



October 7, 2025

Sheri Endsley  
District Superintendent  
City of Fort Worth  
Parks and Recreation Department

100 Fort Worth Trail, Fort Worth, TX, 76102

Dear Mrs. Endsley,

Congratulations! Texas Health Community Hope has approved an award of \$5,000 to the City of Fort Worth's Parks and Recreation Department to support The Happy Kitchen / La Cocina Alegre®, a 6-week cooking and nutrition class designed for areas experiencing high rates of food insecurity and for those interested in managing chronic health conditions through nutrition. Texas Health Community Hope is Texas Health's unique approach to promoting healthier futures through a broad range of impactful initiatives, investments and collaborations. Texas Health Community Hope works to proactively address health disparities and conditions that affect overall health.

Our work is guided by evidence-based best practices. Together, with the support of partners throughout the community, we work to create an environment that supports health and well-being where we live, work and play. We look forward to supporting your efforts to instill lifelong habits of wellness.

By accepting this award, you agree to:

1. Use the awarded funds only as specified in the outlined expectations for expenditures.
2. Maintain records to show and account for usage of awarded funds.
3. Provide written acknowledgment of receipt of payments of awarded funds.
4. Refrain from use of the funds for any purpose prohibited by all applicable laws and regulations.
5. Cooperate with the efforts of Texas Health to publicize the award and any accomplished work resulting from receipt of the award.
6. Comply with reasonable requests for information about program activities
7. Meet terms and conditions specified in the addendum to this letter.

We appreciate your partnership and continued support of improved community well-being. By signing below, both parties agree to certify that the organization named above accepts the terms outlined in this letter.

*Matt Duffrene* 10-16-25  
Matthew Duffrene  
Vice President  
Texas Health Resources

*Sheri L Endsley*  
Sheri Endsley  
District Superintendent  
City of Fort Worth / Parks and Recreation

## Addendum To Letter

### The Happy Kitchen / La Cocina Alegre® Nutrition Education Support Expectations for Expenditures

As of October 2025

Award expenditures must be reasonable, necessary, and allowable to ensure proper and efficient compliance with the award.

- To determine whether an expenditure is reasonable, consider the following questions:
  - Is it in alignment with the goal and objectives of the curriculum?
  - Can it be easily justified? Is the quantity necessary?
  - Is it in compliance with federal, state, and local policies?
  - Can you demonstrate that the price was comparable to similar items?
  - Is it transparent (allowing access to information and monitoring and review of purchases)?

Award expenditures must be:

- Authorized by or not prohibited by federal, state, or local laws and regulations. (For example, the purchase of alcohol is prohibited.)
- Applicable to all participating sites:
  - Assigned cost-to-cost objectives and treated consistently for all work performed by the organization under similar circumstances, regardless of the source of funding, to avoid duplicate charges.
  - In conformance with limitations and exclusions contained in the terms and conditions of this award. (For example, sites must use vendors that have been vetted and approved by the City of Fort Worth.)

Allowable award expenditures include:

- Produce and ingredient purchases that are:
  - Outlined in the recipes provided in the curriculum materials
  - Outlined in the recipe book associated with the curriculum that include spices
- Plastic/Paper Bags

#### Publicity

The grantee and/or awardee shall include mention of Texas Health Community Hope in all press releases, social media and other media concerning the project. Copies of the logo suitable for reproduction are included for your convenience.

#### Reports

A complete program and financial report must be provided by **April 30, 2026** that details: the dates of the classes, # of attendees per class, # of graduates, amount of funds used per site, a list of the items purchased, program impact and pictures documenting efforts.

- A reporting template will be provided to include all expenses incurred related to award, and program impact.

Texas Health, at its request, shall have reasonable access to the Awardee Organization's and/or the Community Center's files, records, personnel, and premises for the purposes of making financial audits, verifications, or program evaluations as it deems necessary concerning the award.

**The Happy Kitchen / La Cocina Alegre® Nutrition Education Support**  
**City of Fort Worth Parks and Recreation Department**

The awarded funds should be used to support the sites listed below who completed all the components of the facilitator training course for the The Happy Kitchen / La Cocina Alegre® curriculum.

Awarded amount for each of the following sites \$2,500:

Como Community Center

Fire Station Community Center