

SECOND AMENDATORY AGREEMENT

This **SECOND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **THE URBAN FARM**, a Colorado nonprofit corporation, whose address is 10200 Smith Road, Denver, Colorado 80239 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated August 13, 2020, and an Amendatory Agreement dated September 10, 2021, (collectively, the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, the Scope of Work, to the City’s satisfaction.

B. The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, update paragraph 19-No Employment of 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 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**” 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 **FIVE HUNDRED TWENTY-TWO THOUSAND ONE HUNDRED EIGHTY DOLLARS AND NO CENTS (\$522,180.00)** (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 and Exhibit A-Amendment01** are hereby deleted in its 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**.

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

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

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

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Contract Control Number: ENVHL-202264173-02 / ENVHL-202055282-02
Contractor Name: THE URBAN FARM

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-202264173-02 / ENVHL-202055282-02
THE URBAN FARM

By:  _____
C852B3FE25E2447...

Name: Michelle Graham
(please print)

Title: Executive Director
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A_Amendment02

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 The Urban Farm Stapleton (“TUF”). TUF 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.

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

- **\$260,515** for Term 1 (August 1, 2020 – July 31, 2021)
- **\$126,474** for Term 2 (August 1, 2021 – July 31, 2022)
- **\$135,191** for Term 3 (August 1, 2022- July 31, 2023)
- **Cumulative Maximum Contract Amount: \$522,180**

II. Program Services and Descriptions

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

i. **Healthy Food Production & Distribution:**

- Maintain and complete seed-to-harvest work in the hydroponic container farm, “The Greenery,” which was purchased with the support of HDFK funding in year 1.
- Maintain and complete seed-to-harvest work in the 1-acre vegetable garden, which was developed with the support of HDFK funding in year 1.

Employing two growing methods (hydroponic and soil-based) has a number of benefits including the ability to demonstrate multiple agriculture practices, increase the variety of produce grown on-site, increase accessibility to fresh produce throughout the year, and the ability to provide hands-on farm-to-table education year-round. Growing vegetables in Colorado is challenging due to the short growing season, dry climate, high clay content in soil, and unpredictable weather. A climate-controlled smart-farm enables plants to thrive inside containers regardless of the external environment.

The Greenery is a 320-square-foot turn-key hydroponic farm that operates independent of land, climate, and seasonal concerns, ensuring year-round produce. The Greenery is a climate-controlled, vertical, hydroponic farm that exists within an insulated, custom-built shipping container. The Greenery has two distinct interior zones: The Nursery Station and the Cultivation Are. Combined, the farm can support over 13,000 (8,800 full grown) plants at once, ensuring that there is always a steady supply. A series of sensors and pumps maintain water conditions and nutrient levels at the Nursery Station. The cultivation are features water-efficient drip irrigation hydroponics, high-capacity plant panels, and an innovative mobile rack system. The growing system can be monitored and controlled remotely via the compatible app “Farmhand”.



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SCOPE OF WORK

Healthy food distribution will occur through partnering community organizations or donated to local food pantries, specifically in neighborhoods such as Elyria-Swansea, Globeville, and Montbello, and Park Hill which have been designated as food deserts and/or food swamps. Distribute 100% of produce from the incubator farm to the local community, 75% of which will be provided at reduced or no cost to low-income populations.

ii. Farmer & Gardener Training:

- Provide 2-3 apprentice farmers with on-farm training and experiential education in soil-based and hydroponic farming techniques, focusing on sustainable and organic growing practices.
- Provide intergenerational family workshops on urban gardening and farming (a minimum of 6) with a focus on container planting, pest and disease management, soil health, season extension, farm-to-table cooking, etc.

Apprentice farmers will be paid via additional/outside funding secured by The Urban Farm.

iii. Youth Education:

Farm-based youth education at the Urban Grown Incubator Farm will be delivered through fieldtrips, after-school programming, and summer camps. Educators will also travel to Denver based schools to support and expand horticultural and food based education. The programming will engage students from elementary school through university, through an age-appropriate curriculum aimed at connecting youth and young adults to the earth while educating them about the realities of inequity and access in our food system. Youth who visit the Urban Grown Incubator Farm will explore getting their hands dirty in the field, learn about agriculture-based technology and holistic farm management, and cook with farm fresh produce in the kitchen. Interwoven with these hands-on lessons will be the meaning and history of food justice, in which the students are encouraged to reflect about food sovereignty and sustainability.

TUF will partner with HFDC 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:

KEY PROGRAM STAFF

- Michelle Graham, Executive Director
 - Drew Hundelt, Urban Grown Incubator Farm Manager
 - Grace Young, Horticultural Assistant & Educator
- **PROJECT ADVISOR & PARTNERS**
 - Denver Northeast GoWild Coalition



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SCOPE OF WORK

- Focus Points Family Resource Center
- GrowHaus
- Metrocaring
- VivaWellness
- Denver Food Rescue
- Stedman Elementary
- Denver Public Schools (pantries/food-distribution programs)

VOLUNTEERS

TUF benefits from a diverse group of volunteers (over 1,000 per year) that strengthens its ability to provide cost-effective and impactful programs.

PARTNERSHIPS

- Denver County Public Safety- Juvenile Probation Services
- Denver Northeast GoWild Coalition
- Denver Public Schools
- Denver Urban Gardens

C. Program Locations:

The program activities will take place at the following locations:

The Urban Farm, 10200 Smith Road, in Northeast Denver. The Urban Farm is located on a 23-acre property owned by Denver Parks and Recreation. The Urban Farm has operated in this space for 25 years through a cooperative agreement with The City and County of Denver. The farm is accessible by Sand Creek Regional Greenway and Westerly Creek multi-use trail, car, bus, and light rail.

Off-site supplementary programming may occur at a variety of Denver K-12 Schools.

D. Implementation and Timeline

Farmer & Gardener Training:

Hire Apprentice Farmer 1- March 2023

Hire Apprentice Farmer 2 – March 2023

Skills Workshops – March – July 2023

Youth Education

August 2022-September 2022 Curriculum Re-evaluation and updates

September 2022- May 2023 Field Trips and Afterschool programs

June 2023- July 2023 Field Trips and Summer Camps

Healthy Food Access

August 2022-July 2023 Food Distribution, frequency based on harvest



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Evaluation, Outcome Measures and Deliverables

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

Participation in the Macro Evaluation

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

III. 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



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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:
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.



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II. 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 in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Administrative costs can be direct or indirect. Direct costs are costs that can be directly charged to the program and which are incurred in the provision of direct services. Indirect costs are defined as the administrative costs that are incurred for common or joint activities that cannot be identified specifically with a particular project or program.

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

III. Invoice

A. Invoice

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

IV. Payments

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



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V. General Grant Requirements

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

1. Access to healthy food, including up to three healthy meals and snacks per day, with emphasis on filling gaps when meals are not already provided;
 - a. May include buying and distributing local food from Colorado farms, ranches and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than compared out-of-state foods) For example, if a pound of carrots grown out of state costs \$1.00 and a pound of carrots grown in Colorado is \$1.08, it would be acceptable to purchase the higher priced carrots.

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

Additionally, programs must:

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

Additional, grantees will be asked to:

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



DENVER
THE MILE HIGH CITY

EXHIBIT A_Amendment02

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VI. Other

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

Additional document requirements that may be requested for this contract:

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

**Exhibit B-Amendment02
Budget**

Healthy Food for Denver's Kids Program Budget					
Organization Name	The Urban Farm				
Term	Year 3				
Request for Proposal Name	Healthy Food for Denver's Kids - Urban Grown Incubator Farm				
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
Soil Test & Mitigation	Biological test to inform ongoing soil mitigation and restoration for successful growing. Testing process and results are used as an educational tool for teaching soil health and science.	Yes	5	\$ 50.00	\$250.00
Perennial Edible shrubs	Various Edible Shrubs (i.e. berries, vine fruits, currants) to be distributed to community partners and planted by youth. Provide an increased variety of fruit, not commonly available in pantries & opportunity to educate an additional form of planting & cultivation.	Yes	20	\$ 30.00	\$600.00
Perennial Edible herbs	Culinary herbs (i.e. epazote, thyme, mint, majorum, oregano etc) to be distributed to and planted by community partners/youth participants. Fresh culinary herbs are typically higher cost items not often available in food pantries/food bank settings. To be planted by youth in educational programming and distributed to community partners.	Yes	18	\$ 6.00	\$108.00
Beneficial, Native Pollinators	Beneficial Pollinators to increase open pollination success in soil-based vegetable farm and naturally deter detrimental pests i.e. prairie dogs. Plants provide educational opportunity for youth and increase the success of production. (i.e. Native chamisa, curl leaf mahogany, rocky mountain bee plant etc).	Yes	25	\$ 10.00	\$250.00
Vegetable Seed - Market Garden	New vegetable seeds for the incubator farm will ensure that we will have enough seeds to match our production. These seeds will be planted by community partners/youth participants. The produce grown from these seeds will then be distributed to community partners	Yes	1	\$ 500.00	\$500.00

Vegetable Seed - Freight Farm	New hydroponic vegetable seed for the freight farm will ensure that we have enough seeds to match our hydroponic production. These seeds are more expensive because the plants are bred for hydroponic production and the seeds are delivered encased in clay as pellets for ease of seeding and faster production. The produce grown from these seeds will then be distributed to community partners	Yes	1	\$ 1,000.00	\$1,000.00
Soil & Compost	Fresh topsoil and compost is a necessary amendment to recharge our soils both on the incubator farm and to adjacent areas of the farm where pollinator habitats and food forests will be installed. Compost will bring more life and nutrients into our soil to ensure the most estimated production.	Yes	14	\$41.25	\$577.50
Irrigation Equipment HOSE	100' Replacement hose to replace damaged hoses	Yes	1	\$80.00	\$80.00
Irrigation Equipment: Drip line	drip tape helps get the water directly to our plants on the soil surface	Yes	2	\$340.00	\$680.00
Irrigation Equipment: Sprayers, timers, and adapters	Replacement irrigation timer, replacement irrigation spray wand, and replacement fittings for the sprayer	Yes	3	\$40.00	\$120.00
Irrigation Equipment: Drip Line Fittings	The correct fittings help reduce any water lost due to leaks and more efficient watering to our crops.	Yes	60	\$2.29	\$137.40
Irrigation Equipment: Irrigation Tubing	Main line tubing replacement to replace the main irrigation lines that deliver water to our drip lines that ensure proper irrigation to our crops.	Yes	1	\$120.00	\$120.00
Growing supplies: Soil Inoculant	Mycorrhizal fungi Inoculant is applied to our plants to increase plant health and overall nutrition	Yes	1	\$88.00	\$88.00
Growing supplies: Row Cover Replacement	Row covers are used to protect our crops from frost and insect damage	Yes	5	\$57.00	\$285.00
Growing Supplies: Sanitizer solution	The sanitization solutions will help keep our processing areas clean and safe	Yes	6	\$88.00	\$528.00
Growing Supplies - Produce Crates	Collapsible crates to transport and distribute our produce	Yes	2	\$69.99	\$139.98
Freight Farm disinfectant	Zerotol disinfectant will help us keep our Freight Farm free of pest and disease	Yes	1	\$250.00	\$250.00
Freight Farm Supplies: pH adjusters	liquid pH adjusters to maintain the correct pH in our Freight Farm	Yes	2	\$112.50	\$225.00
Freight Farm Supplies: Grow Plugs	Seedling plugs to grow our hydroponic plants	Yes	8	\$305.00	\$2,440.00
Freight Farm Supplies: liquid inoculant	Inoculant is applied to the water to increase plant health and quality	Yes	4	\$90.00	\$360.00
Freight Farm Supplies: liquid nutrients	Nutrients to grow our produce successfully in the Freight Farm	Yes	2	\$117.00	\$250.00

Growing Supplies: Probe	Hydroponics probe, all-in-one (pH, EC, temp), will allow us to test the w	Yes	1	\$150.00	\$225.00
Food Safety Supplies: First Aid Kit	First aid kit will help with any small injuries while working	Yes	1	\$30.00	\$2,440.00
Food Safety Supplies: Gloves	gloves will help staff and volunteers carry out tasks on the farm like har	Yes	1	\$24.00	\$360.00
Growing supplies: Amendments for seedling soil	Amendments such as Fish meal, green meal, coco coir used to make our own seedling soil mix to start our own plant starts.	Yes	1	\$264.00	\$264.00
Total Food and Supplies					\$12,277.88
Program Operating Expenses					
Water Usage	[(10 g /day for Greenery x 365 days) = 3,650 gallons x 4.37 / 1,000 g= \$15.95] + [(16,000 g/week for Field x 21 weeks) x \$4.27 / 1,000 g = \$1434.72] \$15.95 + 1434.72 = \$1,450.67	Yes	1	\$ 1,450.67	\$1,450.67
Electricity (Greenery)	\$400 per month for Greenery + \$40/month for walk-in cooler = \$450/per month	Yes	12	\$ 400.00	\$4,800.00
Farmhand Monthly Subscription (Greenery)	The farmhand app allows users to manage their operation from any location. Remote monitoring and management lessens risk of crop failure and increases rates of success.	Yes	12	\$ 10.00	\$120.00
CO2	Carbon dioxide aids in the growth of crops produced in the Greenery. C	Yes	12	\$162.75	\$1,953.00
Travel Expense	Delivery of produce to local organizations for food distribution, based on the following estimates: 20 miles per week, \$2.75 per gallon, 18 mpg	Yes	52	\$ 3.00	\$156.00
Total Operating Expenses					\$8,479.67
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
Urban Grown Incubator Farm Manager	Farm Manager oversees and engages in work to run farm site from seed-harvest, acts as the primary facilitator for farm apprentice education, and oversees produce distribution.	yes	100	\$ 68,000.00	\$ 68,000.00

Horticultural Assistant Educational Program Manager	This staff manages volunteer schedule , developes curriculum, conducts youth programming at the incubator farm. They also contribute to promote outreach and education for federal nutrition asistance programs	yes	100%	\$ 46,000.00	\$46,000.00
Executive Director	Program evaluation, curriculum review & oversight, holds regular staff meetings regarding program progress and budget use.Note, current ED does not take advantage of employee healthcare plan.	yes	5%	\$ 82,390.00	\$4,119.50
Total Personnel Services					\$118,119.50
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$127,176.67
Indirect					
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs <u>or</u> the organization's federally negotiated rate, based on the total contract budget. TUF Indirect - 10.00%				10.00%
TOTAL INDIRECT COSTS					\$8,014
TOTAL AMOUNT REQUESTED FROM HFDK					\$135,191