a new food model that meets the food needs of every member of our community and works to uproot the causes of hunger. 1:1 interview gather data about needs and strengths in our community to be able to use community data to design new programming and make current programming around food more efficient and community led.

August 2023- October 2023, May 2024-July 2024 Produce from the gardens will continue to go to the food share once per week. Ongoing garden days once per week, classes and trainings once per month.

August 2023- July 2024- Continue design of the new food model at the new community center. Meet with architects, engineers., and community leaders to ensure accuracy and healthy design. The food hub at the new community center is funded by many different sources. It is the coming together of many non-profits and community groups who currently work in food security and community empowerment in SW Denver. We are working to access farm space at this community building and will at least have a small garden.

August 2023- Begin year three. Continue paid community trainings every other week. Community meetings once per month. Focus groups once a quarter.

September 2023- celebrate the end of the farm season with new and repeat farmers

October 2023 Community tour of food space

December 2023- End of year celebration with culturally appropriate food.

April 2024 40 gardeners begin 2024 summer season

May 2024- Choice based food model beginning outside of Machebeuf Hall community center



EXHIBIT Amendment-02

SCOPE OF WORK

Throughout year 3-- ongoing commitment to culturally appropriate, fresh healthy food for 300-400 families weekly, including over 60% children.

III. Program Locations:

A. The program will be taking place in Harvey Park at 2300 S Patton Ct.

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.

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



EXHIBIT Amendment-02

SCOPE OF WORK

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.

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.

II. Budget



EXHIBIT Amendment-02

SCOPE OF WORK

A. Budget

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

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

B. Indirect Cost Limit: The Grantee's total indirect costs cannot exceed 10% of the Maximum Grant Amount as listed in the Budget. Administrative costs are included in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Administrative costs can be direct or indirect. Direct costs are costs that can be directly charged to the program and which are incurred in the provision of direct services. Indirect costs are defined as the administrative costs that are incurred for common or joint activities that cannot be identified specifically with a particular project or program.

- **Examples of indirect costs include:** Salaries and related fringe benefits for accounting, secretarial, and management staff, including those individuals who produce, review and sign monthly program and fiscal reports; Consultants who perform administrative, non-service delivery functions; General office supplies; Travel costs for administrative and management staff; General office printing and photocopying; General liability insurance; Audit fees, rent, utilities, general office supplies **and equipment/technology**

III. Invoice

A. Invoice

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

IV. Payments

- A. Invoices and reports shall be completed and submitted to the HFDKinvoices@denvergov.org email on or before the 15th of each month following the month of services rendered 100% of the time.
- B. All non-personnel purchases of \$1,000 or more must have back up documentation submitted with the invoice and report each month to HFDK. Contractor is required to keep on file all documentation of purchase of items and/or payment less than \$1,000 but does not need to submit those back up documents with invoice and report.
- C. Contractor shall use preferred invoice template. Invoices shall be processed with immediate payment terms.

V. General Grant Requirements

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

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



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SCOPE OF WORK

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.

VI. Other

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

Additional document requirements that may be requested for this contract:

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

Exhibit B_Amendment 02

Instructions: Use this Budget Worksheet Template to explain how your organization plans to use funds consistently with the proposed work plan. Align budget requests and associated deliverables to provide a consistent, logical picture of what you will accomplish, by whom, and the associated costs. The information in each expenditure category helps the Review Panel understand your request. Please provide narrative for each category in the "Description of Work/Item" section. You may add more lines to each section, please ensure they are included in the total sum.

If your budget does not show alignment, DDPHE may contact you with requests for clarifications and/or modifications.

Healthy Food for Denver's Kids Program Budget

Organization Name	Commún	
Term	Year 3	
Request for Proposal Name	Healthy Food for Denver's Kids	

Budget Categories

Food and Supplies

Item	Description of Item	Quantity		Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Program Supplies	food bank of the rockies or east denver food hub, trash bags, sweatshirts, gloves, meals for volunteers, etc		650	\$ 100.00	\$65,000.00
Office Supplies	furniture, contact pads, pends, folders, etc		60	\$ 50.00	\$3,000.00
Total Food and Supplies					\$68,000.00

Program Operating Expenses

Item	Description of Item	Quantity		Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Childcare	Childcare for children of food share workers		12	\$ 1,500.00	\$18,000.00
Online Services/Website	Send hub for messaging, database for clients, and survey and data gathering and analysis		12	\$ 600.00	\$7,200.00
Space Rental	Space for food share		12	\$ 3,000.00	\$36,000.00
Property Maintenance	Repairing building according to use		10	\$ 200.00	\$2,000.00
Transportation	Trucks to delivery food to our food share, transportations stipends, gas reimbursement, etc		12	\$ 1,000.00	\$12,000.00
Food Share Contractors	social media specialist, garden manager, pallet jack driver, cook/chef, food share coordinators, trainers, guest speakers, site cleaning, architects, etc		12	\$ 9,700.00	\$116,400.00
Background Fees and Job Postings	Background check fee for new contractors is \$40		12	\$ 120.00	\$1,440.00

Bank Charges/ CC Fees	credit card cost		12	\$ 50.00	\$600.00
Program Development and Design	Community meetings, focus groups, trainings, and community organizers		12	\$ 6,700.00	\$80,400.00
Printing and Marketing	ink!		1	\$ 310.08	\$310.08
Total Operating Expenses					\$0.00
Total Operating Expenses					\$213,150.08

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
Executive Director	12.5% of time is spent managing food share staff and contractors, food systems, and food provision	yes	13%	\$ 104,000.00	\$13,000.00
Program Manager	Co-Manages the food share program	yes	100%	\$ 74,360.00	\$74,360.00
Volunteer coordinator	Coordinate volunteers, attendance, contractors, and ensure volunteer comfort at food share	yes	100%	32448	\$32,448.00
Data analyst	Combines data brought forth by community organizers and in community meeting and analyzes it for community and organizational use	yes	100%	33800	\$33,800.00
Program Manager	Co-Manages the food share and garden program	yes	50%	55770	\$27,885.00
Program Developer and Training manager	Facilitates and plans trainings, works with staff and community to develop	yes	33%	58812	\$19,407.96
Case manager	families with wrap-around services such as SNAP and health care to continue to uplift and support families which increases food security and	yes	33%	44616	\$14,723.28
Director of Operations	Ensure programs run smoothly	yes	3%	92300	2307.5

Hourly Employees/Contractors

Position Title	Description of Work		Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative
					\$0.00

Total Personnel Services					\$217,931.74
Other / Miscellaneous					
Item	Description	Quantity		Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Volunteer insurance	Liability insurance	yes	1	\$ 600.00	\$600.00
Volunteer workers compensation	Covering medical care for volunteer injured on the job	yes	1	\$ 700.00	\$700.00
Fiscal sponsor	Fiscal sponsor fee (HR, payroll, etc)	yes	1	\$ 17,800.00	\$17,800.00
					\$0.00
					\$0.00
Total Other					\$19,100.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$518,181.82
Indirect					
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs <u>or</u> the organization's federally negotiated rate, based on the total contract budget.				
TOTAL INDIRECT COSTS					\$51,818.18
TOTAL AMOUNT REQUESTED FROM HFDK					\$570,000.00

Total Contract Maximum Amount (August 1, 2021- July 31, 2024)	\$1,147,887.00
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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:			From:	
Program:	Healthy Food for Denver's Kids		Contact Name:	
HFDK Contact:	Jessica Murison		Remit Address:	
Address:	101 W Colfax			
City:	Denver		City:	
State:	CO		State:	
Zip Code:	80202		Zip Code:	
Telephone:	760-715-7194		Telephone:	
Email:	HFDKinvoices@denvergov.org		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