

## AMENDATORY AGREEMENT

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **VICTIM OFFENDER RECONCILIATION PROGRAM OF DENVER**, a Colorado Charitable Organization, (d/b/a Colorado Cities for Change), whose address is 430 West 9th Avenue, Denver, Colorado 80204 (the “Contractor” or “Provider”), jointly (“the Parties”).

### RECITALS:

**A.** The Parties entered into an Agreement dated October 20, 2023, (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, the Scope of Work and Budget, to the City’s satisfaction.

**B.** The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, update paragraph 7-Examination of Records, update paragraph 18- Notices, add paragraph 34-Compliance with Denver Wage Laws, update the scope of work exhibit. and update the budget 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, 2023**, and will expire on **December 31, 2027** (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.** entitled “**Maximum Contract Amount:**”, sub-subsection **(1)** 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 FORTY-FOUR THOUSAND EIGHT HUNDRED THIRTY-SIX DOLLARS AND FORTY-EIGHT CENTS (\$1,244,836.48)** (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in **Exhibit A**. Any services performed beyond those in **Exhibit A** are performed at Contractor’s risk and without authorization under the Agreement.”

3. Section 7 of the Agreement entitled “**EXAMINATION OF RECORDS AND AUDITS:**” is hereby deleted in its entirety and replaced with:

“7. **EXAMINATION OF RECORDS AND AUDITS:** Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City’s election in paper or electronic form, any pertinent books, documents, papers and records related to Contractor’s performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. Contractor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require Contractor to make disclosures in violation of state or federal privacy laws. Contractor shall at all times comply with D.R.M.C. 20-276.”

4. Section 18 of the Agreement entitled “**NOTICES:**” is hereby deleted in its entirety and replaced with:

“18. **NOTICES:** All notices required by the terms of the Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid, if to Contractor at the address first above written, and if to the City at:

Executive Director of Public Health and Environment or Designee  
201 W. Colfax Avenue, Suite 800  
Denver, Colorado 80202

With a copy of any such notice to:  
 Denver City Attorney's Office  
 1437 Bannock St., Room 353  
 Denver, Colorado 80202

Notices hand delivered or sent by overnight courier are effective upon delivery. Notices sent by certified mail are effective upon receipt. Notices sent by mail are effective upon deposit with the U.S. Postal Service. The Parties may designate substitute addresses where or persons to whom notices are to be mailed or delivered. However, these substitutions will not become effective until actual receipt of written notification.

5. Section 34 of the Agreement entitled "**COMPLIANCE WITH DENVER WAGE LAWS**:" is hereby added to the Agreement as follows:

**"34. COMPLIANCE WITH DENVER WAGE LAWS:** To the extent applicable to the Contractor's provision of Services hereunder, the Contractor shall comply with, and agrees to be bound by, all rules, regulations, requirements, conditions, and City determinations regarding the City's Minimum Wage and Civil Wage Theft Ordinances, Sections 58-1 through 58-26 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid all earned wages under applicable state, federal, and city law in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, the Contractor expressly acknowledges that the Contractor is aware of the requirements of the City's Minimum Wage and Civil Wage Theft Ordinances and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein."

6. All references in the original Agreement to **Exhibit A, Scope of Work** now refer to **Exhibit A** and **Exhibit A-01**. **Exhibit A-01** is attached and incorporated by reference herein.

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

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

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

**Contract Control Number:**  
**Contractor Name:**

ENVHL-202581532-01/ ENVHL-202368602-01  
VICTIM OFFENDER RECONCILIATION PROGRAM  
OF DENVER

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:**  
  
\_\_\_\_\_

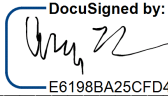
By:  
  
\_\_\_\_\_

**APPROVED AS TO FORM:**  
  
Attorney for the City and County of Denver  
  
By: \_\_\_\_\_

**REGISTERED AND COUNTERSIGNED:**  
  
By: \_\_\_\_\_  
  
By: \_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

ENVHL-202581532-01/ ENVHL-202368602-01  
VICTIM OFFENDER RECONCILIATION PROGRAM  
OF DENVER

By:  \_\_\_\_\_

Name: Angell Perez  
(please print)

Title: Executive Director  
(please print)

ATTEST: [if required]

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)



# EXHIBIT A AMENDMENT 01

## 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 Victim Offender Reconciliation Program dba Colorado Circles for Change (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.

Colorado Circles for Change (CCFC) has been awarded the following amounts in Healthy Food for Denver’s Kids funds:

- **\$829,891.25** for Term 1 (August 1, 2023 – December 31, 2025)
- **\$414,945.23** for Term 2 (January 1, 2026-December 31, 2027)
- Cumulative Maximum Contract Amount: **\$1,244,836.48**

### II. Program Services and Descriptions

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

**CCFC has 4 programs:**

- (1) **Joven Noble (Noble youth)** is a gender specific, culturally rooted, rites of passage program for those who self-identify as boys. Joven Noble is a national program from our partner the National Compadres Network and is certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) that focuses on positive character development. During the school year the program meets once a week on Wednesdays at our youth center from 5pm-7pm. This program serves 10 young people per week.
- (2) **Girasol (sunflower)** is the counter program to Joven Noble and a gender specific, culturally rooted, rites of passage program for those who self-identify as girls. Girasol is a national program from our partner the National Compadres Network that focuses on positive character development for girls and femme identified youth. During the school year the program meets once a week on Tuesday’s from 5pm-7pm. This program serves 10 youth per week.
- (3) **Kalpulli (interconnected community)** is a group mentoring program for middle school youth focused on preventing violence, gang involvement and to support successful matriculation into high school and graduation. During the school year the program meets once a week on Thursdays at our youth center from 5pm-7pm.
- (4) **Hueliti (strength and power)** is a program for girls with a focus on leadership development, dismantling gender and racial violence and creating the next generation of community leaders. During the school year the program meets once a week on Wednesdays at our youth center from 5pm-7pm. This program serves 15 girls per week.
- (5) **Youth Justice Apprenticeship** serves 10 youth in a program focused on knowledge and base building regarding community, social and racial justice, violence impacting youth and



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## SCOPE OF WORK

issues that continue cycles of poverty that impact long term health for youth of color and their families. Youth meet twice a week for a total of 10 hours per week for 6 months.

- (6) **Community Services.** In programs 1-6 all youth receive a healthy dinner and a grocery package to take for the week to fill the hunger gap at home. During summer months and school holidays Kalpulli and Hueliti meet from 10am – 4pm where youth receive breakfast, lunch, and healthy snacks throughout the day. Healthy eating and nutrition are incorporated in every program, this includes eating healthy meals together, receiving healthy groceries to take home, culturally responsive, hands-on cooking workshops and educational workshops on healthy eating, obtaining food resources including gardening and urban farming. CCFC's motto is connected to the indigenous understanding that healthy food is good preventative medicine for long-term health. This includes improving nutrition, access to healthy meals, and equipping youth and families with the education and tools to be able to create healthy eating habits at home and in their overall lives. For us to have the biggest impact, providing healthy food for youth participants is fundamental to program success and we must begin there. CCFC aims to dismantle barriers youth of color experience in accessing nutritious food and food-based education that leads to long term health challenges through experiential learning. This includes ensuring food is culturally relevant based on input from youth and families, diverse food options based on preferences, traditions, holidays, religious practices (ex: no pork), bi-lingual, and ensuring youth and families feel welcomed and comfortable at CCFC. These programs are currently in place and address 2 of the three priorities areas directly and a 3rd priority area on a lower level.

### Priority Area 1. Nutritious Food Access and Security

This is a main focus area for CCFC and will provide nutritious meals and snacks onsite during programs daily. This gives youth consistent access and availability of healthy, nutritious foods and beverages that promote well-being, prevent disease, and allow them to be their best, thrive, and reach their full potential. This will increase food security and nutritious food access for youth in Denver from the most under-resourced communities experiencing poverty, food apartheid, and health inequities.

### Priority Area 2. Increasing participation in Federal Nutrition Assistance

#### Programs

CCFC will support youth and families by providing information on food nutrition food programs and assisting them in getting the support they need to successfully apply. CCFC doesn't have the capacity to specifically walk families through the process, but we can provide the information, applications and connect them with partner organizations that provide this kind of support and case management.

### Priority Area 3. Food and Nutrition Education

This is also a main focus area for CCFC as we will provide cooking classes for youth and their families once a month that focus on using traditional foods in the most nutritional way. We will also hold family gatherings quarterly where we will provide workshops on how to garden, how to access farmers markets, urban gardens, and local foods to increase nutrition at home. We will also give opportunities for families to teach other families recipes and allow them to engage, contribute and lead. Hard copy education will consist of



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### SCOPE OF WORK

a recipe, flyer, info graph, or book on nutritious cooking and eating to help increase their food skills and knowledge on sustainable, just food systems for their families and communities.

**The following partners will be instrumental in the success of this grant:**

CCFC partners with First Mennonite Church (FMC) which allows us to access their community room kitchen with adequate space to store food supplies, prepare and serve meals. FMC has been our partner for 30 years and provides space while having vast expertise in serving the needs of the community. CCFC has key partnerships with Denver Public Schools and several other community-based organizations that refer youth to our programs. These partners are engaged in the lives of Denver's most marginalized youth to help asses' referrals and those in most need. CCFC also partners with various urban farmers and gardeners to support our 2 youth gardens

A. **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 type="checkbox"/>
Baker	<input type="checkbox"/>
Barnum	<input type="checkbox"/>
Barnum West	<input type="checkbox"/>
Bear Valley	<input type="checkbox"/>
Belcaro	<input type="checkbox"/>
Berkeley	<input checked="" type="checkbox"/>
Capitol Hill	<input type="checkbox"/>
Central Business District	<input type="checkbox"/>
Central Park	<input type="checkbox"/>
Chaffee Park	<input checked="" type="checkbox"/>
Cheesman Park	<input type="checkbox"/>
Cherry Creek	<input type="checkbox"/>
City Park	<input type="checkbox"/>
City Park West	<input type="checkbox"/>
Civic Center	<input type="checkbox"/>
Clayton	<input checked="" type="checkbox"/>
Cole	<input type="checkbox"/>
College View - South Platte	<input type="checkbox"/>
Congress Park	<input type="checkbox"/>
Cory - Merrill	<input type="checkbox"/>
Country Club	<input type="checkbox"/>





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DIA	<input type="checkbox"/>
East Colfax	<input checked="" type="checkbox"/>
Elyria Swansea	<input checked="" type="checkbox"/>
Five Points	<input checked="" type="checkbox"/>
Fort Logan	<input type="checkbox"/>
Gateway - Green Valley Ranch	<input type="checkbox"/>
Globeville	<input checked="" type="checkbox"/>
Goldsmith	<input type="checkbox"/>
Green valley Ranch	<input checked="" type="checkbox"/>
Hale	<input type="checkbox"/>
Hampden	<input type="checkbox"/>
Hampden South	<input type="checkbox"/>
Harvey Park	<input checked="" type="checkbox"/>
Harvey Park South	<input type="checkbox"/>
Highland	<input type="checkbox"/>
Hilltop	<input type="checkbox"/>
Indian Creek	<input type="checkbox"/>
Jefferson Park	<input checked="" type="checkbox"/>
Kennedy	<input type="checkbox"/>
La Alma Lincoln Park	<input checked="" type="checkbox"/>
Lincoln Park	<input type="checkbox"/>
Lowry Field	<input type="checkbox"/>
Mar Lee	<input type="checkbox"/>
Marston	<input type="checkbox"/>
Montbello	<input checked="" type="checkbox"/>
Montclair	<input type="checkbox"/>
North Capitol Hill	<input type="checkbox"/>
North Park Hill	<input checked="" type="checkbox"/>
Northeast Park Hill	<input checked="" type="checkbox"/>
Overland	<input type="checkbox"/>
Platt Park	<input type="checkbox"/>
Regis	<input type="checkbox"/>
Rosedale	<input type="checkbox"/>
Ruby Hill	<input checked="" type="checkbox"/>
Skyland	<input type="checkbox"/>
Sloan Lake	<input type="checkbox"/>
South Park Hill	<input type="checkbox"/>
Southmoor Park	<input type="checkbox"/>
Speer	<input type="checkbox"/>
Sun Valley	<input checked="" type="checkbox"/>
Sunnyside	<input type="checkbox"/>



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Union Station	<input type="checkbox"/>
University	<input type="checkbox"/>
University Hills	<input type="checkbox"/>
University Park	<input type="checkbox"/>
Valverde	<input type="checkbox"/>
Villa Park	<input checked="" type="checkbox"/>
Virginia Village	<input type="checkbox"/>
Washington Park	<input type="checkbox"/>
Washington Park West	<input type="checkbox"/>
Washington Virginia Vale	<input type="checkbox"/>
Wellshire	<input type="checkbox"/>
Whittier	<input checked="" type="checkbox"/>
West Colfax	<input type="checkbox"/>
Westwood	<input checked="" type="checkbox"/>

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

Site	Address

### B. Public Good

The Healthy Food for Denver’s Kids Initiative seeks to build an equitable and strategic approach to increasing access to healthy food and food-based education for children and youth ages 18 and under in the City and County of Denver. By providing Denver youth and their families with healthy food, meals, and snacks and/or educational opportunities focused on farming, gardening, cooking, nutrition, and healthy eating, this contract will contribute to the Initiative’s goals, which include:

1. Increasing the number of children and youth who receive healthy meals and snacks in the City and County of Denver;
2. Increasing the number of children and youth receiving nutrition, food skills, and sustainable and just food systems education in the City and County of Denver; and
3. Reducing overall food insecurity in households with children and the number of children and youth experiencing hunger in the City and County of Denver.

### III. Evaluation, Outcome Measures and Deliverables

#### A. Process and Outcome Measures/Deliverables



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## SCOPE OF WORK

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 "Program Services and Descriptions" 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 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.



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

Colorado Circles for Change will be responsible for reporting on the following Sections of the Evaluation Survey; Food Access, Food/Nutrition Education, 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:
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	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	Submitted through the Reporting Form
Report 3 (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	Submitted through the Reporting Form
Report 4 (12 month/annual)	Demographic description of population served. Progress on process and outcome measures and learning questions	July 31 – Aug 15	Submitted through the Reporting Form



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	Upload relevant evaluation documents. Additional narrative description of successes and challenges.		
Report 5 (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	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 contractor has been contracted by the City to provide evaluation technical assistance for HFDK grantees to support grantee's participation in the macro evaluation. HFDK grantees will be supported around the development or modification of their evaluation tools, and other general evaluation questions. Additionally, the HFDK evaluation contractor will provide technical assistance to the HFDK cohort of grantees on a variety of topics, to be determined in the future based on grantees' needs and interests.

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

## V. Budget

### A. Budget

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

- 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 up to 15%

Indirect Cost Limit: The Provider's total indirect costs cannot exceed 15% of the Maximum



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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

The Provider will use the HFDK invoice template provided to them. A sample of the HFDK invoice template is attached as an exhibit.

### VII. Payments

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

### 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;



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1. May include buying and distributing local food from Colorado farms, ranches and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than compared out-of-state foods) For example, if a pound of carrots grown out of state costs \$1.00 and a pound of carrots grown in Colorado is \$1.08, it would be acceptable to purchase the higher priced carrots.
- ii. Hands-on experiential education and public health programs associated with farming, gardening, cooking, nutrition, dietary and home economics, and healthy eating
  1. May include buying and utilizing local food from Colorado farms, ranches, and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than comparable out-of-state foods, see above 1a. for an example)

#### Additionally, programs must:

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

#### Additional, Provider will be asked to:

- A. Ensure snacks or meals are healthy by meeting, at minimum, the Healthy Food for Denver's Kids Nutrition Guidelines.
- B. Attend evaluation and other capacity building workshops. Providers are highly encouraged to attend trainings offered 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



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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 8-01, Budget

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. Please note you are allowed to request up to 15% of the DIRECT costs for Indirect Costs, and up to 10% of the Direct Costs for Evaluation. You may also use funds for translation and interpretation needs.

Healthy Food for Denver's Kids Program Budget									
Organization Name	Colorado Circles for Change								
Term	Year 1 (January 1, 2026-December 31, 2026)								
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK04)								
Budget Categories									
Food and Supplies					Please Mark with an X each Priority Area that the line item pertains to.			Are any of the personnel 100% funded by this grant? Yes/No	
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
On site meals	Meals and snacks provided on site during youth programs	4000	\$ 10.00	\$40,000.00	x		x		
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
Total Food and Supplies				\$40,000.00					
Program Operating Expenses									
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
Total Operating Expenses				\$0.00					
Personnel and Administrative Services									
Salary Employees									
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Executive Director	General oversight of the program, training, vision, efficacy, new partnerships, fundraising	25%	\$ 191,190.00	\$0.00	x	x	x	No	
Program Director	Directs all aspect of program, supervises program manager, ensures fiscal responsibility, coaching	25%	\$ 111,375.00	\$0.00	x	x	x	No	
Program Manager	Manages all aspects of program, engages families, manages data and evaluation, manages current partnerships, marketing, family and community events and workshops and educational materials	100%	\$ 96,228.00	\$96,228.00	x	x	x	Yes	
Program Coordinator	Coordinates on-site meals, cooks, sets up, supports youth, ensures a clean & healthy environment, purchases all food, coordinates food boxes	100%	\$ 52,000.00	\$52,000.00	x	x	x	Yes	
Hourly Employees									
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Program Assistant	Youth program assistant to support the onsite meal program and food boxes	619.00	\$ 21.00	\$13,016.50	x	x	x	Yes	
				\$0.00					
Total Personnel Services				\$161,244.50					
Other / Miscellaneous									
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
Total Other				\$0.00					
EVALAUTION									
Item	Description	Percentage		Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Evaluation (up to 10% of the direct costs amount can be used for Evaluation)	Evaluation funds can be used for a variety of eval expenditures (e.g., staff time or hiring new staff for data + evaluation, community engagement: compensating community members to surveys or focus groups, hiring your own external evaluation contractor, data/evaluation software, attending conferences/PD for evaluation learning). Up to 10% of funds can be used for Evaluation.	10%							
Total Evaluation									
Subcontractors									
Name of Organization	Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		

						\$0.00		
						\$0.00		
						\$0.00		
						\$0.00		
						\$0.00		
Total Subcontractors						\$0.00		
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)						\$201,244.50		
Indirect								
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative			
15% indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a fifteen percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.				15% of Direct Costs			
TOTAL INDIRECT COSTS						\$0.00		
TOTAL AMOUNT REQUESTED FROM HFDK						\$201,244.50		

Healthy Food for Denver's Kids Program Budget									
Organization Name		Colorado Circles for Change							
Term		Year 2 (January 1, 2027- December 31, 2027)							
Request for Proposal Name		Healthy Food for Denver's Kids(HFDKD4)							
Budget Categories									
Food and Supplies					Please Mark with an X each Priority Area that the line item pertains to.			Are any of the personnel 100% funded by this grant? Yes/No	
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
On site meals	Meals and snacks provided on site during youth programs	4000	\$ 10.00	\$40,000.00	x		x		
				\$0.00					
				\$0.00					
				\$0.00					
Total Food and Supplies				\$40,000.00					
Program Operating Expenses									
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
Total Operating Expenses				\$0.00					
Personnel and Administrative Services									
Salary Employees									
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Executive Director	General oversight of the program, training, vision, efficacy, new partnerships, fundraising	25%	\$ 221,780.08	\$0.00	x	x	x	No	
Program Director	Directs all aspect of program, supervises program manager, ensures fiscal responsibility, coaching	25%	\$ 129,195.00	\$0.00	x	x	x		
Program Manager	Manages all aspects of program, engages families, manages data and evaluation, manages current partnerships, marketing, family and community events and workshops and educational materials	100%	\$ 103,926.23	\$103,926.23	x	x	x	Yes	
Program Coordinator	Coordinates on-site meals, cooks, sets up, supports youth, ensures a clean & healthy environment, purchases all food, coordinates food boxes	100%	\$ 56,160.00	\$56,160.00	x	x	x	Yes	
Hourly Employees									
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Program Assistant	Youth program assistant to support the onsite meal program and food boxes	618.00	\$ 22.00	\$13,614.50	x		x	Yes	
Total Personnel Services				\$173,706.73					
Other / Miscellaneous									
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
Total Other				\$0.00					
EVALUATION									
Item	Description	Percentage		Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
Evaluation (up to 10% of the contract amount can be used for Evaluation)	Evaluation funds can be used for a variety of eval expenditures (e.g., staff time or hiring new staff for data + evaluation, community engagement: compensating community members to surveys or focus groups, hiring your own external evaluation contractor, data/evaluation software, attending conferences/PD for evaluation learning). Up to 10% of funds can be used for Evaluation.	10%							
Total Evaluation				\$0.00					
Subcontractors									
Name of Organization	Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Priority Area 1	Priority Area 2	Priority Area 3		
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					

Total Subcontractors		\$0.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)		\$213,700.73
Indirect		
Item	Description	Total Amount Requested from Healthy Food for Denver's Kids Initiative
15% indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a fifteen percent (15%) cap on reimbursement for indirect costs, based on the total contract budget.	15% of direct costs
TOTAL INDIRECT COSTS		
TOTAL AMOUNT REQUESTED FROM HFDK		\$213,700.73
TOTAL MAXIMUM CONTRACT AMOUNT		\$ 1,244,836.48