

## 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 **CENTER FOR AFRICAN AMERICAN HEALTH**, a Colorado nonprofit corporation, whose address 3350 Hudson Street, Denver, Colorado 80207 (the “Contractor”), jointly (“the Parties”).

### RECITALS:

**A.** The Parties entered into an Agreement dated August 16, 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 update paragraph 7-Examination of Records and Audits, add paragraph 34-Compliance with Denver Wage Laws, update scope of work exhibit, and update the budget exhibit.

**NOW THEREFORE**, in consideration of the premises and the Parties’ mutual covenants and obligations, the Parties agree as follows:

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

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

audits pursuant to this paragraph shall require Contractor to make disclosures in violation of state or federal privacy laws. Contractor shall at all times comply with D.R.M.C. 20-276.”

2. 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.”

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

4. **Exhibit B** is hereby deleted in its entirety and replaced with **Exhibit B-Amendment 01, Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** are changed to **Exhibit B-Amendment 01**.

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

6. 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:** ENVHL-202477135-01/ENVHL-202368593-01  
**Contractor Name:** CENTER FOR AFRICAN AMERICAN HEALTH

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-202477135-01/ENVHL-202368593-01  
CENTER FOR AFRICAN AMERICAN HEALTH

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

Name: Deidre Johnson  
(please print)

Title: CEO & Executive Director  
(please print)

ATTEST: [if required]

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

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

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



# EXHIBIT A Amendment 01

## SCOPE OF WORK

### I. Purpose of Agreement

- A. The purpose of this contract is to establish an agreement and Scope of Services between the City and County of Denver’s Healthy Food for Denver’s Kids (“HFDK”) Initiative and Center for African American Health, the (“Grantee”). The Grantee 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.

**Center for African American Health** has been awarded **\$823,850** for Term 1 (August 1, 2023-December 31, 2025) in Healthy Food for Denver’s Kids funds.

### II. Program Services and Descriptions

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

In alignment with HFDK’s Priority Area 3: Food and Nutrition Education, CAA Health proposes to strengthen our healthy food educational offerings for children and families by building a teaching kitchen and community garden at our community hub on Hudson Street in Northeast Park Hill and incorporating educational sessions at these locations into our existing programs.

Within our Education pillar, CAA Health runs two culturally relevant programs designed for families with young children to deepen their understanding of child development, parenting skills, resilience, and social connections: the Strengthening Families Program (SFP) and the 24/7 Dad Program. CAA Health has been running SFP since 2018, and typically hosts five cohorts per year, spanning seven weeks each and meeting once per week. The nationally recognized SFP curriculum focuses on building five protective factors, which have been shown to improve health outcomes for young children and their families: 1) parental resilience, 2) social connections, 3) knowledge of parenting and child development, 4) concrete support in times of need, and 5) social and emotional competence of children. CAA Health provides SFP cohorts not only at our Hudson Street building but also at transitional housing programs in partnerships with Catholic Charities and Marisol Homes.

After responding to community requests for programming to support fathers, the 24/7 Dad Program launched in September 2021. 24/7 Dad is an evidence-based Logic Model intervention that draws from multiple behavior-change theories, including Social Learning theory, Theory of Planned Behavior, Transtheoretical Model (aka Stages of Change), and Attachment Theory, and seeks to create “24/7 Dads” who enhance the well-being of their children by being an integral part of their lives physically, emotionally, spiritually, and intellectually 24 hours a day, seven days a week. The program spans 12 weeks and meets twice per week, for a total of four cohorts/year. Both programs are facilitated by a CAA Health CRN specializing in early childhood development and family support. 24/7 Dad cohorts are also offered at Stout Street Foundation, providing support to fathers working



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towards recovery. By providing additional locations for these classes, we can reach specific communities that are often disconnected from healthy parenting supports and need tools to strengthen their ability to empower themselves and their children to disrupt cycles of poverty and poor health.

CAA Health has also expanded its support for birthing people over the last few years, in recognition of the particularly stark maternal mortality rates among Black women in Colorado and nationwide. Currently, we offer a Birth Squad support group, in partnership with the Colorado Chapter of Postpartum Support International (CO-PSI). We also have a CRN focused on supporting mothers and birthing people in accessing culturally-relevant resources and support during the perinatal period. Currently, Birth Squad offers support groups every day of the week (more details available via this schedule).

CAA Health seeks funding from HFDK to make two renovations that will transform the organization's ability to provide programming around healthy food education as a SDOH. First, CAA Health seeks funds to build out a "teaching kitchen" in its new Hudson Street facility, where community members can gather to attend culturally relevant cooking demonstrations and classes with local chefs. This type of interactive, hands-on learning will be particularly impactful for children aged birth-5, as it will spark their curiosity and desire to explore healthy food options. There is currently no kitchen in CAA Health's building and all previous cooking demonstrations have been conducted virtually, with the chef at an offsite location. Once the kitchen is built, we plan to integrate healthy foods classes into the SFP, 24/7 Dad, Birth Squad, and perinatal navigation programs, as well as host semi-monthly demonstrations open to the broader community. CAA Health currently has a strong partnership with several local African American chefs, who we plan to continue working with to lead healthy cooking demonstrations.

To develop specific educational curriculum for our cohort programs, we plan to work with a nutritionist specializing in early childhood development (ages birth-5) as well as community partners with early childhood development expertise. These experts will help CAA Health determine how to follow USDA Dietary Guidelines and/or other culturally-relevant guidelines to ensure high quality education specific to the needs of our community is developed. By the start of year two, we will hire a Nutrition and Garden Coordinator to oversee scheduling and delivery of educational classes and cooking demonstrations.

The second renovation we are requesting HFDK funding for is an education garden for our community, which does not currently exist on site. CAA Health has worked with a design firm to develop a garden layout combining elements of tranquility and relaxation along with raised beds for growing fresh produce and herbs. Starting in year two, the Nutrition and Garden Coordinator will oversee the wellbeing of the garden and develop specific educational offerings for families and our broader community, such as a hands-on presentation about growing vegetables, or an overview of what to grow during different seasons. During peak growing season, we will plan on delivering trainings in our garden space at least semi-monthly, with an emphasis on engaging families through a multigenerational, interactive approach.



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### SCOPE OF WORK

A community garden will be particularly impactful for children under five, as it will create a tangible connection to the foods they are accustomed to seeing in the grocery store or on their plates. Hands-on learning will nurture deeper appreciation and respect for plant life as a form of healthy food, beauty, and relaxation. Importantly, the garden will also foster connection and healing to the land and to food.

CAA Health's proposed program will teach families with children aged birth-5 not only how to grow and access healthy foods, but also how to cook them in ways that are enjoyable and culturally relevant. If funded, this project will provide families with no-cost, safe environments to learn, grow, and explore healthy eating options and integrate these practices into their lifestyles in a sustainable way for the long-term.

CAA Health currently provides intake forms for all participants of SFP, 24/7 Dad, and Birth Squad, and perinatal navigation to assess baseline measures around the SDOH. For this project, we will also provide intake forms to attendees of the cooking demonstrations and educational gardening events. If funded, our Chief Operating Officer, CRN specializing in early childhood and family support, and CRN specializing in perinatal navigation will create an evaluation form tailored to assess the impact of this project's offerings on families with young children's access to and knowledge of healthy eating. This may be in the form of an electronic form, an in-person conversation, or a phone call, and will occur at the end of the SFP, 24/7 Dad, or Birth Squad session or at the end of the cooking demonstration or community gardening event. The comparison between intake form and post-program evaluation will show that families with children aged birth-5 significantly increased their understanding of how to access and prepare healthy and culturally relevant food.

Importantly, families will feel increased excitement about and support in this journey. The CRNs will also collect testimonials from families participating in SFP, 24/7 Dad, Birth Squad, and perinatal resource navigation more broadly to further illustrate impact. Results will be reviewed on a rolling basis as sessions are delivered and evaluation forms are reviewed, as well as more formally by organizational leadership on a quarterly basis.

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

While the proposed project does not have formal organizational partners, CAA Health is excited to forge and strengthen mutually beneficial partnerships with local experts to enhance our educational offerings.

Community experts will offer their specific field of expertise via classes/events and, when appropriate, 1:1 support for families with more specific and/or intensive needs. In return, CAA Health offers a vibrant community setting for these practitioners to connect with families, increase their exposure to the community, and help nurture healthy food education and practices among the next generation.



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CAA Health’s existing and prospective partnerships present an excellent opportunity to utilize existing knowledge and expertise to create efficient programming that begins to immediately meet the healthy food education needs of Denver’s children, youth, and families in trusted spaces.

**Additionally, CAA Health is dedicated to formalizing partnerships as part of this funding opportunity and will work with the HFDK team in establishing those partnerships.**

#### **Program Locations:**

**B.** The program deliveries will be taking place in the following neighborhoods:

Clayton, Cole, East Colfax, North Park Hill, Northeast Park Hill

#### **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 draft, 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.).

## **II. Performance Management and Reporting**

### **A. Performance Management**

Monitoring will be performed by Denver Department of Public Health and Environment (DDPHE) – **Healthy Food for Denver’s Kids** staff and/or designee.

The Grantee will be reviewed for:





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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, and/or frequency of the reporting may be subject to change.

Report # and Name	Description	Due Date	Reports to be sent to:
Report 1 (six month)	Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	February 1-15, 2024	Submitted through the Reporting Form
Report 2 (12 month/annual)	Demographic description of population served. Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional	July 31 – Aug 15, 2024	Submitted through the Reporting Form



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	narrative description of successes and challenges.		
Report 3 (six month)	Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	February 1-15, 2025	Submitted through the Reporting Form
Report 4 (12 month/annual)	Demographic description of population served. Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	July 31 – Aug 15, 2025	Submitted through the Reporting Form
Report 5 (5 months extra)	Demographic description of population served. Progress on process and outcome measures and learning questions Upload relevant evaluation documents. Additional narrative description of successes and challenges.	By January 15, 2026	Submitted through the Reporting Form
Other reports as reasonably requested by the City.	To be determined (TBD)	TBD	TBD

#### C. Evaluation Support

The HFDC 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 HFDC evaluation team will provide technical assistance to the HFDC cohort of grantees on a variety of topics, to be determined in the future based on grantees’ needs and interests.

#### I. Budget



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### A. Budget

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

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

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

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

## II. Implementation and Timeline

### A. Timeline

The timeline for this agreement is attached as an exhibit.

## III. Invoice

### A. Invoice

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

## IV. 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.



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- C. Contractor shall use preferred invoice template or may use their own so long as it contains the same information. Invoices shall be processed with immediate payment terms.

#### V. General Grant Requirements

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

1. Access to healthy food, including up to three healthy meals and snacks per day, with emphasis on filling gaps when meals are not already provided;
  - a. May include buying and distributing local food from Colorado farms, ranches and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than compared out-of-state foods) For example, if a pound of carrots grown out of state costs \$1.00 and a pound of carrots grown in Colorado is \$1.08, it would be acceptable to purchase the higher priced carrots.
  
2. Hands-on experiential education and public health programs associated with farming, gardening, cooking, nutrition, dietary and home economics, and healthy eating
  - a. May include buying and utilizing local food from Colorado farms, ranches, and food manufacturing businesses, for the proposed program (so long as they are less than 10% more expensive than comparable out-of-state foods, see above 1a. for an example)

**Additionally, programs must:**

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

**Additional, grantees will be asked to:**

- Attend evaluation and other capacity building workshops. All grantees are highly encouraged to attend trainings offered though 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



**DENVER**  
THE MILE HIGH CITY

## **EXHIBIT A\_Amendment 01**

### **SCOPE OF WORK**

guidelines for printing and/or displaying on websites, social media accounts, and other materials.

#### **VI. Other**

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

Additional document requirements that may be requested for this contract:

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

**Exhibit B Amendment 01**

Instructions: Use this Budget Worksheet Template to explain how your organization plans to use funds consistently with the proposed work plan. Align budget requests and associated deliverables to provide a consistent, logical picture of what you will accomplish, by whom, and the associated costs. The information in each expenditure category helps the Review Panel understand your request. Please provide narrative for each category in the "Description of Work/Item" section. You may add more lines to each section,

Healthy Food for Denver's Kids Program Budget					
Organization Name	Center for African American Health				
Term	Year 1				
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK03)				
Budget Categories					
Kitchen Build-Out - F, F&E and Construction					
Item	Description of Item	Does this budget item support	Quantity	Per Item Cost	Kids Initiative
Kitchen appliances	Stoves, hoods, cooktops, refrigerator, dishwasher	Yes	1	\$ 26,000.70	\$26,000.70
Signage	Directional, labels	Yes	1	\$ 5,000.00	\$5,000.00
Construction	Build out kitchen and teaching space, mill work, painting, permits, design fees (1449 squ feet @ \$181.10 per square feet)	Yes	1449	\$ 181.10	\$505,990.21
Architectual design	Architectual design contingency, (misc not accounted for 3%)	Yes	1	\$ 10,565.00	\$10,565.00
<b>Total Food and Supplies</b>					<b>\$547,555.91</b>
Community Garden Build-Out (4,530 square ft.)					
Item	Description of Item	Does this budget item support	Quantity	Per Item Cost	Kids Initiative
Site Preparation	Clear and grub, on-site grading, erosion control, drainage, remove concrete	Yes	1	\$ 33,619.40	\$33,619.40
Site Construction	Roll top mental edger, concrete, crusher fines, mow band, wood deck,	Yes	1	\$ 63,400.00	\$47,325.60
<b>Total Operating Expenses</b>					<b>\$80,945.00</b>
<b>TOTAL DIRECT COSTS</b>					<b>\$628,500.91</b>
Indirect					
Item	Description				Kids Initiative
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs or the organization's federally				
<b>TOTAL INDIRECT COSTS</b>					<b>\$62,850.00</b>
<b>TOTAL AMOUNT REQUESTED FROM HFDK</b>					<b>\$691,350.91</b>

Instructions: Use this Budget Worksheet Template to explain how your organization plans to use funds consistently with the proposed work plan. Align budget requests and associated deliverables to provide a consistent, logical picture of what you will accomplish, by whom, and the associated costs. The information in each expenditure category helps the Review Panel understand your request. Please provide narrative for each category in the "Description of Work/Item" section. You may add more lines to each section.						
<b>Healthy Food for Denver's Kids Program Budget</b>						
Organization Name	Center for African American Health					
Term	Year 2					
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK03)					
<b>Budget Categories</b>						
<b>Program Operating Expenses</b>						
Item	Description of Item	Does this budget item support	Quantity	Per Item Cost	Kids Initiative	
Groceries for Cooking Classes	Fresh foods to prepare healthy meals during semi-monthly cooking classes	Yes	24	\$ 500.00		\$3,800.00
Family Emergency Assistance	Fund to respond to direct emergency needs of families on a case by case	Yes	52	\$ 100.00		\$5,200.00
Teaching Kitchen FF&E	Stacking stools (12@\$550/each=\$6,600); tables (6@1,200/each=\$7,200), chairs	Yes	1	\$ 50,200.00		\$50,200.00
<b>Total Operating Expenses</b>						<b>\$59,200.00</b>
<b>Salary Employees</b>						
Position Title	Description of Work	Does this budget item support	Percent of Time	Salary	Kids Initiative	
Nutrition and Garden Coordinator	Manages all components of new HFDK program elements (garden and	Yes	100%	25800		\$25,800.00
						\$25,800.00
<b>TOTAL DIRECT COSTS (Supplies &amp; Personnel)</b>						<b>\$85,000.00</b>
<b>Indirect</b>						
Item	Description					Kids Initiative
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs or the organization's federally					
<b>TOTAL INDIRECT COSTS</b>						<b>\$8,500.00</b>
<b>TOTAL AMOUNT REQUESTED FROM HFDK</b>						<b>\$93,500.00</b>

Instructions: Use this Budget Worksheet Template to explain how your organization plans to use funds consistently with the proposed work plan. Align budget requests and associated deliverables to provide a consistent, logical picture of what you will accomplish, by whom, and the associated costs. The information in each expenditure category helps the Review Panel understand your request. Please provide narrative for each category in the "Description of Work/Item" section. You may add more lines to each section, please ensure they are included in Healthy Food for Denver's Kids Program Budget

Organization Name	Center for African American Health				
Term	Year 3				
Request for Proposal Name	Healthy Food for Denver's Kids(HFDK03)				
Budget Categories					
Program Operating Expenses					
Item	Description of Item	Does this budget item support	Quantity	Per Item Cost	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Marketing and Communications	Program recruitment efforts including social media paid ads. Program	Yes	1	\$ 4,000.00	\$4,000.00
Groceries for Cooking Classes	Fresh foods to prepare healthy meals during semi-monthly cooking classes	Yes	10	\$ 500.00	\$5,000.00
Family Emergency Assistance	Fund to respond to direct emergency needs of families on a case by case	Yes	20	\$ 100.00	\$2,000.00
Travel	Travel to community events and partner agencies to promote program	Yes	2500	\$ 0.56	\$1,400.00
			0	\$ -	\$0.00
<b>Total Operating Expenses</b>					<b>\$12,400.00</b>
Salary Employees					
Position Title	Description of Work	Does this budget item support	Percent of Time	Salary	Total Amount Requested from Healthy Food for Denver's Kids Initiative
Nutrition and Garden Coordinator	Manages all components of new HFDK program elements (garden and	Yes	42%	55000	\$23,100.00
<b>TOTAL DIRECT COSTS (Supplies &amp; Personnel)</b>					<b>\$23,100.00</b>
<b>Indirect</b>					<b>\$35,500.00</b>
Item	Description				Total Amount Requested from Healthy Food for Denver's Kids Initiative
Indirect rate (if applicable):	Indirect Costs: Healthy Food for Denver's Kids policy places a ten percent (10%) cap on reimbursement for indirect costs or the organization's federally				
<b>TOTAL INDIRECT COSTS</b>					<b>\$3,500.00</b>
<b>TOTAL AMOUNT REQUESTED FROM HFDK</b>					<b>\$39,000.00</b>

**Total Contract Amount (August 1, 2023-December 31, 2025) \$823,850.91**