

## 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 **METRO CARING**, a Colorado nonprofit corporation, whose address is 1100 E. 18th Avenue, Denver, Colorado 80218 (the “Contractor”), jointly (“the Parties”).

### RECITALS:

**A.** The Parties entered into an Agreement dated August 12, 2020, an Amendatory Agreement dated March 9, 2021, and a Second Amendatory Agreement dated September 13, 2021 (collectively, the “Agreement”) to 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.

**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”). 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 **SIX HUNDRED SIXTY-FOUR THOUSAND FOUR HUNDRED TEN DOLLARS AND EIGHTY CENTS (\$664,410.80)** (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-Amendment02** are hereby deleted in its entirety and replaced with **Exhibit A-Amendment03**, Scope of Work, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A, Exhibit A-Amendment01 and Exhibit A-Amendment02** are changed to **Exhibit A-Amendment03**.

6. **Exhibit B, Exhibit B-Amendment01 and Exhibit B-Amend02** are hereby deleted in its entirety and replaced with **Exhibit B-Amendment03**, Scope of Work, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B, Exhibit B-Amendment01 and Exhibit B-Amend02** are changed to **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-202264097-03 / ENVHL-202055217-03  
**Contractor Name:** METRO CARING

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of:

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

\_\_\_\_\_

\_\_\_\_\_

**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

\_\_\_\_\_

\_\_\_\_\_

By:

\_\_\_\_\_

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

ENVHL-202264097-03 / ENVHL-202055217-03  
METRO CARING

DocuSigned by:  
*Erik Hicks*  
36527EA6AC6146E...

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

Erik Hicks

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

CEO-Integrator

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

ATTEST: [if required]

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

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

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



# EXHIBIT A-Amendment03

## 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 Metro Caring (“MC”). MC 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.

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

- **\$170,825** for Term 1 (August 1, 2020 – July 31, 2021)
- **\$197,512** for Term 2 (August 1, 2021 – July 31, 2022)
- **\$296,073.80** for Term 3 (August 1, 2022-July 31, 2023)
- **Cumulative Maximum Contract Amount: \$664,410.80**

### II. Program Services and Descriptions

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

Metro Caring will utilize the HFDK grant to support expansion and continuation of all youth-involved programming:

**Food-based Education:** There are innumerable barriers keeping families who live in low-income situations from achieving long-term health and well-being, so Metro Caring’s wraparound programs aim to help level the playing field. Nutrition education programs help families learn new skills to take control of their health, change behaviors, and combat diet related diseases like diabetes and heart disease.

- **Kidz in the Kitchen** is an opportunity for hands-on education in nutrition, cooking, home economics, kitchen gardening, and healthy eating. The program offers a community-initiated gathering with healthy food and intergenerational learning at its center. Funds will be used to purchase culturally relevant food items, seeds and garden supplies, and support curriculum development for both nutrition and backyard gardening.

**Food distribution** is the root of what Metro Caring does. MC meets the immediate needs of families in the community by offering free, fresh, healthy foods in its Fresh Foods Market, open Monday through Friday by appointment. The Market is the entry-point to programs and services that help address factors connected to food insecurity for low-income families. Food is also available via home delivery, a system initiated in response to COVID-19. Metro Caring regularly purchases culturally relevant foods like tortillas, spices, lentils, or basmati rice, as well as high protein foods that are donated less frequently, such as meat and eggs. Food purchases will be made from local producers and distributors that Metro Caring already has established



## EXHIBIT A-Amendment03

### SCOPE OF WORK

relationship with. For example, MC is currently purchasing dry goods from Barber's Foods (local), flour from Freshly Milled LLC (local), and many other culturally relevant items from a variety of local and BIPOC-owned facilities.

**Community support:** Metro Caring also sees building community as key to its success, and is working to prepare leaders to occupy all areas of influence that impact the food equity movement in order to shift power to those that are most impacted by inequity in the existing food system, amplifying their voices to influence the policies and institutions that affect them. Stipends are offered to community leaders living off of low incomes who volunteer to lead programs like Kidz in the Kitchen or garden workshops. These are an important incentive for individuals to take time away from their low-wage work to volunteer and still make ends meet for their families.

**Community connection:** Metro Caring will be relaunching the Community Connector program. Community Connectors, who are also participant volunteers, meet with every person who comes to the Market, helping identify what else they may need, and how Metro Caring can provide that service or connect them to a partner organization that can. Connection is designed so that participants have one-on-one interaction with someone they can relate to before ever setting foot in the Market to collect food. The Community Activation team which includes organizing and economic development will be facilitating our Community Connector program and working on specific legislation related to our overall mission. Community Connectors have historically provided support for community members to access supplementary resources to help meet their specific needs. This new iteration will have a focus on families with children and enrollment in SNAP and other support government programs.

**Language Justice:** Metro Caring continues to meet the needs of our community as they express them and strives to Pursue Equity in everything we do. It has been determined that 1/3 of the organization's households have a 1<sup>st</sup> language other than English. We translate our resources into 5 of the most represented languages and utilize Language Line for languages we do not have community interpreters for. To provide the best service to our community there will be a continuous need for translation and interpretation for documents and events.

**Food Is Medicine:** The Food Is Medicine Project is modeled after similar studies conducted by other food access organizations and the Food as Medicine study done by Dr. Peter Capell, an MC partner, donor and retired physician. Providing access to nutritious food and nutrition-based education opportunities is foundational to the mission at Metro Caring. It has been deemed important to formally measure and connect with community members about the effects of these offerings to their overall health and wellbeing. This project will be led by a Food Is Medicine contractor.

#### B. Roles:

- **Senior Manager of Food Sovereignty:** Is responsible for the direction of the Food Access, Nutrition and Urban Agriculture teams.
- **Nutrition Manager:** Manages all Nutrition programs, including curriculum development, leadership development for community members, etc.





## EXHIBIT A-Amendment03

### SCOPE OF WORK

- **Nutrition Coordinator:** Conducts day-to-day operations of most Nutrition programming, including leading all Kidz in the Kitchen courses.
- **Food Access Manager:** Manages all Food Access programs, including managing the entire Food Access team and volunteers as well as taking the lead on all food procurement.
- **Food Access Coordinator:** Conducts day-to-day operations of distributing food to our community, including managing the food deliveries each morning.

#### C. Program Locations:

The program activities will take place at Metro Caring's facility 1100 E 18th Ave, Denver, CO.

#### D. Implementation and Timeline

Metro Caring's food distribution takes place Monday-Friday all year long.

The Kidz in the Kitchen course schedule for this year is as follows:

- Last week of August- start next class (6 weeks)
- November- February - holidays class (6 weeks)
- March- May- spring class (6 weeks)
- June-July- summer class (4-6 weeks)

#### 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



## EXHIBIT A-Amendment03

### SCOPE OF WORK

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:
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	July 31 – Aug 15, 2023	Submitted through the Reporting Form



## EXHIBIT A-Amendment03

### SCOPE OF WORK

	on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.		
Other reports as reasonably requested by the City.	To be determined (TBD)	TBD	TBD

#### C. Evaluation Support

The HFDK evaluation team has been contracted by the City to provide evaluation technical assistance for grantees in developing, finalizing, and implementing their own evaluation plans, and to support grantee's participation in the macro evaluation. Grantees will be supported around the development or modification of their evaluation plan, evaluation tools, and other general evaluation questions. Additionally, the HFDK evaluation team will provide technical assistance to the HFDK cohort of grantees on a variety of topics, to be determined in the future based on grantees' needs and interests.

#### II. Budget

##### 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



## EXHIBIT A-Amendment03

### SCOPE OF WORK

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. Implementation and Timeline

##### A. Timeline

The timeline for this agreement is attached as an exhibit.

#### IV. Invoice

##### A. Invoice

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

#### V. Payments

- A. Invoices and reports 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 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.

#### VI. 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:**



## EXHIBIT A-Amendment03

### SCOPE OF WORK

- 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.

#### **VII. 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 - Amendment03 BUDGET**

<b>Organization Name</b>	Metro Caring	
<b>Term</b>	Year 3 (renewal)	
<b>Request for Proposal Name</b>	Healthy Food for Denver's Kids	

**Budget Categories**

**Food and Supplies**

Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Food	In response to our community, Metro Caring will purchase culturally relevant foods such as tortillas, spices, lentils, lotus root and rice. As demand and budget dictates, the organization also purchases high protein foods that are donated less frequently, such as meat and eggs. It is important to the organization to be able to have flexibility in this area in order to respond to urgent needs in the moment.	Yes			\$ 115,000.00
Food Deliveries	For delivery of free groceries to families in Denver. Currently 55% of our deliveries go to families with children.	yes	2400	\$ 7.50	\$18,000.00
Food Deliveries Supplies	Food is delivered in bags to the families. We typically use 3 bags per family; 3 bags for 2400 deliveries at \$0.50 per bag	yes	7200	\$ 0.50	\$3,600.00
<b>Total Food and Supplies</b>					<b>\$ 136,600.00</b>

**Program Operating Expenses**

Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Kidz in the Kitchen	Kidz in the Kitchen is an opportunity for hands-on education in nutrition, cooking, home economics, and healthy eating. The program offers a community-initiated gathering with healthy food and intergenerational learning at its center. Funds will be used to purchase culturally relevant food items, and support curriculum development.	Yes			\$ 6,000.00
Translation and Interpretation	A recent organization survey determined 1/3 of the organization's households have a 1st language that is not English. We translate our resources into 5 main languages and utilize Language Line for languages we do not have community interpreters for. Translation of documents averages \$0.10 per word and interpreters are \$55 per hour. We request flexibility in supporting this crucial expense.				\$ 6,000.00
Community Connectors - outreach	2 Connectors are responsible for outreach to youth and family participants providing educational information and resources for enrolling in government programs; 2 connectors, 10 hours per week for 52 weeks @ \$25 per hour paid as a stipend	Yes	1040	\$25	\$ 26,000.00
Community Stipends	Metro Caring wants to prioritize having volunteer leaders who are representative of the population it serves. However, it also knows that the majority of its community work low-wage hourly jobs. Therefore, the organization will offer stipends to community leaders who volunteer to lead programs like Kidz in the Kitchen and other program involvement. This allows individuals to take time away from their low-wage work to volunteer and still make ends meet for their families.	Yes	150	\$20/hour	\$ 3,000.00
<b>Total Operating Expenses</b>					<b>\$41,000.00</b>

**Salary Employees**

Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe	Total Amount Requested from Healthy Food for Denver's Kids Initiative
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Senior Manager of Food Sovereignty	The Senior Manager of Food Sovereignty is responsible for the direction of the Food Access, Nutrition and Urban Agriculture teams.	Yes	10.00%	\$ 101,060.00	\$ 10,106.00
Nutrition Manager	Metro Caring's Nutrition Programs Manager develops and manages all nutrition and health education programs, collaborates with community partners, and provides support to the entire nutrition team. (currently this staff is a registered dietician)	Yes	20.00%	\$ 74,099.00	\$ 14,819.80
Food Access Manager	Metro Caring's Food Access Manager is responsible for managing and supervising the entire Food Access Team. The role oversees all operations in the warehouse, market, and loading dock, and manages all relationships with food donors, distributors, local growers, and other sources of products for the market. This position also manages volunteers, team finances, and innovations.	Yes	20.00%	\$ 66,340.00	\$ 13,268.00

**Hourly Employees**

Position Title	Description of Work	Does this budget item support the Scope of Work?	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Food Access Coordinator	The Food Access Coordinator is responsible for everyday operations and workflow in Metro Caring's warehouse and Fresh Foods Market. This individual manages a diverse group of volunteers from day to day.	Yes	416.00	\$ 29.12	\$ 12,113.92
Nutrition Coordinator	This position is the point person for all cooking clubs and classes including Kidz in the Kitchen, providing logistic support and connecting cooking collaborators with one another. ServSafe expertise is used to ensure the community kitchen follows health department food licensure requirements.	Yes	416.00	\$ 29.12	\$ 12,113.92
					\$ 62,421.64
<b>TOTAL DIRECT COSTS (Supplies &amp; Operating, Personnel, Other)</b>					<b>\$ 240,021.64</b>

**Other / Miscellaneous**

Item	Description	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Evaluation	For data collection, analysis and reporting. The organization has not determined whether this shall be handled internally (depending on capacity), by the internal Evaluation Committee or outsourced to a Consultant. \$15,000 represents 6% of the direct expenses budget and is within the grant recommended range.	Yes			\$15,000.00
Food is Medicine (FIM) Contractor	The FIM project is modeled after the Dr. Peter Capell "Food as Medicine" evidence based study linking access to nutritious food and nutritious based healthy education opportunities to health and well being. This project shall connect with the organization's households and focus on the linkage between the food offerings and the health outcomes of the families. 55% of the consultant's time shall be working together with households who have children.	Yes	0.55	\$ 31,000.00	\$ 17,050.00

		<b>Total Other</b>	<b>\$32,050.00</b>
<b>Indirect</b>			
<b>Item</b>	<b>Description</b>	<b>Total Amount Requested from Healthy Food for Denver's Kids Initiative</b>	
10% Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs, based on the total contract budget.	10% of Direct Costs	
		<b>TOTAL INDIRECT COSTS</b>	<b>\$24,002.16</b>
		<b>TOTAL AMOUNT REQUESTED FROM HFDK</b>	<b>\$ 296,073.80</b>

<b>Total Contract Maximum Amount (August 1, 2021- July 31, 2023)</b>	<b>\$664,410.80</b>
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