

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 **REGENTS OF UNIVERSITY OF COLORADO**, a body corporate, for and on behalf of the University of Colorado Denver | Anschutz Medical Campus, a public institution of higher education created under the Constitution and the Law of the State of Colorado, having administrative offices at University of Colorado Denver, Office of Grants and Contracts, Mail Stop F428, Anschutz Medical Campus Bldg. 500, W1126, 13001 E 17th Place, Aurora, CO 80045 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated February 27, 2023 (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, Scope of Work, to the City’s satisfaction.

B. The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, update paragraph 7-Examination of Records, add paragraph 34-Compliance with Denver Wage Laws, amend the scope of work exhibit, and amend 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, 2022**, and will expire on **July 31, 2025** (the “Term”). The term of this Agreement may be extended by the City under the same terms and conditions by a written amendment to this Agreement. Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

2. Section 4 of the Agreement entitled “**COMPENSATION AND PAYMENT:**” subsection d. (1) entitled “**Maximum Contract Amount:**” is hereby deleted in its entirety and replaced with:

“**d. Maximum Contract Amount:**

(1) Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed **SEVEN HUNDRED FIFTY-NINE THOUSAND EIGHTY-ONE DOLLARS AND FIFTY CENTS (\$759,081.50)** (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:**" 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 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.”

5. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-Attachment 01, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A-Attachment01**.

6. **Exhibit B** is hereby deleted in its entirety and replaced with **Exhibit B-Attachment01, Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** are changed to **Exhibit B-Attachment01**.

7. **Exhibit D-Attachment01, Invoice Template** is hereby added in its entirety to the Agreement and Exhibit List, and 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.

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Contract Control Number:
Contractor Name:

ENVHL-202474406-01| ENVHL-202263836-01
REGENTS OF UNIVERSITY OF COLORADO

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

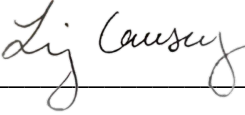
By:

By:

By:

Contract Control Number:
Contractor Name:

ENVHL-202474406-01| ENVHL-202263836-01
REGENTS OF UNIVERSITY OF COLORADO

By: 

Name: Liz Causey
(please print)

Title: Manager of Contracts
(please print)

EXHIBIT A_Amendment01

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 Regents of University of Colorado, Rocky Mountain Prevention Research Center (“RMPRC”) (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.

Rocky Mountain Prevention Research Center (“RMPRC”) has been awarded the following amounts in Healthy Food for Denver’s Kids funds:

- **\$467,792.22** for Term 1 (August 1, 2022 – July 31, 2024)
- **\$291,289.28** for Term 2 (August 1, 2024-July 31, 2025)
- Cumulative Maximum Contract Amount: **\$759,081.50**

II. Program Services and Descriptions

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

The Culture of Wellness in Preschools (COWP) will implement evidence-based programming in the 4 largest Denver Public Schools (DPS) early childhood education centers and continue to adapt the program to uniquely meet the needs of family, friend, and neighbor (FFN) childcare providers throughout the City and County of Denver serving the majority of children who live in poverty during the 2023-24 and 2024-25 school years. There are four evidence-based activities; Nutrition Education lessons, Parent Wellness Workshop Series (Parent/Caregiver-Focused), Text2LiveHealthy (T2LH) a no cost texting platform that focuses on healthy eating, physical activity and local wellness events, and Policy, Systems, and Environment Change Process. Our team provides support for school wellness and FFN providers to adopt and implement changes which will impact the health of their students. Toolkits aid in the success of these changes and help build capacity and sustainability.

Objective	Activities	Timeline
Objective 1: Implement the Culture of Wellness in Preschools (COWP) program (what) in the 4 largest Denver Public Schools (DPS) early childhood education (ECE) centers and to adapt the program to uniquely meet the needs of family, friend, and neighbor (FFN) childcare providers throughout the City and County of Denver serving	<ul style="list-style-type: none"> • A total of 15 (9 ECE NE lessons/6 FFN NE lessons) Culture of Wellness in Preschools (COWP) nutrition education lessons will be delivered to ECE classrooms and to FFN providers. The frequencies of the lessons will be approximately 1 lesson every month for 30 	Completion by July 31, 2025 (ongoing)

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<p>the majority of children who live in poverty (who) during the 2023-24 and 2024-25 school years (when).</p>	<p>minutes each lesson for ECE classrooms and 6 lessons for FFN providers.</p> <ul style="list-style-type: none"> • Offering of a 6-week Parent Wellness Workshop Series designed to increase consumption of fruits and vegetables, decrease sugar sweetened beverage consumption/increase water consumption, and increase moderate to vigorous physical activity/decrease sedentary behaviors among preschool parents and their children (cohorts of roughly 10 FFN providers/parents) • Continuation of the Text2LiveHealthy program, of which is a nutrition-related mobile health outreach effort that delivers 2 core health-promoting text messages per week to parents • Continuation of the Policy, System and Environment Change Process (PSE-Focused). The PSE change process is a health-promoting PSE change program component designed to implement an average of two changes that promote healthy eating in early childcare centers. Provide toolkit materials to each site to support the implementation of their selected PSE changes. 	
<p>Objective 2: Provide healthy food access in the form of meals and snacks to youth, FFNs and parents</p>	<ul style="list-style-type: none"> • Purchase food for nutrition education lessons for 65 DPS classrooms (9 lessons) • Purchase healthy snacks for 65 DPS classrooms 	<p>Completion by July 31, 2025 (ongoing)</p>

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	<ul style="list-style-type: none"> • Purchase food for nutrition education lessons for FFN providers Purchase food for PWV series (9 series, 6 lessons) 	
Objective 3: Expand accessibility and language justice for parents and FFNs participating in FFN workshops	<ul style="list-style-type: none"> • Offer workshops in English, Spanish, Dari and Arabic • Addition of a Program Overview/Orientation session to the FFN workshops to provide additional guidance, share expectations, and more time to complete the pre-survey/Family Wellness Summary in Spanish, Dari and Arabic 	Completion by July 31, 2025 (ongoing)

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"/>
Baker	<input checked="" type="checkbox"/>
Barnum	<input checked="" type="checkbox"/>
Barnum West	<input checked="" type="checkbox"/>
Belcaro	<input checked="" type="checkbox"/>
Chaffee Park	<input type="checkbox"/>
Clayton	<input type="checkbox"/>
Cole	<input checked="" type="checkbox"/>
College View	<input type="checkbox"/>
Cory-Merril	<input checked="" type="checkbox"/>
East Colfax	<input checked="" type="checkbox"/>
Elyria Swansea	<input checked="" type="checkbox"/>
Five Points	<input checked="" type="checkbox"/>
Gateway-Green Valley Ranch	<input checked="" type="checkbox"/>
Globeville	<input checked="" type="checkbox"/>
Goldsmith	<input checked="" type="checkbox"/>
Harvey Park	<input type="checkbox"/>
Harvey Park South	<input type="checkbox"/>
Kennedy	<input type="checkbox"/>

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Lincoln Park	<input type="checkbox"/>
Mar Lee	<input type="checkbox"/>
Montbello	<input checked="" type="checkbox"/>
Northeast Park Hill	<input type="checkbox"/>
Platt Park	<input checked="" type="checkbox"/>
Ruby Hill	<input checked="" type="checkbox"/>
Sun Valley	<input checked="" type="checkbox"/>
Sunnyside	<input type="checkbox"/>
University	<input checked="" type="checkbox"/>
Valverde	<input type="checkbox"/>
Villa Park	<input type="checkbox"/>
Washington Park	<input checked="" type="checkbox"/>
Washington Park West	<input checked="" type="checkbox"/>
Washington Virginia Vale	<input checked="" type="checkbox"/>
Westwood	<input checked="" type="checkbox"/>
Whittier	<input checked="" type="checkbox"/>
Other: _____	<input type="checkbox"/>

III. Evaluation, Outcome Measures and Deliverables

A. Process and Outcome Measures/Deliverables

The Provider will report on the process measures and outcome measures. The measures in the surveys Providers will answer will align with the items and descriptions in the “objectives” section above. A general description of types of measures are listed below, but the final measures will be decided upon with the Provider in collaboration with the HFDC Evaluation contractor and staff. The HFDC 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

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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.
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.

Rocky Mountain Prevention Research Center (“RMPRC”) will be responsible for reporting on the following Sections of the Evaluation Survey; Food Access and Food/Nutrition Education.

The table below summarizes reporting activity and due dates. The dates and or frequency may be subject to change.

Report # and Name	Description	Due Date	Reports to be sent to:
Reports	Progress on outcome measures as outlined by HFDK Evaluation Contractor. Report	Quarterly Reporting. Due dates TBD. Please see the quarterly schedule:	Submitted through QuickBase, or the platform selected by the HFDK Evaluation Contractor

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	of previous quarter of activities. Upload relevant evaluation documents. Additional narrative description of successes and challenges.	Q1: August- October Q2: November-January Q3: February-April Q4: May-July	
Other reports as requested	To be determined (TBD)	TBD	TBD

C. Evaluation Support

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

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

V. Budget

A. Budget

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

- Be reasonable, realistic, and justified including making an effort to purchase healthy meals or snacks at affordable prices through wholesale, Food Bank of the Rockies, or other low-cost purchasing methods whenever possible
- Show strong fiscal responsibility
- Limit indirect costs to 10%

Indirect Cost Limit: The Provider’s total indirect costs cannot exceed 10% of the Maximum Grant Amount as listed in the Budget. Administrative costs are included in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Administrative costs can be direct or indirect. Direct costs are costs that can be directly charged to the program, and which are incurred in the provision of direct services. Indirect costs are defined as the administrative

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costs that are incurred for common or joint activities that cannot be identified specifically with a particular project or program.

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

VI. Invoice

A. Invoice

A sample of the HFDK invoice template is attached as **Exhibit C**.

VII. Payments

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

VIII. General Grant Requirements

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

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- 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.
 - i. Potential resources to describe ultra-processed foods:
 - ii. <https://www.health.harvard.edu/blog/what-are-ultra-processed-foods-and-are-they-bad-for-our-health-2020010918605>
 - iii. <https://www.mdanderson.org/cancerwise/what-are-ultra-processed-foods.h00-159538167.html>
- 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).
 - i. Potential resource to define trans fats:
 - ii. <https://www.heart.org/en/healthy-living/healthy-eating/eat-smart/fats/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.

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- E. Follow the HFDK Communication Guidelines, including displaying signage and/or online banners noting that the program receives funding from DDPHE and the Healthy Food for Denver's Kids Initiative. The HFDK Initiative will provide electronic files (e.g., logos) and guidelines for printing and/or displaying on websites, social media accounts, and other materials.

IX. Other

- A. *Provider shall submit updated documents which are directly related to the delivery of services*
- B. Additional document requirements that may be requested for this contract:
 - i. organizational Chart
 - ii. updated Certificate of Insurance
 - iii. reports and information for Program Evaluation, as required.

Exhibit B Budget Amendment 01

Instructions: Year 3 is a simplified budget. You do not need to show line items, but total for categories (Please fill in cells highlighted in YELLOW). The total request will be used for planning purposes for grant renewals. You will have an opportunity to complete the year 3 budget in more details during the renewal process.

Healthy Food for Denver's Kids Program Budget

Organization Name	University of Colorado/Colorado School of Public Health/Rocky Mountain Prevention Research Center
Term	Year 3
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK02)

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 - Nutritional Education (NE) Classroom Lessons	Food provided for nutrition education lessons for 65 DPS classrooms * 9 lessons * \$18.50 per lesson	yes	585	\$ 18.50	\$10,822.50
Food- Healthy Snacks for classrooms	Food provided for Healthy snacks for 65 DPS classrooms*\$10	Yes	65	\$ 10.00	\$650.00
Food - Nutritional Education (NE) FFN Lessons	Food provided for nutrition education lessons for FFN Providers = 50 FFNs * 9 lessons * \$12.00 per lesson	yes	450	\$ 12.00	\$5,400.00
Books - Nutritional Education	Books for NE Lessons for DPS 65 classrooms + 50 FFN Providers = 115 * average of 6 lessons * \$8.00 per book	yes	690	\$ 8.00	\$5,520.00
Kitchen Bins - Nutritional Education	Kitchen bins replacements: bowls, knives, cutting board, etc. for NE lessons = 65 DPS classrooms and 50 FFN Providers * \$15 ea	yes	115	\$ 15.00	\$1,725.00
Paper Supplies - Nutritional Education	Paper supplies for NE lessons =65 DPS classrooms and 50 FFN Providers * 9 lessons * \$3.6 costs	yes	1035	\$ 3.60	\$3,726.00
Food Delivery Materials	Replacement materials purchased to keep NE food fresh and within food guidelines; 15 of each - bins (\$35) , coolers (\$55), ice packs (\$10) etc., both new and replacement.	yes	15	\$ 100.00	\$1,500.00
Food for Parent Wellness Workshops (PWW)	Food for PWW Series Lessons: 9 Series * 6 lessons * \$20	yes	54	\$ 20.00	\$1,080.00
PSE Healthy Eating Change Kits for Classrooms	Materials to make healthy eating changes in each DPS classroom (65) * \$115/PSE healthy eating kit	yes	65	\$ 115.00	\$7,475.00
PSE Healthy Eating Change Kits for FFN Providers	Materials to make healthy eating changes in each FFN provider's home (50) * \$75/PSE healthy eating kit	yes	50	\$ 75.00	\$3,750.00
Total Food and Supplies					\$41,648.50

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
Office/ Supplies	Office supplies for staff - annual costs per 2.25 FTE *\$300	yes	2.25	\$ 300.00	\$675.00
IT Supplies/software	IT supplies annually = replacement batteries, mouse keyboard, etc.	yes	2.25	\$ 150.00	\$337.50
IT Services	Testing = Test2live/healthy with Upand/ Mobile Commons cost \$6,000/month *2.5% = Monthly cost \$150 *12 months	yes	12	\$ 150.00	\$1,800.00
IT Computer Support	University IT desktop support for 2.5 FTE @ \$350	yes	2.5	\$ 350.00	\$875.00
Printing Costs	Family letters (English/Spanish) 65 DPS classrooms * 15 students * 15 lessons/ 50 FFN providers * 3 students * 9 lessons* \$0.20 per item	yes	15975	\$ 0.20	\$3,195.00
Printing Costs	Healthy Eating Posters - 115 large lobby/classrooms (English Spanish)* 2 * \$11/poster	yes	230	\$ 11.00	\$2,530.00
FFN -Parent Wellness Workshops (PWW)	5 PWW Series - Incentives for participation - estimate 10 participants * \$30 gift card for survey completion	yes	50	\$ 30.00	\$1,500.00
Translation and Interpretation	Translation of material to (Dari, Arabic, spanish, etc) 1000 pages*\$4.00 per page SOW for translation and interpretation for FFN workshops 4 Cohort* 7 sessions* 2 Hours *\$35 per hour	yes	1000	\$ 4.00	\$4,000.00
Scope of Work (SOW)	Mileage for 2.5 Staff for NE deliveries, train teachers, deliver posters, grocery store pickup, evaluation, etc. * 30 trips * 50 miles round trip * \$6.00 mileage reimbursement.	yes	56	\$ 35.00	\$1,960.00
Mileage Delivery of NE lessons	Transportation for FFN provider to attend workshop Series (bus, van, and Uber) 3 workshops * 6 session*\$170 van rentals	yes	18	\$ 170.00	\$3,060.00
Space Rental	Cost for rental space for FFN workshops(church, rec center, etc) 5 Cohorts*\$200	Yes	5	\$ 200.00	\$1,000.00
Childcare	Childcare for FFN workshops 3 Cohort* 7 sessions* 1 community members *\$100	Yes	21	\$ 100.00	\$2,100.00
Refrigerators	2 new or replacements refrigerators to keep food fresh within guidelines @ \$850 for NE food deliveries	yes	2	\$ 850.00	\$1,700.00
Teacher Surveys	115 Teacher * 1 surveys * \$15	yes	115	\$ 15.00	\$1,725.00
Total Operating Expenses					\$28,707.50

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
Program Director/PI	Will oversee the day-to-day operations of the COWP program implementation and evaluation. Will lead the adaptation of the program for FFN providers. Will ensure the program is implemented with fidelity and that project timelines are met and within budget. Will be responsible for all communications related to the grant. Will assist in the preparation of presentation materials for community, state and national audiences.	yes	3%	\$ 18,615.00	\$465.38
Administration	Will oversee budget, financials, HR, payroll, funding, invoices with OGC, procurement, purchase orders, approval of ProCards and mileage.	yes	5%	\$ 100,780.00	\$5,039.00
Program Manager	Program Manager will supervise the Health Promotion Facilitators who will all nutrition education programming to the DPS classrooms and FFN providers. Will develop a quality assurance evaluation system to ensure that the Health Promotion Facilitators are delivering the NE program component as intended. Additionally, will facilitate, develop, and oversee Quality Improvement programs and assist in the preparation of presentation materials for the sites.	yes	40%	\$ 118,500.00	\$47,400.00
PRA	Will lead workshops and Nutrition education deliveries as well as a variety of tasks including: purchasing and distributing food and paper goods, conduct teacher trainings, facilitate parent workshop series, create family letters, provide feedback/assistance to teachers and FFNs as needed; and collect process and outcome evaluation data.	yes	60%	\$ 85,080.10	\$51,048.06
Health Promotion Facilitators	The 1 FTE Health Promotion Facilitators will perform a variety of tasks including: purchasing and distributing food and paper goods, conduct teacher trainings, facilitate parent workshop series, create family letters, provide feedback/assistance to teachers and FFNs as needed; and collect process and outcome evaluation data.	yes	100%	\$ 82,500.00	\$82,500.00

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
Student (Hourly)	Assist HPF with various tasks in prepping for NE deliveries and workshops	Yes	400.00	\$ 20.00	\$8,000.00
					\$0.00
					\$194,452.44

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
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Other					
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$264,808.44
Indirect					
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative
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				10% of Direct Costs
TOTAL INDIRECT COSTS					\$26,480.84
TOTAL AMOUNT REQUESTED FROM HFDK					\$291,289.28

Total Contract Amount (August 1, 2022-July 31 2025) \$759,081.50

Exhibit D. Amendment 01
Denver Department of Public Health and Environment - Healthy Food for Denver's Kids

Invoice #	
Date Invoice is sent to HFDK	
Purchase Order/ Contract #	PO-00128835
Payment Option	ACH

Organization Name	Rocky Mountain Prevention Research Center (RMPRC)
Invoice Period	
Final Invoice Amount	#REF!
Payment Terms	Immediate
Grantee Waives Prompt Pay	

To:	
Program:	Healthy Food for Denver's Kids
HFDK Contact:	Jessica Murison
Address:	101 W Colfax
City:	Denver
State:	CO
Zip Code:	80202
Telephone:	760-715-7194
Email:	HFDKinvoices@denvergov.org

From:	Rocky Mountain Prevention Research Center (RMPRC)
Contact Name:	
Remit Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	

Expenditure				Total Amount	
Budget Categories					
Food and Supplies					
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
Food - Nutritional Education (NE) Classroom Lessons	Food provided for nutrition education lessons for 65 DPS classrooms * 9 lessons * \$18.50 per lesson	585	\$ 18.50	\$10,822.50	
Food- Healthy Snacks for classrooms	Food provided for Healthy snacks for 65 DPS classrooms*\$10	65	\$ 10.00	\$650.00	
Food - Nutritional Education (NE) FFN Lessons	Food provided for nutrition education lessons for FFN Providers = 50 FFNs * 9 lessons * \$12.00 per lesson	450	\$ 12.00	\$5,400.00	
Books - Nutritional Education	Books for NE Lessons for DPS 65 classrooms + 50 FFN Providers = 115 * average of 6 lessons * \$8.00 per book	690	\$ 8.00	\$5,520.00	
Kitchen Bins - Nutritional Education	Kitchen bins replacements; bowls, knives, cutting board, etc. for NE lessons = 65 DPS classrooms and 50 FFN Providers * \$15 ea	115	\$ 15.00	\$1,725.00	
Paper Supplies - Nutritional Education	Paper supplies for NE lessons =65 DPS classrooms and 50 FFN Providers * 9 lessons * \$3.6 costs	1035	\$ 3.60	\$3,726.00	
Food Delivery Materials	Replacement materials purchased to keep NE food fresh and within food guidelines; 15 of each - bins (\$35), coolers (\$55), ice packs (\$10) etc., both new and replacement.	15	\$ 100.00	\$1,500.00	
Food for Parent Wellness Workshops (PWW)	Food for PWW Series Lessons: 9 Series * 6 lessons * \$20	54	\$ 20.00	\$1,080.00	
PSE Healthy Eating Change Kits for Classrooms	Materials to make healthy eating changes in each DPS classroom (65) * \$115/PSE healthy eating kit	65	\$ 115.00	\$7,475.00	
PSE Healthy Eating Change Kits for FFN Providers	Materials to make healthy eating changes in each FFN provider's home (50) * \$75/PSE healthy eating kit	50	\$ 75.00	\$3,750.00	
Total Food and Supplies				\$41,648.50	\$ -
Program Operating Expenses					

Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
Office/ Supplies	Office supplies for staff - annual costs per 2.25 FTE *\$300	2.25	300	\$675.00	
IT Supplies/software	IT supplies annually = replacement batteries, mouse keyboard, etc.	2.25	300	\$337.50	
IT Services	Texting = Text2LiveHealthy with Upland/Mobile Commons cost \$6,000/month *2.5% = Monthly cost \$150 *12 months	2.25	150	\$1,800.00	
IT Computer Support	University IT desktop support for 2.5 FTE @ \$350	12	150	\$875.00	
Printing Costs	Family letters (English/Spanish) 65 DPS classrooms * 15 students * 15 lessons/ 50 FFN providers * 3 students * 9 lessons* \$0.20 per item	2.5	350	\$3,195.00	
Printing Costs	Healthy Eating Posters - 115 large lobby/classrooms (English Spanish)*2 * \$11/poster	15975	0.2	\$2,530.00	
FFN -Parent Wellness Workshops (PWW)	5 PWW Series - Incentives for participation - estimate 10 participants * \$30 gift card for survey completion	230	11	\$1,500.00	
Translation and Interperation	Translation of material to (Dari, Arabic, spanish, etc) 1000 pages*\$4.00 per page	50	30	\$4,000.00	
Scope of Work (SOW)	SOW for translation and interperation for FFN workshops 4 Cohort* 7 sessions* 2 Hours *\$35 per hour	1000	4	\$1,960.00	
Mileage Delivery of NE lessons	Mileage for 2.5 staff for NE deliveries, train teachers, deliver posters, grocery store pickup, evaluation, etc. * 30 trips * 50 miles round trip * \$5.60 mileage reimbursement.	56	35	\$2,250.00	
Transportation	Transportation for FFN provider to attend workshop Series (bus, van, and Uber) 3 workshops * 6 session*\$170 van rentals	3750	0.6	\$3,060.00	
Space Rental	Cost for rental space for FFN workshops(church, rec center, etc) 5 Cohorts*\$200	18	170	\$1,000.00	
Childcare	Childcare for FFN workshops 3 Cohort* 7 sessions* 1 community members *\$100	5	200	\$2,100.00	
Refrigerators	2 new or replacements refrigerators to keep food fresh within guidelines @ \$850 for NE food deliveries	21	100	\$1,700.00	
Teacher Surveys	115 Teacher * 1 surveys * \$15	2	850	\$1,725.00	
Total Operating Expenses				\$28,707.50	#REF!
Salary Employees					
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice

Program Director/PI	Will oversee the day-to-day operations of the COWP program implementation and evaluation. Will lead the adaptation of the program for FFN providers. Will ensure the program is implemented with fidelity and that project timelines are met and within budget. Will be responsible for all communications related to the grant. Will assist in the preparation of presentation materials for community, state and national audiences.	2.5%	\$	18,615.00	\$465.38	
Administration	Will oversee budget, financials, HR, payroll, funding, invoices with OGC, procurement, purchase orders, approval of ProCards and mileage.	5.0%	\$	100,780.00	\$5,039.00	
Program Manager	Program Manager will supervise the Health Promotion Facilitators who will all nutrition education programming to the DPS classrooms and FFN providers. Will develop a quality assurance evaluation system to ensure that the Health Promotion Facilitators are delivering the NE program component as intended. Additionally, will facilitate, develop, and oversee Quality Improvement programs and assist in the preparation of presentation materials for the sites.	40.0%	\$	118,500.00	\$47,400.00	
PRA	Will lead workshops and Nutrition education deliveries as well as a variety of tasks including; purchasing and distributing food and paper goods, conduct teacher trainings, facilitate parent workshop series, create family letters, provide feedback/assistance to teachers and FFNs as needed; and collect process and outcome evaluation data.	60.0%	\$	85,080.10	\$51,048.06	
Health Promotion Facilitators	The 1 FTE Health Promotion Facilitators will perform a variety of tasks including; purchasing and distributing food and paper goods, conduct teacher trainings, facilitate parent workshop series, create family letters, provide feedback/assistance to teachers and FFNs as needed; and collect process and outcome evaluation data.	100.0%	\$	82,500.00	\$82,500.00	
Hourly Employees						
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative		Total Spent
Student (Hourly)	Assist HPF with various tasks in prepping for NE deliveries and workshops	400.00	\$	20.00	\$8,000.00	
Total Personnel Services					\$194,452.44	\$ -
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$264,808.44	
Indirect						
Item	Description			Total Amount Requested from Healthy Food for Denver's Kids Initiative		Total For this invoice
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs <u>or</u> the organization's federally negotiated rate, based on the total contract budget.			\$26,480.84		
TOTAL INDIRECT COSTS					\$26,480.84	
Total Expense for this Invoice						#REF!

\$291,289.28

Billing Summary	
Total Contract Amount for Year 3	\$291,289.28
Advanced Funds Invoiced (if applicable)	N/A
Cumulative Amount Previously Invoiced	
Amount of this Invoice	#REF!
Total Invoiced to Date	#REF!
Budget Amount Remaining	#REF!

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

This grantee agrees that the persons served on this grant are City and County of Denver residents, and/or have, to the best of their ability, ensure that the primary beneficiaries are City and County of Denver residents.

This grantee agrees that, to the best of their ability, preferentially procured food from Colorado farms, ranches and food manufacturing businesses, so long as they are less than 10% more expensive than comparable out of state foods.

I/We affirm the claimed expenses comply with the budget provisions of the contract and are reasonable and necessary, that all relevant progress or other reports have been filed, and all contract milestones and/or tasks related to the invoice period have been achieved.

Print Name, Title	Date
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