

THIRD AMENDATORY AGREEMENT

This **THIRD AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **VIVE (also known as VIVE WELLNESS)**, a Colorado nonprofit corporation whose address is 1620 East 36th Avenue, Denver CO 80205 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated August 12, 2020, an Amendatory Agreement dated March 27, 2021, and a Second Amendatory Agreement dated September 28, 2021 (collectively, the “Agreement”) to perform and complete all of the services 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 Illegal Aliens, update paragraph 22-No Discrimination in Employment, amend the scope of work, and amend the budget.

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, 2020** and will expire on **July 31, 2023** (the “Term”). The Term may be extended by the City under the same terms and conditions for up to five years from the commencement date. 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 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 SEVEN HUNDRED TWENTY-FIVE THOUSAND DOLLARS AND NO CENTS (\$1,725,000.00)** (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 and without authorization under the Agreement.”

3. Section 19 of the Agreement entitled “**NO EMPLOYMENT OF ILLEGAL ALIENS TO PERFORM WORK UNDER THE AGREEMENT:**” is hereby deleted in its entirety and replaced with:

“19. NO EMPLOYMENT OF WORKERS WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:

a. This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the “Certification Ordinance”).

b. The Contractor certifies that:

(1) At the time of its execution of this Agreement, it does not knowingly employ or contract with a worker without authorization who will perform work under this Agreement, nor will it knowingly employ or contract with a worker without authorization to perform work under this Agreement in the future.

(2) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., and confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

(3) It will not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

(4) It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under this Agreement, and it is required to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.

(5) If it obtains actual knowledge that a subconsultant or subcontractor performing work under this Agreement knowingly employs or contracts with a worker without authorization, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor shall also terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with

the worker without authorization, unless during the three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with a worker without authorization.

(6) It will comply with a reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S., or the City Auditor, under authority of D.R.M.C. 20-90.3.

c. The Contractor is liable for any violations as provided in the Certification Ordinance. If the Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If this Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying the Contractor from submitting bids or proposals for future contracts with the City.”

4. Section 22 of the Agreement entitled “**NO DISCRIMINATION IN EMPLOYMENT**” is hereby deleted in its entirety and replaced with:

“22. **NO DISCRIMINATION IN EMPLOYMENT**: In connection with the performance of work under the Agreement, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts.”

5. **Exhibit A, Exhibit A-Amendment01, and Exhibit A-Amend02** are hereby deleted in its entirety and replaced with **Exhibit A-Amend03, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A, Exhibit A-Amendment01, and Exhibit A-Amend02** are changed to **Exhibit A-Amend03**.

6. **Exhibit B, Exhibit B-Amendment01 and Exhibit B-Amendment02** are hereby supplemented with **Exhibit B-Amendment03, Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B, Exhibit B-Amendment01 and Exhibit B-Amendment02** are supplemented with **Exhibit B-Amendment03**.

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.

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

Contract Control Number: ENVHL-202264172-03/ ENVHL-202055219-03
Contractor Name: VIVE

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-202264172-03/ ENVHL-202055219-03
VIVE

By: _____


Name: _____
(please print)

Yoli Casas

Title: _____
(please print)

Executive Director

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A – Amend03

SCOPE OF WORK

I. Purpose of Agreement

- A. The purpose of this contract is to establish an agreement and Scope of Services between the Healthy Food for Denver’s Kids (“HFDK”) Initiative and ViVe Wellness (“ViVe”). ViVe 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.

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

- **\$349,768** for Term 1 (August 1, 2020 – July 31, 2021)
- **\$125,232** for Term 1 – COVID Supplemental Funds (February 1, 2020 – July 31, 2021)
- **\$500,000** for Term 2 (August 1, 2021 – July 31, 2022)
- **\$750,000** for Term 3 (August 1, 2022- July 31, 2023)
- **Cumulative Maximum Contract Amount: \$1,725,000**

For term 3 -August 1, 2022 - July 31st, 2023, asking the same \$500,000 for our current program to remain the same and an additional \$250,000 for the new program Early childhood (Birth to Five) Healthy food delivery.

II. Program Services and Descriptions

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

I. ViVe will serve individual youth and their parents through the program “Comiendo Saludable”. This program has three (3) areas, 2 will be funded through HFDK:

1. Obtain, assemble, and deliver healthy food Bags to youth that are food insecure in the neighborhoods ViVe offers programs
2. Provide education on healthy eating and skills and connection to resources to grow healthy food. This includes growing gardens teaching where foods come from and linking free and low-cost gardening opportunities to families, such as community and home gardens.

Comiendo Saludable integrates with ViVe’s out of school program that includes physical activity, mindfulness and nature. The program will serve youth participants from the out of school wellness programs. ViVe follows the following schedule for their program for a total of 46 weeks of programming/year

- Winter/Spring (18 weeks)
- Summer season (12 weeks)
- Fall season (16weeks)



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II. VIVE is adding and requesting additional funding for the early childhood (Birth to five years old) ViVe will serve individual youth birth to five and their parents through the program “Comiendo Saludable”. We have connected with early childhood programs such as the Hippy programs and childcare programs . This program has two (2) areas, one (1) will be funded through HFDK:

1. Area of focus #1 - ViVe’s program will Obtain, assemble, and deliver healthy food Bags/boxes, youth that are food insecure in the neighborhoods we offer programs.

The food boxes will be delivered two (2) times per month. Additional Each youth will receive a healthy food box that will cover at Least one healthy meal per day. The Healthy bag/box will include fresh fruit, vegetables, healthy grains, dairy products, and meat produce. Additionally for the Early childhood program, VIVE will deliver baby formula as well as a Bullet to make baby food. It will avoid offering products high in sugar or canned vegetables or fruits. ViVe plans on *purchasing 65% of the healthy food box and acquire the other 35% through the partnership at food banks, pantries and foundations to leverage resources.*

Area of focus #2 – ViVe will provide necessary education, skills and tools to grown healthy food. We will continue to create new garden or updates unused gardens - ViVe will partner with other organizations and with an expert on assisting with the virtual education and hands on education. ViVe will offer education and hands on skills to create the gardens throughout the year. ViVe will continue to use community knowledge on culturally responsive healthy recipes from the foods that are being delivered and will provide education classes on nutrition, healthy foods, and culturally healthy dishes. ViVe will continue with nutrition and healthy eating classes.

ViVe will continue to partner with HFDK to expand food provision and education services to include information about federal nutrition assistance programs (e.g. providing SNAP, WIC, P-EBT, etc. enrollment resources for youth to bring home, at family cooking classes, etc.

B. Roles:

Coordinators: Three (4) coordinators and a program director will oversee ViVe’s Comiendo Saludable out of school program to match the focus areas

- **HFKD Program Director:** Logistics Coordinator to manage contractors, schedule food orders and manage deliveries, Data collection will focus on both programs
- **HFKD Coordinators:** 1 full time for the current program and one new part time to oversee the new program - Coordinate food pick-up and delivery; identify family to receive goods; track items distribute, Coordinate all of the kids deliveries, partnerships to pick-ups the foods, set up deliveries, help with deliveries
- HFDK : Part time Coordinator for Early Childhood program/routes/coordinate food pick up and deliveries schedule



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- **Nutrition and Healthy Food/Snack Coordinator**: design healthy food plan for the snacks and for for the Bags/Boxes and Snacks and offer education. include planning the healthy food and nutrition talks, making sure all snacks and food boxes are following the healthy foods guidelines.
- **Gardening coordinator** : schedule education classes, work on the plots, and activate community gardens and family gardens with the additional Instructors and organizations that will be offering the education sessions virtually and in-person.
- **Food Delivery Team # 1 -current for youth program** : Deliver, acquire food, package, bag them, drive to pick up all
- Food delivery team # 2 - new program Early childhood program - 2 full time team
- **ViVe Executive Director** : Oversee the program - complete reports, supervise staff

Leadership:

- Yoli G. Casas, ViVe;s Program Director has a Masters degree in Exercise Physiology and a minor in general nutrition. She brings over 30 years of experience working with youth and adults in the area of wellness. She will be overseeing the program and meeting with each coordinator weekly as well as holding a team meeting each week. She will complete the program report and meeting with the evaluation team.
- Ana Louisa Gallardo is the coordinator for gardening and growing healthy food Program
- Jeannete Sorensen-Hickok is the nutrition and heathy foods coordinator. She has a nutrition certification from NASM. She is passionate about anything that has to do with nutrition, healthy foods and gardening. She has over 10 years of experience on the area of nutrition.
- Brooke Reeves is the mindfulness and Physical activity coordinator, she has a degree in education in the areas of Physical activity as well as a yoga/mindfulness coach certification. She will be meeting with the Director for the healthy snacks delivering at ViVe’s out of school programs.
- Claudia Zubia is the HFKD Coordinator – she lead the first year and did an amazing job. Coordinate food pick up and delivery; identify family to receive goods; track items distribute, Coordinate all of the kids deliveries, partnerships to pick ups the foods, set up deliveries, help with deliveries
- Sendy Caravello - Snack coordinator will also be leading the early childhood scheduling and setting up for delivery working together with the delivery team.

Partners: ViVe works in partnerships with other organizations such as The GrowHaus and Dalhia campus, cooking matters in providing additional information. ViVe has a secured partnership with Metro Caring, Denver Urban gardens and Urban Farming.

C. Program Locations:

1 – Main Focus : Delivery Healthy Food Bags/Boxes to youth

We have 8 routes based on Zip codes : Cole, Montbello A, Swansea A, globeville, Park Hill, Montbello A and Green Valley Ranch, Swansea B, South East (Ruby Hills, westwood)



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#2 – Education and Gardening : Vive will have 2 Gardens: Maxwell elementary and Globeville garden – The education will be sometimes at the garden and other on Facebook, Zoom and in person in the office at 1620 east 36th avenue, Denver CO 80205

D. Implementation and Timeline

Vive will continue with the Food Bags/boxes deliveries and gardening education programs

August 1 – December 16th, 2022 - Vive will start with the Healthy Bags deliveries, surveys and identifying new participants in the program. Vive will continue with the weekly deliveries of 8 totally different routes for a total of 900 children that are part of the Healthy Bag/boxes delivery program alone.

August 1 - December 16th, 2022 ViVe will start the new program Early childhood (Birth to five) and have 4 new routes/stations to supply and deliver healthy food bags to 300 children birth to five.

August 1 – October 15th, 2022 – Continue with the garden, harvesting and will finish with putting the garden to bed – education through - out this entire process.

January 9th, 2023 – July 31, 2023: continue with the Healthy Bags deliveries, surveys and identifying new participants in the program. Vive will continue with the weekly deliveries of 8 totally different routes for a total of 900 children that are part of the Healthy Bag/boxes delivery program alone.

January 9th, 2023 - July 31st, 2023 ViVe will continue with the new program of Early childhood delivery of health food bags to 350 individual children through 4 routes/ stations

October 16th – March 31st, 2023 – Education and indoor growing

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



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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.).

I. 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.

Report # and Name	Description	Due Date	Reports to be sent to:
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Report 1 (six month)	Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	February 1-15, 2023	Submitted through the Reporting Form
Report 2 (12 month/annual)	Demographic description of population served. Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	July 31 – Aug 15, 2023	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.

I. 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%

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



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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**

II. Invoice

A. Invoice

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

III. 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.

IV. 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.

V. 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-Amend03**Healthy Food for Denver's Kids Program Budget**

Organization Name	ViVe			
Term	Year 3 (8/2022 - 7/2023)			
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
Eggs & Milk	Milk, Butter, Eggs, cheese	3500	\$4.95	\$17,325.00
Dry Goods	Beans, Rice, Pasta, Bread, Tortillas	15000	\$2.85	\$42,750.00
Meat	Beef, Chicken, Fish	20500	\$5.95	\$121,974.50
Produce	Assorted Fruits & Vegetables	58000	\$2.25	\$130,500.00
Ice	Ice for Coolers during delivery	350	\$ 1.50	\$525.00
Infant Supplies	Formula / Baby Food	1650	\$ 18.75	\$30,937.50
Total Food and Supplies				\$344,012.00
Program Operating Expenses				
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Truck rental - refrig / Uhaul / gas	rental of van , gas, mileage	45	\$ 700.00	\$31,500.00
Supplies	Monthly cost for Supplies including delivery bags, paper & ink, coolers	12	\$ 450.00	\$5,400.00
Storage and Office	Storage for dry goods	12	\$ 200.00	\$2,400.00
Garden Supplies	Garden seeds, food preservation - community garden plot & supplies	5	\$ 1,100.00	\$5,500.00
Blenders	Distributed to families for home prep of baby food	180	\$ 50.00	\$9,000.00
Commercial Refridgerator	Cooling unit for on-site storage of perishable items	1	\$ 4,000.00	\$4,000.00
Total Operating Expenses				\$57,800.00
Salary Employees				
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Vive Exec Director	Oversee the program - complete reports, supervise staff	10%	\$ 70,125.00	\$7,006.25
Hourly Employees				
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative
HFKD ProgramCoordinator -	Coordinate food pick up and delivery; identify family to receive goods; track items distributed,Coordiante all of the kids deliveries, partnerships to pick ups the foods, set up deliveries, help with deliveries (1 FTE - 40 hrs)	2080	\$ 24.00	\$49,920.00

Early Childhood Coordinator	Coordinate food pick up and delivery; identify family to receive goods; track items distributed, Coordinate all of the kids deliveries, partnerships to pick ups the foods, set up deliveries, help with deliveries, survey (1 FTE = 40 Hours)	2080	\$ 20.00	\$41,600.00
Nutrition and Healthy Food Coordinator	coordinate healthy bags and snacks	200	\$ 20.00	\$4,000.00
Garden Coordinator	Prepare garden plot, coordinate supplies - teach family skills	450	\$ 20.00	\$9,000.00
Food Delivery Team - Youth Program	Deliver, acquire food, package, bag them, drive to pick up all, complete surveys with participants (2.5 FTE staff)	5200	\$ 18.00	\$93,600.00
Food Delivery Team - Early Childhood	Deliver, acquire food, package, bag them, drive to pick up all, complete surveys with participants (1.75 FTE = 2 staff x 32 hrs)	3640	\$ 18.00	\$65,520.00
Sanck Prep Coordinator	prep & deliver healthy snacks to youth and coordinate with coordinator (25% FTE)	520	\$ 18.00	\$9,360.00
				\$280,006.25
Other / Miscellaneous				
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Other				\$0.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)				\$681,818.25
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			\$68,181.75
TOTAL INDIRECT COSTS				\$68,181.75
TOTAL AMOUNT REQUESTED FROM HFDK				\$750,000.00

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

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AGENCY JT Brown Insurance Agency		NAMED INSURED Vive	
POLICY NUMBER		PO Box 11003	
CARRIER	NAIC CODE	Denver, CO 80212	
		EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____