

SECOND AMENDATORY AGREEMENT

This **SECOND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a home rule and municipal corporation of the State of Colorado (the “City”) and **METRO CARING**, a Colorado nonprofit corporation, whose address is 1100 E. 18th Avenue, Denver, Colorado 80218 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated November 30, 2022, and an Amendatory Agreement dated April 3, 2024 (collectively, 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, amend the scope of work exhibit, amend the budget exhibit, and add an invoice template 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 TWO HUNDRED ONE THOUSAND SEVEN HUNDRED TWENTY-FOUR DOLLARS AND FIFTY-ONE CENTS (\$1,201,724.51)** (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. **Exhibit A** and **Exhibit A-Amendment01** are hereby deleted in their entirety and replaced with **Exhibit A-Amendment02, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** and **Exhibit A-Amendment01** are changed to **Exhibit A-Amendment02**.

4. All references in the original Agreement to **Exhibit B** and **Exhibit B-Amendment01, Budget** now refer to **Exhibit B, Exhibit B-Amendment01, and Exhibit B-Amendment02. Exhibit B-Amendment02** is attached and incorporated by reference herein.

5. **Exhibit E-Amendment02, Invoice Template** is hereby added in its entirety to the Agreement and Exhibit List, and is attached and incorporated by reference herein.

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

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

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Contract Control Number: ENVHL-202474405-02 | ENVHL-202263673-02
Contractor Name: METRO CARING

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-202474405-02 | ENVHL-202263673-02
METRO CARING

DocuSigned by:
Erik Hicks
36527EA6AC6146E...

By: _____

Erik Hicks

Name: _____
(please print)

Title: CEO-Integrator

(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A_Amendment02

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 Metro Caring (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.

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

- **\$623,887.00** for Term 1 (August 1, 2022 – July 31, 2024)
- **\$577,837.51** for Term 2 (August 1, 2024-July 31, 2025)
- Cumulative Maximum Contract Amount: **\$1,201,724.51**

II. Program Services and Descriptions

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

Metro Caring works with their community to provide reliable access to culturally relevant and nutritious food. In addition to providing that access via our Fresh Foods Market, Metro Caring will be hosting culturally relevant, community led and low barrier nutrition education, urban agriculture and resource navigation programs that address the impacts of and the conditions that create food insecurity in our communities.

Objective	Activities	Timeline
Objective 1: Provide culturally relevant and nutritious foods to Denver youth and families	<ul style="list-style-type: none"> • Metro Caring’s Fresh Foods Market and emergency food programs are facilitated by the Food Access team and numerous volunteers. Our market is focused on providing reliable access to nutrient dense and culturally relevant food to our community; prioritizing supporting local food producers. • Reliable and safe access to growing spaces creates numerous positive outcomes across multiple social determinants for youth and families. The Metro Caring Urban Agriculture program utilizes 2,013 square footage of growing spaces across our greenhouse, hydroponic container farm and outdoor garden spaces. This upcoming growing season we plan to activate 50% more growing spaces. We will provide garden plots to at least 32 families in our community and will support hundreds of additional families via workshops and resources to support their ability to grow their own food; we plan to provide approximately 	Completion by July 31, 2025



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	<p>500 pounds of vermicastings, 1,000 pounds of soil, 2,500 seedlings. To support this increase in growing resources we are providing to community members we have launched the new Sow & Share Indoor Garden in our Metro Caring’s Fresh Food Market. Community members with shopping appointments will be able to pick up growing supplies (such as soil, seedlings, etc.); we estimate 10% of community members that shop in our Fresh Foods Market will access supplies to start growing food in their own spaces.</p> <ul style="list-style-type: none"> • 	
<p>Objective 2: Provide food and nutrition education to Denver youth and families</p>	<ul style="list-style-type: none"> • Metro Caring’s community led Nutrition education programs for youth and adults provide opportunities for community connection, skill building and the identifying of culturally relevant resources that, together, combat and prevent chronic diet-related diseases (such as diabetes or hypertension) and build healthier habits. This support is magnified by providing access to the nutrient dense and culturally relevant foods in our Fresh Foods Market for community members that participate in our Nutrition programming. We leverage further Metro Caring resources by providing access to our commercial kitchen and necessary kitchen supplies. Finally, we provide further learning and leadership development opportunities for community members such as ServSafe certification and Cottage Foods certification in English and Spanish. • Metro Caring’s Nutrition education program will continue its Healthy Tastings project that offers to-go samples of various recipes to shoppers that come to Metro Caring. We will make these recipes more accessible by publishing them online, focusing on child friendly and culturally relevant recipes, via an updated platform on our website. • Metro Caring’s Nutrition and Urban Agriculture programs have teamed up to bridge the gap between garden and fork. The “Lettuce Be Kids” program includes a supplemental curriculum integrated into the existing Kidz in the Kitchen Nutrition course, which engages children ages 6-12 and their families in multi-generational nutrition education classes. “Lettuce Be Kids” is hands-on, experiential learning workshops with topics each month that correlate to the appropriate gardening season. The integration will provide families with children ages 0-5 with a take-home package to support parents in providing nutritious food specific to bone, brain, and soft-tissue development and immune system support in early life. The packet will include seeds, seedlings, age-appropriate 	<p>Completion by July 31, 2025 (ongoing)</p>



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	<p>activities, recipes and information for parents about food they can grow and prepare during breastfeeding and as their youngest eaters begin exploring their own garden to fork journeys. We will continue to host this successful program in both English and Spanish.</p>	
<p>Objective 3: Connect Denver youth and their families to Federal Nutrition Assistance Programs</p>	<ul style="list-style-type: none"> • Community Connectors, with lived experience of food insecurity, are trained and supported to meet directly with individuals and families that are experiencing food insecurity to help identify additional, culturally relevant resources they may need, and how Metro Caring can provide that service or connect them to a partner organization that can. Our community Connectors will be focused on supporting families with children to access SNAP and other resources. 	<p>Completion by July 31, 2025 (ongoing)</p>

- A.** The following roles and/or partners will be instrumental in the success of this grant:
- I. Clayton Early Learning Roles
 - a. Communications Intern: Our communications intern will support our proposed project by designing digital and printed materials and implementing social media plans.
 - b. Community Connectors (2 part time positions): Our part time Community Connectors will meet regularly with community members to provide one-on-one support and coordinate with staff to provide additional operations support (ex: coordinating training, identifying additional community resources, etc)
 - c. Community Connectors (stipend positions): Our stipend Community Connectors will meet with community members to provide one-on-one support to individuals and families to navigate the impacts of food insecurity.
 - d. Community Development Assistant: Support the delivery of the expanding needs associated with the Healthy Food for Denver Kids program including training community connectors and volunteers to implement program, assisting community members in our Fresh Food Market, supporting progress reporting, collecting feedback for continuous program improvement.
 - e. Community Organizing Coordinator focuses on families within our communities, organizing around issues they care about for structural change.
 - f. Evaluation Coordinator: Our Evaluation Coordinator will support staff in designing evaluation plans, data collection practices and evaluating the results to determine the impact of their programs.
 - g. Finance Manager: Our Finance Manager will take the lead on all invoicing and financial management tasks.
 - h. Food Access Manager: manages and supervises the entire Food Access Team as well as oversight of all food distribution operations.
 - i. Gardeners (2 contract positions): Will provide additional, contracted, support during the growing season to implement Urban Agriculture programming.
 - j. Grants Coordinator: Our Grants Coordinator will support with grant management and reporting associated with this grant. Marketplace Coordinator: Our Marketplace



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Coordinator will support the operations and logistics of Food Access projects included in this proposed scope of work.

- k. Nutrition Community Leaders: Community members with lived experiences and shared cultural roots will facilitate community led, culturally rooted and low barrier nutrition education programs.
 - l. Nutrition Team Lead: facilitates logistics for all cooking clubs and classes including Kidz in the Kitchen and Lettuce Be Kids, providing technical support and connecting cooking collaborators with one another.
 - m. Senior Manager of Food Sovereignty: Our Senior Manager of Food Sovereignty manages our Food Access, Nutrition and Urban Agriculture programs and will provide the support and oversight to these teams to achieve our proposed scope of work.
 - n. Urban Agriculture Coordinator: executes all UA programs and projects as well as providing support for all garden sites.
- II. Partners (may include but are not limited to the following organizations):
- a. Metro Caring’s most significant partnerships include those around food procurement such as Food Bank of the Rockies. Partnerships related specifically to locally grown procurement are East Denver Food Hub, Common Name Farm, Ekar Farm, The Urban Farm, Mo’ Betta Green and several other small farms.
 - b. Metro Caring has been a long-time agency partner of A Precious Child whose organization has been supporting children “cradle to career” for the last 13 years. They plan to expand upon this partnership with referrals, specialty packages and serving as a possible pop-up site for distribution of their goods and services.
 - c. Metro Caring also partner with Metropolitan State University serving as a cycle site for their Dietetic Internship program. These interns support with Nutrition programs

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"/>
Auraria	<input checked="" type="checkbox"/>
Baker	<input checked="" type="checkbox"/>
Barnum	<input checked="" type="checkbox"/>
Barnum West	<input checked="" type="checkbox"/>
Bear Valley	<input type="checkbox"/>
Capitol Hill	<input checked="" type="checkbox"/>
Central Business District	<input checked="" type="checkbox"/>
Chafee Park	<input checked="" type="checkbox"/>
Cheeseman Park	<input checked="" type="checkbox"/>
Clayton	<input checked="" type="checkbox"/>
City Park	<input checked="" type="checkbox"/>
City Park West	<input checked="" type="checkbox"/>



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

If applicable, please note the physical address where programming takes place:

Site	Address
Metro Caring	1100 E 18th Ave, Denver, CO 80218



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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 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



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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 DDPE policies are being met.

B. Reporting

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

Metro Caring will be responsible for reporting on the following Sections of the Evaluation Survey; Food Access, Food/Nutrition Education 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



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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:

- 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 E**.

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



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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.

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).



DENVER
THE MILE HIGH CITY

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- 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 through HFDK. The Evaluation kick off meeting, initial 1:1 with HFDK Program staff, invoice training, and orientation are mandatory meetings.
- 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 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

Healthy Food for Denver's Kids Program Budget						
Organization Name	Metro Caring					
Term	Year 3 (8/1/2024 - 7/31/2025)					
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 and Toiletries Purchases	Culturally and age appropriate food.	Yes	12	\$ 9,000.00	\$108,000.00	
Garden Materials and supplies	Supplies for the Lettuce be Kids program including seeds, tools containers, notebooks, bags etc; requesting half of expense in this grant	Yes	1	\$ 35,000.00	\$35,000.00	
Total Food and Supplies					\$	143,000.00
Program Operating Expenses						
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	
Gardener I - Contractor	Gardener will assist with all urban agriculture programs and projects. Contract position.	Yes	520 hrs	\$ 25.00	\$13,000.00	
Gardener II - Contractor	Hydrofarm Gardener will assist with all hydrourban agriculture programs and projects. Contract position.	Yes	520 hrs	\$ 25.00	\$13,000.00	
Community Connectors stipends	Direct service with families enrolling in SNAP and Metro Caring programs; 6 connectors paid \$25 per hour, 40 weeks per year, 10 hours per week; requesting funding for 3 connectors.	Yes	416	\$ 25.00	\$10,400.00	
Urban Agriculture and Nutrition stipends	Direct service with families in the Urban Agriculture and Nutrition programs; 12 community members paid \$25 per hour, 48 weeks per year, 2 hours per week; requesting funding for 6 community members.	Yes	416	\$ 25.00	\$10,400.00	
Quarterly Food-focused learning events	4 events at \$1000 per event for 40 people; focus on young children and HEAL; expense includes food, interpretation and supplies.	Yes	4	\$ 1,000.00	\$4,000.00	
Technology	This budget line item will allow us to secure needed technology (SalesForce licenses, project management software, laptops, etc)	Yes	1	\$ 10,000.00	\$10,000.00	
Translation/Language Justice	This budget line item will help us ensure that all of our community members will be able to access the resources and services they need in the language that's most accessible to them.	Yes	1	\$ 5,000.00	\$5,000.00	
Print & Digital Outreach	This budget line item will support outreach efforts for the activities proposed in our scope of work.	Yes	1	\$ 5,000.00	\$5,000.00	
Delivery Truck maintenance	We utilize our delivery truck to secure the food necessary to stock our Fresh Foods Market.	Yes	1	\$ 10,000.00	\$10,000.00	
Warehouse supplies/maintenance	This line item will help us maintain our high safety standards in our warehouse and do ongoing warehouse maintenance.	Yes	1	\$ 10,000.00	\$10,000.00	
Total Operating Expenses					\$	90,800.00
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	
Manager - Food Access	Manages warehouse, marketplace and inventory. Sources product as needed.	Yes	35%	\$ 77,490.00	\$27,121.50	
Manager - Food Sovereignty	Manages and plans community gardens and hydro farm.	Yes	30%	\$ 113,652.00	\$34,095.60	
Manager - Finance	Our Finance Manager will take the lead on all invoicing and financial management tasks.	Yes	15%	\$ 77,490.00	\$11,623.50	
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	
Team Lead - Nutrition	Supports all Nutrition programs and executes on Nutrition plan; requesting 40% of time spent on this program.	Yes	832	\$ 34.15	\$28,412.80	
Urban Agriculture - Coordinator	Executes all urban agriculture programs and projects; requesting 70% of time spent on this program.	Yes	1102	\$ 32.96	\$36,335.10	
Community Development Assistant	Support the delivery of the expanding needs associated with the Healthy Food for Denver Kids program including training community connectors and volunteers to implement program, assisting community members in our Fresh Food Market, supporting progress reporting, collecting feedback for continuous program improvement	Yes	624	\$ 32.29	\$20,148.96	
Community Organizer- Coordinator	Focusing on family community members, organizing around issues they care about for structural change, requesting 50% from this grant.	Yes	1040	\$ 30.48	\$31,699.20	
Evaluation Coordinator	Our Evaluation Coordinator will support staff in designing evaluation plans, data collection practices and evaluating the results to determine the impact of their programs.	Yes	936	\$ 34.36	\$32,160.96	
Grants Coordinator	Our Grants Coordinator will support with grant management and reporting associated with this grant.	Yes	312	\$ 31.05	\$9,687.60	
Community Connector Part Time Staff	Our part time Community Connectors will meet regularly with community members to provide one-on-one support and coordinate with staff to provide additional operations support (ex: coordinating training, identifying additional community resources, etc)	Yes	1560	\$ 11.93	\$18,610.80	
Community Connector Part Time Staff	Our part time Community Connectors will meet regularly with community members to provide one-on-one support and coordinate with staff to provide additional operations support (ex: coordinating training, identifying additional community resources, etc)	Yes	1560	\$ 11.93	\$18,610.80	
Total Personnel Services					\$	268,506.82
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	
Honorariums	Honorariums for local experts in early childhood education, HEAL (healthy eating active living) and farm-to-table for half of the quarterly events.	Yes	1	\$ 8,000.00	\$8,000.00	
Evaluation Consultant	Will provide ongoing evaluation support as we onboard a new Evaluation Coordinator.	Yes	1	\$ 10,000.00	\$10,000.00	
Communication Intern	Our communications intern will support our proposed project by designing digital and printed materials and implementing social media plans.	Yes	1	\$ 5,000.00	\$5,000.00	
Total Other					\$	23,000.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$	525,306.82
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 or the organization's federally					
TOTAL INDIRECT COSTS					\$	52,530.68
TOTAL AMOUNT REQUESTED FROM HFDK					\$	577,837.51

Total Contract Maximum Amount (August 1, 2022- July 31, 2025)

\$1,201,724.51

Exhibit E_Amendment 02
Denver Department of Public Health and Environment - Healthy Food for Denver's Kids

Invoice #	
Date Invoice is sent to HFDK	
Purchase Order/ Contract #	PO-00124224
Payment Option	ACH

Organization Name	Metro Caring
Invoice Period	
Final Invoice Amount	\$ -
Payment Terms	Immediate
Grantee Waives Prompt Pay	

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:	Metro Caring
Contact Name:	
Remit Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	

Expenditure				Total Amount	
Budget Categories					
Food and Supplies					
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from HFDK	Total For this invoice
Food Purchases	Culturally and age appropriate food.	12	\$ 9,000.00	\$108,000.00	
Garden Materials and supplies	Supplies for the Lettuce be Kids program including seeds, tools containers, notebooks, bags etc; requesting half of expense in this grant	1	\$ 35,000.00	\$35,000.00	
Total Food and Supplies				\$143,000.00	\$ -
Program Operating Expenses					
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
Gardener I - Contractor	Gardener will assist with all urban agriculture programs and projects. Contract position.	520 hrs	\$ 25.00	\$13,000.00	
Gardener II - Contractor	Hydrofarm Gardener will assist with all hydrourban agriculture programs and projects. Contract position.	520 hrs	\$ 25.00	\$13,000.00	
Community Connectors stipends	Direct service with families enrolling in SNAP and Metro Caring programs; 6 connectors paid \$25 per hour, 40 weeks per year, 10 hours per week; requesting funding for 3 connectors.	416	\$ 25.00	\$10,400.00	
Urban Agriculture and Nutrition stipends	Direct service with families in the Urban Agriculture and Nutrition programs; 12 community members paid \$25 per hour, 48 weeks per year, 2 hours per week; requesting funding for 6 community members.	416	\$ 25.00	\$10,400.00	
Quarterly Food-focused learning events	4 events at \$1000 per event for 40 people; focus on young children and HEAL; expense includes food, interpretation and supplies.	4	\$ 1,000.00	\$4,000.00	
Technology	This budget line item will allow us to secure needed technology (SalesForce licenses, project management software, laptops, etc)	1	\$ 10,000.00	\$10,000.00	

Translation/Language Justice	This budget line item will help us ensure that all of our community members will be able to access the resources and services they need in the language that's most accesible to them.	1	\$ 5,000.00	\$5,000.00	
Print & Digital Outreach	This budget line item will support outreach efforts for the activities proposed in our scope of work.	1	\$ 5,000.00	\$5,000.00	
Delivery Truck maintenance	We utilize our delviery truck to secure the food necessary to stock our Fresh Foods Market.	1	\$ 10,000.00	\$10,000.00	
Warehouse supplies/maintenance	This line item will help us maintain our high safety standards in our warehouse and do ongoing warehosue maintenance.	1	\$ 10,000.00	\$10,000.00	
Total Operating Expenses				\$90,800.00	\$ -
Salary Employees					
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
Manager - Food Access	Manages warehouse, marketplace and inventory. Sources product as needed.	35%	\$ 77,490.00	\$27,121.50	
Manager - Food Sovereignty	Manages and plans community gardens and hydro farm.	30%	\$ 113,652.00	\$34,095.60	
Manager - Finance	Our Finance Manager will take the lead on all invoicing and financial management tasks.	15%	\$ 77,490.00	\$11,623.50	
Hourly Employees					
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
Team Lead - Nutrition	Supports all Nutrition programs and executes on Nutrition plan; requesting 40% of time spent on this program.	832	\$ 34.15	\$28,412.80	
Urban Agriculture - Coordinator	Executes all urban agriculture programs and projects; requetsing 70% of time spent on this program.	1102	\$ 32.96	\$36,335.10	
Community Development Assistant	Support the delivery of the expanding needs associated with the Healthy Food for Denver Kids program including training community connectors and volunteers to implement program, assisting community members in our Fresh Food Market, supporting progress	624	\$ 32.29	\$20,148.96	
Community Organizer-Coordinator	Focusing on family community members, organizing around issues they care about for structural change, requesting 50% from this grant.	1040	\$ 30.48	\$31,699.20	
Evaluation Coordinator	Our Evaluation Coordinator will support staff in designing evaluation plans, data collection practices and evaluating the results to determine the impact of their programs.	936	\$ 34.36	\$32,160.96	
Grants Coordinator	Our Grants Coordinator will support with grant management and reporting associated with this grant.	312	\$ 31.05	\$9,687.60	
Community Connector Part Time Staff	Our part time Community Connectors will meet regularly with community members to provide one-on-one support and coordinate with staff to provide additional operations support (ex: coordinating training, identifying additional community resources, etc)	1560	\$ 11.93	\$18,610.80	
Community Connector Part Time Staff	Our part time Community Connectors will meet regularly with community members to provide one-on-one support and coordinate with staff to provide additional operations support (ex: coordinating training, identifying additional community resources, etc)	1560	\$ 11.93	\$18,610.80	
Total Personnel Services				\$268,506.82	\$ -
Other / Miscellaneous					

Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
Honorariums	Honorariums for local experts in early childhood education, HEAL (healthy eating active living) and farm-to-table for half of the quarterly events.	1	\$ 8,000.00	\$8,000.00	
Evaluation Consultant	Will provide ongoing evaluation support as we onboard a new Evaluation Coordinator.	1	\$ 10,000.00	\$10,000.00	
Communication Intern	Our communications intern will support our proposed project by designing digital and printed materials and implementing social media plans.	1	\$ 5,000.00	\$5,000.00	
Total Other				\$23,000.00	\$ -
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)				\$ 525,306.82	
Indirect					
Item	Description			Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs <u>or</u> the organization's federally negotiated rate, based on the total contract budget.			\$52,530.68	
TOTAL INDIRECT COSTS				\$52,530.68	
Total Expense for this Invoice					\$ -

Billing Summary	
Total Contract Amount for Year 1	\$577,837.51
Advanced Funds Invoiced (if applicable)	N/A
Cumulative Amount Previously Invoiced	
Amount of this Invoice	\$ -
Total Invoiced to Date	\$ -
Budget Amount Remaining	\$ 577,837.51

<input type="checkbox"/>	This grantee agrees that the persons served on this grant are City and County of Denver residents, and/or have, to the best of their ability, ensure that the primary beneficiaries are City and County of Denver residents.
<input type="checkbox"/>	This grantee agrees that, to the best of their ability, preferentially procured food from Colorado farms, ranches and food manufacturing businesses, so long as they are less than 10% more expensive than comparable out of state foods.
<p><i>// We affirm the claimed expenses comply with the budget provisions of the contract and are reasonable and necessary, that all relevant progress or other reports have been filed, and all contract milestones and/or tasks related to the invoice period have been achieved.</i></p>	
Print Name, Title	Date