

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 **FRONT LINE FARMING**, a Colorado nonprofit corporation, whose address is 2830 Clayton Street, Denver, Colorado 80205 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated December 13, 2022 (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, rescind paragraph 19-No Employment of Workers without Authorization, add paragraph 35-Compliance with Denver Wage Laws, amend the scope of work exhibit, amend the budget exhibit and add the invoice form 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, 2021** 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 **EIGHT HUNDRED FORTY-SEVEN**

THOUSAND ONE HUNDRED FORTY-FIVE DOLLARS AND FORTY-EIGHT CENTS (\$847,145.48) (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in **Exhibit A**. Any services performed beyond those in Exhibit A are performed at Contractor’s risk and without authorization under the Agreement.”

3. Section 7 of the Agreement entitled “**EXAMINATION OF RECORDS:**” 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 19 of the Agreement entitled “**NO EMPLOYMENT OF WORKERS WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:**” is hereby deleted in its entirety and replaced with:

“19. **[RESCINDED.]**”

5. Section 35 of the Agreement entitled “**COMPLIANCE WITH DENVER WAGE LAWS:**” is hereby deleted in its entirety and replaced with:

“35. **COMPLIANCE WITH DENVER WAGE LAWS:** To the extent applicable to the Contractor’s provision of Services hereunder, the Contractor shall comply with,

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

6. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-1 Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A-1**.

7. **Exhibit B** is hereby deleted in its entirety and replaced with **Exhibit B-1 Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** are changed to **Exhibit B-1**.

8. **Exhibit D, Reimbursement Invoice Form** is hereby added in its entirety to the Exhibit List and the Agreement, as attached and incorporated by reference herein.

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

10. 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.

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

Contract Control Number:
Contractor Name:

ENVHL-202474401-01 | ENVHL- 202263811-01
FRONT LINE FARMING

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-202474401-01 | ENVHL- 202263811-01
FRONT LINE FARMING

By:  _____

Name: Fatuma Emmad
(please print)

Title: Executive Director
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(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 Front Line Farming (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.

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

- **\$517,057.48** for Term 1 (August 1, 2022 – July 31, 2024)
- **\$319,198.00** for Term 2 (August 1, 2024-July 31, 2025)
- Cumulative Maximum Contract Amount: **\$847,145.48**

II. Program Services and Descriptions

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

Front Line Farming expands educational opportunities to youth in their target areas. The expanded programming activities include a minimum of 20 educational presentations for youth with a focus on ages 0-5, monthly on-site garden classes, the creation of a community garden with programming at an anchor institution for the community in Denver, and additional staffing to enroll and directly connect families to Federal Nutrition Assistance Programs. We will also be able to engage small children with nutritious food by providing healthy snacks and meals at our youth classes.

Objective	Activities	Timeline
Objective 1: Food Access to youth and their families	<ul style="list-style-type: none"> • Comprehensive Support for Participants: Ensuring a nurturing and supportive environment, our camps will include: a) Nutritious Meals and Snacks: To address the basic needs and well-being of all participants, ensuring they have access to healthy and appealing food options throughout the camp; b) Art and Music Integration: Recognizing the importance of creative expression and its benefits on youth development, our camps will incorporate music making and art activities, facilitated by skilled instructors. 	Ongoing activities, including Inclusive Educational Camps, once a month in August 2024, June and July 2025, three one week long camps.

EXHIBIT A_Amendment01

SCOPE OF WORK

	<ul style="list-style-type: none"> All programming will provide snacks and meals for youths that meet CACFP standards. Eating while learning about food is vital for children and helps them to understand ways to engage in nutritious food. Funding will also provide money for students in FLF’s program to experience foods from different environments and cultures that are representative of the communities served, as well as food that is based on different diets, such as veganism. 	
<p>Objective 2: Provide food and nutrition education to youth and their families</p>	<ul style="list-style-type: none"> FLF provide 1 to 2 hour in-person/virtual presentations to 0-5 and K-12 schools in Denver. The target audience is children, families and ECE staff. FLF recognizes that a lot of healthy habits and perceptions are built in the earliest years of a child’s life, so will be intentional about establishing partnerships with Head Start affiliated programs which focus on children from birth to age 5 in low-income households. Continuation and Refinement of Youth Curriculum: Building upon the work completed in the previous years, our primary objective remains the enhancement of the youth curriculum. The inclusion of BIPOC knowledge and perspectives remains a core component of our curriculum, ensuring it serves as a holistic educational tool that reflects diverse experiences and wisdom. This involves a detailed review and refinement process, incorporating feedback from those directly impacted youth and their families. It is essential that their voices guide the final adjustments to ensure relevance and impact. Inclusive Educational Camps: Implement a series of three one-week-long camps, occurring once a month 	<p>Ongoing activities, including Inclusive Educational Camps, once a month in August 2024, June and July 2025, three one week long camps.</p>

EXHIBIT A_Amendment01

SCOPE OF WORK

	<p>during August 2024, and 2025 June and July. These camps are crafted to provide a structured, enriching, and accessible environment for children and families from our BIPOC communities. Recognizing the challenges of accessibility in traditional camp settings—such as financial barriers, physical accessibility, and cultural inclusivity—our camps are designed to be fully inclusive and educational.</p> <ul style="list-style-type: none"> • Agricultural Training and Workshops: The program runs four days a week during August 2024, June 2025 and July 2025, where youth engage in hands-on farming activities. Guided by a dedicated farm manager and a teen coordinator, participants will contribute to tending African, Arab, and Bio-Regional Foodways. This practical education is underpinned by a curriculum focused on food justice, security, and sovereignty, spread across three-week themes throughout the summer. • Nutrition and Cooking: To support participants as food ambassadors, the program includes learning modules on nutrition, cooking, and food access programs. This aims to empower them with the knowledge and skills to advocate for food sovereignty in their communities. Experiential Learning Trips: Participants will visit farmers' markets, restaurants, a small-scale dairy farm, the SPUR Campus, and other science and garden-based spaces across the Front Range. These visits are designed to enhance their understanding of food systems, access, and sustainability. • Parental Engagement: Understanding the importance of family involvement in educational success, we will dedicate 	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

EXHIBIT A_Amendment01

SCOPE OF WORK

	<p>one day during each camp session (specifically Friday) for parental education. These sessions will focus on nutrition, cooking, family, and child activities, led by expert educators.</p>	
<p>Objective 3: Youth Development and Opportunities</p>	<ul style="list-style-type: none"> • Funding will support the immersive learning programming, staff and hourly stipends for the youth to support their needs as well as ensuring their continued participation. Transitioning our base to Sister Gardens in Denver, we are expanding our capacity to enroll 6-8 new participants, offering them stipends for their dedication and contribution. While we continue to value and learn from our initial efforts, the evolution of our program reflects a deepened commitment to empowering youth through more direct engagement with agriculture, food sovereignty, and community leadership. This shift allows us to impact teen youth more profoundly, equipping them with the skills and knowledge to become advocates for food justice and sustainability within their communities. • Continued Engagement and Support: Beyond the summer, the program will maintain a connection with the youth through a once-a-month, 6-hour engagement session. This off-season program ensures continued learning and support for the participants 	<p>Completion by July 31, 2025 (ongoing)</p>
<p>Objective 4: Outreach to families on Federal Nutrition Assistance Programs</p>	<ul style="list-style-type: none"> • FLF will specifically focus a SNAP outreach coordinator on youth-serving organizations and spaces to enroll families and will build on FLF’s SNAP outreach that is based in BIPOC serving spaces. FLF also recognize that Interpretation is an important goal that will be implemented in all of the programming that we propose, as it ensures language justice and wider access for our diverse communities. 	<p>Completion by July 31, 2025 (ongoing)</p>

EXHIBIT A_Amendment01

SCOPE OF WORK

A. The following roles and/or partners will be instrumental in the success of this grant:

I. Clayton Early Learning Roles

1. **Executive Director and Farm Director** - Oversees all FrontLine Farming activities including program direction, farm site direction including crop planning, planting and harvest, staff management and CSA planning, will specifically direct the design and implementation of the youth programming.
2. **The Center Director** - Oversees all educational programs and staff including curriculum planning, staff development and program specific decisions
3. **Vocational Education Lead** - Coordinates with Community Education Lead to review and further develop the intersectional farm-based curriculum for K-12 youth, manages and teaches a majority of youth programming, coordinates with community partners to arrange educational trips for students
4. **Sister Gardens Farmer** - Manages and stewards the community garden located at Sister Gardens. Supervises and works with the Vocational Education Lead to teach the Youth Interns and other community members who tend the garden, coordinates educational activities for the Sister Gardens including foodways education and meal support with youth with Vocational Education Lead
5. **Community Education Lead** - Coordinates with Vocational Education Lead to review and further develop the intersectional farm-based curriculum for K-12 youth, manages and teaches majority of farm camps for families including parental education, meals and coordinating with Vocational Education Lead to collaborate on art and music integration with youth team.
6. **SNAP Programs Manager** - Organizes all SNAP enrollment events, conducts outreach to farmers, vendors and relevant partners, manages a team of 3 SNAP Coordinators
7. **SNAP Coordinator** - Works year-round alongside our current team to enroll families in SNAP, specifically focusing on youth-serving organizations
8. **Youth Interns (6-8)**: Older youth from within and around the Park Hill Community who will work at Sister Gardens garden as directed by the Farmer and Vocational Education Lead; they will grow produce, participate in learning experiences around food advocacy and cultivation, and foster relationships with other youth members of the congregation to build leadership skills and act as a liaison between local families and the garden
9. **Farmers** - Grows produce for our programs (CSAs and educational meals) as directed by the Farm Director at all 3 FLF farm sites, partners with the Education Programs Manager for occasional on-site programming
10. **FLF Data Team** - Collects and reports data through both quantitative and qualitative methods, such as periodic reports and creative storytelling
11. **Business Operations Director**- Maintains systems of accounting and HR for all FLF programs

b.

II. Partners (may include but are not limited to the following organizations):

EXHIBIT A_Amendment01

SCOPE OF WORK

- a. FLF works with multiple food pantries to reach the most vulnerable communities for SNAP outreach, with a specific focus on immigrant and BIPOC communities. This work will build on our relationships with our current partners, such as Kaizen Food Rescue, Bienvenidos Food Bank and We Don't Waste. In August 2024, FLF will continue to coordinate with these partners to identify needs of specific communities and ensure language justice. Our main priority in these partnerships is to provide year-round support in reducing barriers to SNAP, as well as other benefits like WIC and Free Lunch Programs. Secondly, our relationships with these food pantries are further supported during the growing season with fresh food from FLF farms. FLF maintains communication with these partners to provide consistent feedback and data on the numbers of households reached at their sites.
- b. **School Presentations:** FLF will continue to expand partnerships with schools already served such as Horizons Academy, College Track Aurora, Teller Elementary, Merrill Middle School, Bruce Randolph Middle, Columbine Elementary and Columbian Elementary. FLF will maintain partnership with 5280 Freedom School which teaches students from ECE-8th grade to become racially literate and civically minded by centering Black knowledge, people and principles. This school exists in order to dismantle oppressive systems and empower our students to transform the world. In August 2024, we will coordinate with the teachers and staff to plan educational programming and also provide surveys for feedback at the end of our presentations. Also, in the interest of improving equitable access in environmental education for BIPOC youth, FLF has expanded our outreach and partnerships with K-12 schools in Denver that serve predominantly BIPOC students and families.

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

EXHIBIT A_Amendment01

SCOPE OF WORK

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

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

Site	Address
Sister Gardens Farm	5270 N. Federal BLVD, Denver, CO

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 HFDK Evaluation contractor and staff. The HFDK evaluation contractor is available to provide technical assistance to the Provider on the development and implementation of their metrics, as needed.

EXHIBIT A_Amendment01

SCOPE OF WORK

Process measures are outputs of operating the agreed-upon program. These may include, for example, number of classes or events held, number of students reached, number of meals served, or number of partnerships developed, among others. The Provider will be asked to collect demographic information for participants as much as possible to help report progress on disparities and direct efforts more equitably.

Outcome measures are longer-term results of the program that demonstrate impact. These may include, for example, changes in attitudes or behaviors, curriculum or policy changes within an organization, etc.

Participation in the Macro Evaluation

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

IV. Performance Management and Reporting

A. Performance Management

Monitoring will be performed by Denver Department of Public Health and Environment (DDPHE) staff and/or designee.

The Provider will be reviewed for:

1. **Program Monitoring/Evaluation-Related Activities:** Review and analysis of current program information to determine the extent to which the Provider is achieving established agreed upon goals. This may include the review and analysis of Evaluation Dashboards, the Reporting Form and Annual reports. As needed, DDPHE may attend evaluation site visits or check-ins to understand progress towards agreed-upon goals in this agreement.
2. **Fiscal Monitoring:** Review financial systems and billings to ensure that contract funds are allocated and expended in accordance with the terms of the agreement.
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.

Front Line Farming will be responsible for reporting on the following Sections of the Evaluation

EXHIBIT A_Amendment01

SCOPE OF WORK

Survey; Food Access, Food/Nutrition Education, Food/Nutrition Assistance and Food Production.

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 of previous quarter of activities. Upload relevant evaluation documents. Additional narrative description of successes and challenges.	Quarterly Reporting. Due dates TBD. Please see the quarterly schedule: Q1: August- October Q2: November-January Q3: February-April Q4: May-July	Submitted through QuickBase, or the platform selected by the HFDK Evaluation Contractor
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

EXHIBIT A_Amendment01

SCOPE OF WORK

- 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 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

EXHIBIT A_Amendment01

SCOPE OF WORK

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

Additionally, programs must:

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

Additional, Provider will be asked to:

- A. Ensure snacks or meals are healthy by meeting, at minimum, the Healthy Food for Denver's Kids Nutrition Guidelines.
- B. Attend evaluation and other capacity building workshops. Providers are highly encouraged to attend trainings offered through HFDK. The Evaluation kick off meeting, initial 1:1 with HFDK Program staff, invoice training, and orientation are mandatory meetings.
- C. Meet with an HFDK representative once a year to debrief, share lessons learned about grant process, programming impact, etc.

EXHIBIT A_Amendment01

SCOPE OF WORK

- D. Host at least one site visit for HFDK staff, commissioners, and/or evaluation partners each year.
- E. Follow the HFDK Communication Guidelines, including displaying signage and/or online banners noting that the program receives funding from DDPHE and the Healthy Food for 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 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	FrontLine Farming					
Term	Year 3 August 1, 2024- July 31, 2025					
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	Quantity	Per Item Cost	Initiative	
Educational Program printing	Flyers and worksheets for K-12 education programs	Yes	1000	\$ 1.04	\$1,040.00	
Camp Snacks	Ingredients for snacks at summer camps (3 weeks of classes for 5 days each	Yes	225	\$ 12.00	\$2,700.00	
Youth Meals	Daily lunch provisions for participants at \$20 per 8 students for 48	Yes	384	\$ 20.00	\$7,680.00	
SNAP Program Printing and Mailing	Printing application and confirmation notification of enrollment estimated	Yes	1500	\$ 1.70	\$2,550.00	
Camp Supplies	Printing expenses, supplies for families and children in programs (approx	Yes	15	\$ 100.00	\$1,500.00	
Total Food and Supplies					\$15,470.00	
Program Operating Expenses						
Item	Description of Item	Does this budget item support	Quantity	Per Item Cost	Initiative	
Black Youth Stipend	8 Youth \$75 per day to participate in the program. Total \$3,792 per	yes	24	\$ 1,264.00	\$30,336.00	
K-12 Program Mileage	Mileage pay for Education Leads to travel to K12 schools (20 trips per	Yes	20	\$ 7.20	\$144.00	
Farm Tools	A \$300 allocation per student for personal tools, including horticultural	Yes	8	\$ 300.00	\$2,400.00	
SNAP Mileage	Stipends for mileage for SNAP team (2 trips per week, 40 weeks per year	Yes	240	\$ 9.00	\$2,160.00	
Black Youth Educational Experiences	Travel, fees and materials for youth to learn about farming and gardening,	Yes	136	\$ 68.00	\$9,248.00	
Total Operating Expenses					\$44,288.00	
Personnel and Administrative Services						
Salary Employees						
Position Title	Description of Work	Does this budget item support	Percent of Time	Salary + Fringe	Initiative	
Executive Director / Farm Director	Oversees all FrontLine Farming activities including program direction, farm	Yes	10%	\$ 98,100.00	\$9,810.00	
The Center Director	This staff member oversees all educational programs and supervises the	Yes	35%	\$ 87,200.00	\$30,520.00	
Vocational Education Lead	Vocational Education Lead - Coordinates with Community Education Lead	Yes	80%	\$ 56,680.00	\$45,344.00	
Community Education Lead	Coordinates with Vocational Education Lead to review and further develop	Yes	80%	\$ 56,680.00	\$45,344.00	
Sister Gardens Farmer	Manages and stewards the community garden located at Sister Gardens.	Yes	35%	\$ 54,500.00	\$19,075.00	
Hourly Employees						
Position Title	Description of Work	Does this budget item support	Hours	Hourly Rate	Initiative	
SNAP Coordinator	This person will attend outreach events to enroll families in SNAP. They will	Yes	750	\$ 21.00	\$15,750.00	
Interpretation	This staff member will attend classes, educational activities and events to	Yes	380	\$ 45.00	\$17,100.00	
CSA Market Coordinator	This staff member provides vital coordination during CSA pick up events,	Yes	216	\$ 19.00	\$4,104.00	
Camp Assistance	Two part time staff members to provide support during the three summer	Yes	240	\$ 20.00	\$4,800.00	
Total Personnel Services					\$191,847.00	
Other / Miscellaneous						
Item	Description	Does this budget item support	Quantity	Per Item Cost	Initiative	
Educational Signage at Celebration Garden	Children's garden at Celebration Gardens (location of summer camp)	Yes	1	\$ 4,500.00	\$4,500.00	
Grocery Store Gift Cards	\$75 gift cards at grocery stores to purchase fresh food as an incentive for	Yes	30	\$ 75.00	\$2,250.00	
Camp Preparation	Background checks, First Aid classes for Education Team - \$90 per person	Yes	15	\$ 90.00	\$1,350.00	
Harvest Festival October 2024	Pumpkins, face paint entertainment, staff labor, printing expenses, food	Yes	1	\$ 2,600.00	\$2,600.00	
CSA Deliveries	30 Families with children to receive delivery plus 25 WIC family deliveries	Yes	880	\$ 30.00	\$26,400.00	
WIC Family CSAs	25 Families on WIC to access yearly CSA (single share 2025 \$455)	Yes	25	\$ 455.00	\$11,375.00	
Total Other					\$48,475.00	
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$300,080.00	
Indirect						
Item	Description					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					\$30,008.00	
TOTAL AMOUNT REQUESTED FROM HFDK					\$330,088.00	

Total Contract Maximum Amount (August 1, 2022- July 31, 2025)	\$847,145.48
----------------------------------------------------------------------	---------------------

Exhibit E_Invoice Form
 Denver Department of Public Health and Environment - Healthy Food for Denver's Kids

Invoice #	
Date Invoice is sent to HFDK	
Purchase Order/ Contract #	PO-00122338
Payment Option	ACH

Organization Name	Frontline Farming
Invoice Period	
Final Invoice Amount	\$ -
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:	Frontline Farming
Contact Name:	
Remit Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	

Expenditure		Budget Categories			Total Amount
		Food and Supplies			
Item	Description of Item	Quantity	Per Item Cost	Total Amount Requested from HFDK	Total For this invoice
Educational Program printing	Flyers and worksheets for K-12 education programs	1000	\$ 1.04	\$1,040.00	
Camp Snacks	Ingredients for snacks at summer camps (3 weeks of classes for 5 days each with 15 students per class)	225	\$ 12.00	\$2,700.00	
Youth Meals	Daily lunch provisions for participants at \$20 per 8 students for 48 occurrences	384	\$ 20.00	\$7,680.00	
SNAP Program Printing and Mailing	Printing application and confirmation notification of enrollment estimated average 15 pages per family and 10 applications per month.	1500	\$ 1.70	\$2,550.00	
Camp Supplies	Printing expenses, supplies for families and children in programs (approx 15 families with \$100 per family)	15	\$ 100.00	\$1,500.00	
Total Food and Supplies				\$15,470.00	\$ -
		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
Black Youth Stipend	8 Youth \$75 per day to participate in the program. Total \$3,792 per student, broken down into \$1,264 monthly payments with rules on attendance. (16 weeks per year 1, 8 youth workers, 3 months)	24	\$ 1,264.00	\$30,336.00	
K-12 Program Mileage	Mileage pay for Education Leads to travel to K12 schools (20 trips per school year, 12 miles roundtrip at \$0.60 rate)	20	\$ 7.20	\$144.00	
Farm Tools	A \$300 allocation per student for personal tools, including horticultural implements like hori horis.	8	\$ 300.00	\$2,400.00	
SNAP Mileage	Stipends for mileage for SNAP team (2 trips per week, 40 weeks per year for 3 SNAP team members, 15 miles round trip at \$0.60 rate)	240	\$ 9.00	\$2,160.00	
Black Youth Educational Experiences	Travel, fees and materials for youth to learn about farming and gardening, twice per month throughout season and in between. (8 youth, 4 times per month during season plus 5 outside of season experiences)	136	\$ 68.00	\$9,248.00	
Total Operating Expenses				\$44,288.00	\$ -

Salary Employees					
Position Title	Description of Work	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
Executive Director / Farm Director	Oversees all FrontLine Farming activities including program direction, farm site direction including crop planning, planting and harvest, staff management and CSA planning, will specifically direct the design and implementation of the Black youth programming	10%	\$ 98,100.00	\$9,810.00	
The Center Director	This staff member oversees all educational programs and supervises the work of the Education Team.	35%	\$ 87,200.00	\$30,520.00	
Vocational Education Lead	Vocational Education Lead - Coordinates with Community Education Lead to review and further develop the intersectional farm-based curriculum for K-12 youth, manages and teaches a majority of youth programming, coordinates with community partners to	80%	\$ 56,680.00	\$45,344.00	
Community Education Lead	Coordinates with Vocational Education Lead to review and further develop the intersectional farm-based curriculum for K-12 youth, manages and teaches majority of	80%	\$ 56,680.00	\$45,344.00	
Sister Gardens Farmer	Manages and stewards the community garden located at Sister Gardens. Supervises and works with the Vocational Education Lead to teach the Youth Interns and other	35%	\$ 54,500.00	\$19,075.00	
Hourly Employees					
Position Title	Description of Work	Hours	Hourly Rate	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
SNAP Coordinator	This person will attend outreach events to enroll families in SNAP. They will also work to connect with Colorado farmers at markets to teach them about becoming SNAP vendors. (15 hours per week, 50 weeks per year)	750	\$ 21.00	\$15,750.00	
Interpretation	This staff member will attend classes, educational activities and events to provide interpretation from English to Spanish as needed. They will also translate educational documents, class advertisements, etc as needed. (\$36/hour 5 hours per week 40 weeks	380	\$ 45.00	\$17,100.00	
CSA Market Coordinator	This staff member provides vital coordination during CSA pick up events, managing EBT transactions and deliveries to CSA members as detailed below. (\$19/hr 12 hours per week 18 weeks per year)	216	\$ 19.00	\$4,104.00	
Camp Assistance	Two part time staff members to provide support during the three summer camps, ensuring a favorable staff-to-participant ratio, enhancing safety, personal attention and effectiveness of our programs.	240	\$ 20.00	\$4,800.00	
Total Personnel Services				\$191,847.00	\$ -
Other / Miscellaneous					
Item	Description	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative	Total For this invoice
onal Signage at Celebration	Children's garden at Celebration Gardens (location of summer camp) signage design and creation via contractor TBD.	1	\$ 4,500.00	\$4,500.00	
Grocery Store Gift Cards	\$75 gift cards at grocery stores to purchase fresh food as an incentive for parents who participate in the Friday camp classes. 10 families for 3 camps.	30	\$ 75.00	\$2,250.00	
Camp Preparation	Background checks, First Aid classes for Education Team - \$90 per person per occurrence	15	\$ 90.00	\$1,350.00	
Harvest Festival October 2024	Pumpkins, face paint entertainment, staff labor, printing expenses, food and beverages for families and children in programs (approx 15 families with 4-6 members)	1	\$ 2,600.00	\$2,600.00	
CSA Deliveries	30 Families with children to receive delivery plus 25 WIC family deliveries for 16 weeks of CSA shares	880	\$ 30.00	\$26,400.00	
WIC Family CSAs	25 Families on WIC to access yearly CSA (single share 2025 \$455)	25	\$ 455.00	\$11,375.00	
Total Other				\$48,475.00	\$ -
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)				\$300,080.00	
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 or the organization's federally negotiated rate, based on the total contract budget.			\$30,008.00	
TOTAL INDIRECT COSTS				\$30,008.00	
Total Expense for this Invoice					\$ -

Billing Summary	
Total Contract Amount for Year 1	\$330,088.00
Advanced Funds Invoiced (if applicable)	N/A
Cumulative Amount Previously Invoiced	
Amount of this Invoice	\$ -
Total Invoiced to Date	\$ -
Budget Amount Remaining	\$ 330,088.00

<input 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.
<input type="checkbox"/>	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>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</i>	
Print Name, Title	Date