



City of Phoenix

FOOD SYSTEMS GRANT

2027 Grant Cycle

Application Deadline: August 31, 2026 at 5:00 P.M.

Contact Karen.Ibarra@phoenix.gov or
Gabriel.Sheppard@phoenix.gov for grant inquiries

Learn more and apply at phoenix.gov/oep/food-systems-grants



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Background

Despite Maricopa County's agricultural capacity and national leadership in food production, the food system is not working for many people in Phoenix, especially low-income, ethnic minorities, seniors, and children. The people most vulnerable in Phoenix often have limited time to cook, live far distances from grocers, and are on a tight budget.

Expanding access to healthy and affordable food for Phoenix residents, especially those facing barriers, is a top priority. Phoenix residents have expressed the need for more opportunities to grow, learn, eat, and compost within their neighborhoods, as well as the need for shared spaces that are physically accessible, inclusive and supported by culturally responsive, intergenerational food programming.

In response, the City of Phoenix ("City") Office of Environmental Programs ("OEP") Food Systems Program was developed to create an equitable, sustainable, and thriving local food system, guided by values such as equity, justice, health, joy, community connection, sharing abundance, partnership, sustainability and resilience. This vision and guiding values are embedded in the [2030 Phoenix Food Action Plan](#), which outlines community-focused strategies to help achieve the City's 2050 goal of ensuring healthy, affordable, and culturally relevant food for all.

About the Food Systems Grant

To support this vision, the Food Systems Grant ("Grant") provides financial assistance to organizations that work within the city of Phoenix whose projects aligns with these guiding values. Furthermore, this grant program aims to support projects that deliver substantial, direct benefit to the public by addressing inequity, meeting community need and ultimately, increasing food access.

The City's OEP invites non-profits, small businesses, educational institutions, and other organizations that work within the City's food system to apply for funding to implement **community-level projects that foster a just, equitable, and resilient local food system by empowering Phoenix residents to grow, access, cook, share, and eat healthy, affordable, and culturally relevant food.** The submission process consists of an online application form and a written application.

Please see below for grant requirements, applicant eligibility, funding details, evaluation and selection and award administration:

Grant Amount

The maximum award amount for any entity or organization is \$20,000. The minimum request is \$5,000.



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Important Dates

Application Period Opens
Virtual Information Sessions

Friday, July 31, 9:00 A.M.
Tuesday, August 11, 12:00-1:00 PM - [Join Here](#)
Tuesday, August 18, 6:00-7:00 PM - [Join Here](#)

Virtual Office Hours

Monday, August 24, 12:00-1:00 PM - [Join Here](#)

Application Period Closes
Applicant Notification

Friday August 31, 5:00 P.M.
By or before Wednesday, September 30th

Grant Requirements

- Project activities must take place within the City of Phoenix boundaries and be accessible and benefit people who live, learn, and work in Phoenix.
- Only one application is allowed per applicant.
- If the applicant is a business entity (LLC, cooperative, etc.) or a 501(c)(3) entity, registration with the [Arizona Corporation Commission \(AZCC\)](#) must be valid and have Active status.
- Liability insurance is required for the duration of the grant term. See Exhibit D: Insurance Requirements.
- Awardees or their fiscal sponsor must register as a vendor with the City of Phoenix before funding can be awarded.
- The grant term maximum is 12 months. Anticipated project start date is January 1st, 2027.

Applicant and Activity Eligibility

Eligible Entities:

- Organizations that have 501(c)(3) nonprofit status
- Community groups that have a fiscal sponsor with 501(c)(3) nonprofit status
- Locally owned businesses, social enterprises, and/or cooperative enterprises
- Educational Institutions (community colleges, universities, public and/or charter schools)
- Homeowner and neighborhood associations
- Faith-based groups
- Grassroots initiatives and more

Eligible Activities

Eligible projects must be shovel ready. A shovel ready project is one that has completed all design, engineering, and permitting requirements and has secured land and/or right-of-way access. Additionally, a shovel ready project demonstrates financial readiness and is ready to begin immediately upon award disbursement. See below for examples of eligible project activities.

Food Production	Food Distribution	Food Education
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• Farming • Community Garden • School Garden	• Food Bank/Pantry • Meal Services • Mobile or Pop Up Pantry • Farm Stand or Farmers' Market • Meal Delivery • Neighborhood Food Markets	• Farm/Garden Education • Cooking/Nutrition Education • Workforce/Leadership Development • Storytelling & Cultural Preservation • Composting & Food Waste Prevention
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For examples of previously funded projects, see [Food Systems Grants | City of Phoenix](#).

Ineligible Entities:

- Current OEP grant awardees with an actively funded project that has not yet been completed or closed out.
- Entities or individuals not meeting eligibility criteria outlined in this document (e.g., geographic restrictions, organizational type).
- Organizations or individuals with outstanding reports, unresolved compliance issues, or unpaid obligations from prior OEP grants or to the City of Phoenix.

Ineligible Activities

- Duplicate or substantially similar projects previously funded by an OEP grant program.
- Projects primarily benefiting private interests rather than the broader community.
- Projects that do not align with the program's stated goals and objectives.
- Activities that support the planning and design of the project before full-scale implementation.
- Funds cannot be used for any political activity, including lobbying or campaigning.
- Funds cannot be used for expenses incurred before the award date.

Funding Details

Funding and Duration:

- Total available Grant funding for 2027 is \$120,000.
- The maximum Grant request is \$20,000. The minimum Grant request is \$5,000.
- The grant term maximum is 12 months. Anticipated project start date is January 1st, 2027.
- Funds will be reimbursed on a monthly basis. The City may consider one advance payment per grantee of no more than 20 percent of the total grant request, based on demonstrated need.
- All funds awarded through this grant opportunity must be expended within 12 months. Any funds that are not spent at expiration of the Agreement must be returned to the City.

Allowable Expenses:

- The majority of the budget costs should go toward direct services to Phoenix residents.
- All budget costs need to be clearly tied to project activities and goals.



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Non-allowable expenses

- Expenses made before the organization is under contract
- Lodging or hotel expenses
- Organization's overhead/indirect costs unrelated to the Food Systems Grant
- Projects not easily accessible by the public
- Purchase of land or buildings
- Purchase of a vehicle
- Infrastructure or physical improvements made
 - to a private residence
 - to a location that is not publicly accessible
 - without documented property owner approval

Advance Payment

The City may consider one advance payment per grantee of no more than 20 percent of the total grant request, based on demonstrated need. The following specific criteria must be met to receive the advance:

- The grantee must provide written justification demonstrating the need for an advance payment and state how the advance will be spent.
- The advanced amount must be expended within 60 days.
- The grantee is required to submit documentation verifying the expenditure, along with supporting materials such as photos (e.g., if funds were used for supplies or equipment).
- Once the documentation is approved, the project will transition to a monthly reimbursement process for subsequent expenses.
- If the advance is not fully spent within 60 days and/or the required documentation is not provided, the grant will be terminated, and the grantee must repay the full amount of the advance payment.

Submission Process

Applications close on August 31st, 2026. Applicants will be notified of their application status by or before September 30th, 2026. All projects must be contracted by January 1st, 2027.

The submission process consists of an online application and a written application. Applicants must attach the grant proposal, grant budget and if applicable, a fiscal sponsor letter and/or property owner letter as part of this grant application process. Applicants may also submit optional attachments such as photos project maps, invoice estimates, etc.

Apply at phoenix.gov/oep/food-systems-grants

Information submitted is considered a public record and may be subject to public disclosure. For more information, see the Arizona's Public Records Act, [A.R.S. §§ 39-121](#) through 39-161.



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To learn more about how we manage your information, see our Privacy Statement at [Privacy | City of Phoenix](#).

Required Materials

Below is a list of required materials. Templates and more information for each of these can be found on our [website](#). Please upload all required materials in your application.

Required Materials:

- Online Application
- Attachment: Grant Proposal
- Attachment: Grant Budget

If applicable:

- Fiscal Sponsor Letter: Attach existing fiscal sponsor agreement or contact information for an identified 501(c)3 organization who intends to provide fiscal sponsorship to your community group.
- Property Owner Letter: Attach documentation of property owner's permission if you are proposing a physical improvement project.
 - *Please note that physical improvements at a private residence or a non-publicly accessible site are not eligible.

Optional Attachments:

Please combine all optional attachments as one document and upload separately as a single file using the application.

- *Photos*
- *Project maps*
- *Project design spec*
- *Invoice estimates, etc.*

Evaluation and Selection Criteria

Proposals will be evaluated based on the following criteria. Priority will be given to proposals that center equity, uplift community voice, and demonstrate local benefit.

- **Grant Proposal**
 - Proposal is presented in the format in Exhibit A: Grant Proposal Template.
 - Community engagement and partnerships must demonstrate a history of community engagement.
 - Project description must clearly define project activities and demonstrate strong alignment between project and community needs.



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- Intended audience must include residents living in historically underserved or marginalized areas, like food deserts, and must clearly define a plan to engage them.
- Project outcomes and metrics must clearly define what metrics will be measured and how.
- Project longevity must articulate how the project will create lasting benefits for Phoenix residents.
- Project feasibility must clearly outline the existing partnerships and/or approvals allowing you to carry out these project activities.
- Project schedule must have a realistic and achievable timeline with clear milestones and clearly outline how project will be completed within 12 months.
- Leadership biographies outline relevant lived, work, and/or volunteer experience and describe how it will benefit project activities and help connect with the intended audience.
- **Project Budget**
 - Budget is clear, detailed, and reasonable.
 - Budget is presented in the format in Exhibit B: Budget Template.
 - Demonstrates efficient use of funds, clear cost justifications, and leverages additional resources where possible.
 - See Exhibit B for Budget Template
 - See Exhibit C Budget Category Definitions

Required Attachments (if applicable):

- Fiscal Sponsor Letter: Attach existing fiscal sponsor agreement or contact information for an identified 501(c)3 organization who intends to provide fiscal sponsorship to your community group.
- Property Owner Letter: Attach documentation of property owner permission if you are proposing a physical improvement project.
 - *Please note that physical improvements at a private residence or a non-publicly accessible site are not eligible.

*****Proposals cannot exceed five pages, excluding the budget, required attachments, and optional attachments. Additional pages will not be reviewed. All evaluation and selection criteria must be fully addressed in the Proposal. Omitting applicable required attachments may lead to disqualification. Optional attachments will be reviewed but will not be scored.**

Notification of award:

- Applicants will be notified of the status of your application within 30 calendar days from the application closing date of **by or before Wednesday, September 30th**
- Applicants not awarded have 5 business days from notification to request feedback on their application by emailing Karen.Ibarra@phoenix.gov and/or Gabriel.Sheppard@phoenix.gov.



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Award Administration

Grant Agreement Requirements:

- Grant recipients are required to register as a City of Phoenix vendor at [Finance procurePHX Registration \(phoenix.gov\)](#). If already registered, grantee must ensure vendor profile is active and up to date.
- If the applicant is a business entity (LLC, cooperative, etc.) or a 501c(3) entity, registration with the [Arizona Corporation Commission \(AZCC\)](#) must be valid and have Active status.

Insurance Requirements

- Within thirty (30) days of signing the Grant Agreement, Grantees must obtain **Liability Insurance** as indicated in Exhibit D – Insurance Requirements and provide the City of Phoenix with a Certificate of Insurance.
 - Grantees must obtain Liability Insurance to receive reimbursement.
 - Grantees may be required to provide proof of insurance throughout the duration of the agreement.
 - Please See Exhibit D for the insurance requirements.

Disbursement schedule

- The City may consider advance payments of no more than 20 percent of the total grant request for demonstrated need per the Advance Payment section on page 6.
- Funds will be paid on a monthly reimbursement basis.
- Payment will be distributed 45 calendar days from receipt of invoice, pursuant to [City Code Chapter 43](#).
- Grantees must submit monthly invoices on or before the 7th of each month. All grant-related expenses must be documented and submitted to the City to receive reimbursement.
- All funds awarded through this grant opportunity must be expended within 12 months.
- Any funds that are not spent by the expiration of the Agreement must be returned to the City.

Reporting requirements

- Grantee must submit a monthly report for the previous month's activities on or before the 7th of each month.
- Grantee must attend quarterly report-out meetings to review progress, share updates, and support coordination throughout the term of the agreement with the City's Office of Environmental Programs staff.
- Grantee must submit a midpoint report providing a summary of the KPIs, any relevant issues, and project photos in a format dictated by the City; this midpoint report replaces the six-month monthly report.
- Grantee must submit a final report no later than thirty days after the expiration or termination of the Grant Agreement. The final report must be in a format dictated by the City's Office of Environmental Programs, setting forth a summary of the key performance indicators described in the Scope of Work and other relevant information.



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Exhibit A: Grant Proposal Template

Food Systems Grant Proposal Template

Please do not exceed more than 5 pages. Please use Calibri size 11 font. For the narrative, you may use whatever format allows you to best convey your responses (e.g. bullet points or paragraphs). Be sure to maintain the order of questions, for a streamlined review process. Being specific and clear is more important than the length of your answer.

Organization Name:

Project Title:

Grant Funding Request (*requests must be between \$5,000 - \$20,000.00*): **\$xx,xxx.xx**

Project Start Date (No earlier than January 1, 2027):

Project End Date (Must be within 12 months):

How many months from start to finish?

Project Narrative:

1. Applicant / Organization Description

Provide a brief overview of your organization's history, mission, and vision. What major accomplishments or developments are key to understanding the work you do?

[TYPE YOUR ANSWER HERE]

2. Community Engagement / Partnerships

What community do you serve, and what part(s) of Phoenix do you work in? How have you engaged your community(ies) throughout your organization's history? In your response, you may also include any existing partnerships and the role they play in your work.

[TYPE YOUR ANSWER HERE]

3. Project Description

Describe in detail the project that the grant funds will support. Describe your proposed project and project activities, including the step-by-step procedure for who does what, where, when and how program activities happen (please note if you would like access to City of Phoenix-owned public sites such as community/recreation/senior centers to host project activities). Describe the need within the food system that your project aims to address.

[TYPE YOUR ANSWER HERE]



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4. Intended Audience

Clearly Identify the population or community that will benefit from the project. How will you engage them? How will this project benefit them?

[TYPE YOUR ANSWER HERE]

5. Project Outcomes & Metrics

Describe what success will look like for your proposed project. In the table below, list what you will measure, what the target goal is, a description of how you determined this goal including, how you will track the information. Include technology used.

This may include, but is not limited to:

- *Numbers (ex: number of people engaged, number of meals served, etc.)*
- *Individual impact (ex: improved knowledge, individual or household resources gained, etc.)*
- *Social impact (ex: preserved culture, social connectivity, community environmental improvement, etc.)*

Quantitative or Qualitative Metric	Description	Target
Example - # Garden Education Classes Hosted	Host and facilitate a series of hands-on classes twice a month that include establishing soil, garden bed construction, seed sowing and saving, composting, garden tending, and food and medicinal plant education. Rotating topics based on the growing season and community needs	24

6. Project Longevity

Please describe how your project and/or its impact might continue beyond the 12-month grant period. Will the project have a lasting impact on the community?

[TYPE YOUR ANSWER HERE]

7. Project Feasibility

If your proposed project is taking place on land not owned by your organization, please describe the partnerships and/or approvals allowing you to carry out these project activities. Will you need permits to carry out your project? Please describe which permits you'll need and your plan to obtain them prior to the project start date. Does your project include a physical improvement? A physical improvement includes building semi-permanent or permanent structures in an exterior space and/or renovations to a building. Examples of physical improvements include installing new garden beds, a greenhouse, a shed, commercial kitchen renovation and/or repairs, irrigation system installation, and more.



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[TYPE YOUR ANSWER HERE]

8. Project Schedule:

Choose 3-6 high-level milestones that are specific, realistic, and actionable. Please make sure milestones align with your project narrative and budget request. Outline the proposed activities, a description of the proposed activities, and an estimate of when they will be completed within the 12-month grant period. Anticipated project start date is January 1st, 2027.

Project Milestone <i>What will you accomplish?</i>	Description <i>How will you accomplish it?</i>	Timeline <i>Start-finish</i>
EXAMPLE: We will gather feedback to inform our new mobile food distribution program.	We will create a survey to identify desired neighborhood pick-up sites. We will share the survey through our newsletter, school partner, and door-to-door outreach.	Month 1-2

9. Leadership Biographies:

Please provide us with a brief biography or background information of the team members and/or key leaders working directly on the project. Please include lived, work, volunteer, and/or other relevant experiences that demonstrate connections with the proposed project's communities or neighborhoods.

Name	Position/Role	Short Biography (3 – 5 sentences)



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Exhibit B: Budget Template

Project Budget:

In this section, please provide a detailed breakdown of the requested budget, not to exceed \$20,000. Please present budget in the requested format. Provide a clear explanation of the costs and explain how funds will be used efficiently. Describe any leveraged or matching resources (if applicable).

For budget definitions, please refer to the Exhibit B below.

Proposed Project Budget		
Personnel: Direct costs for the salaries, wages, and allowable incentive compensation for those individuals who are employees of the recipient organization who will perform work directly for the project		
Item	Amount	Description
EXAMPLE: Neighborhood Food Champions Stipend	\$5,200.00	A stipend will be provided to the neighborhood food champions responsible for helping maintain the community garden and the free community pantry. The two champions will be paid \$20/hr x 5hrs/week for 26 weeks (\$20/hr x 5hrs/week x 26 weeks = \$2,600 x 2 champions = \$5,200).
Subtotal:	\$	
Fringe Benefits: Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.		
Item	Amount	Description
Subtotal:	\$	
Supplies and Materials - Tangible personal property other than equipment with a per item acquisition cost of less than \$5,000. If equipment is part of your request, it must directly relate to the grant request. Please specify what it will be used for.		
Item	Amount	Description
EXAMPLE: Supplies	\$3,500.00	Supply purchases will include shovels, hand trowels, rakes, wheelbarrows, irrigation system repair kits, and a small storage shed. These tools will be provided at no cost to neighbors through our Neighborhood Tool Lending Program. About ~\$1,000 will be spent on the tools and ~2,500 will be spent on the storage shed.



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Subtotal:		\$
Professional Service- Refers to the relationship between a recipient and an outside entity that carries out part of the project or provides goods or services in connection with the grant award. Ex.- Consultants, vendors, professional services, fiscal sponsorship, insurers, etc.		
Item	Amount	Description
Subtotal:		\$
Capital Expenses: Expenses related to all physical improvement, construction, and/or renovation. Please include a 15% contingency rate.		
Item	Amount	Description
Subtotal:		\$
Total Direct Costs – Includes supplies, equipment, and labor expenses. A direct cost can be traced to the cost object, which can be a service or product.		
Total:		\$
Total Indirect Costs – Refers to expenses that apply to more than one business activity and cannot be applied directly to the production of a specific good or service. Include expenses such as rent, utilities, and administrative expenses. They are costs needed for the sake of the entity's operations. Total Indirect Costs may not exceed 15 percent of the total budget.		
Total:		\$
TOTAL AMOUNT REQUESTED: Must equal Total Direct Costs and Total Indirect Costs		\$

Examples of program expenses relevant to your proposal:

Staffing costs	Food	Gas mileage (\$0.70/mile)
Educators or workshops	Soil and compost	Rent/facilities use related to Food Equity Fund
Food distribution equipment	Plant starts	Irrigation system
Commercial liability insurance	Kitchen equipment	Greenhouse



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Fiscal sponsorship fee

Strategic planning
facilitator

Interpretation or translation services

Budget Narrative: If this budget doesn't capture the full picture of your proposal, please use this space to explain further. This can include, but is not limited to, a list of secured funding or in-kind donations. Please limit your response to only 1–2 paragraphs.

Exhibit C: Budget Category Definitions

Personnel (Salary and Wages) - This category includes only direct costs for the salaries, wages, and allowable incentive compensation for those individuals who are employees of the recipient organization who will perform work directly for the project. Employees receive W-2 forms for Federal tax purposes.

Fringe Benefits - Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Recipients may only charge for fringe benefit costs for personnel whose compensation is also charged to the grant. Fringe benefit charges must be based on actual hours worked on the City funded project. Fringe benefit costs are allowable to the extent that the benefits are reasonable and are required by law, governmental unit employee agreement, or an established policy of the recipient consistently applied to activities that are federally funded and those that are not.

Travel - Costs classified as “travel” must be for recipient employees for trips that are necessary to perform the project activities. Travel must be integral to the purpose of the proposed project (e.g., inspections) or related to proposed project activities (e.g., attendance at meetings or training courses). Vehicle fuel costs cannot exceed the federal mileage reimbursement rate of 70 cents per mile.

Equipment - Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies - Supplies are tangible personal property other than equipment with a per item acquisition cost of less than \$5,000.

Professional Service- Refers to individuals who are not employees of the recipient are classified as contractual rather than personnel. Refers to the relationship between a recipient and an outside entity that carries out part of the project or provides goods or services in connection with the grant award

Total Direct Costs – Includes supplies, equipment, and labor expenses. A direct cost can be traced to the cost object, which can be a service or product.

Total Indirect Costs – Refers to expenses that apply to more than one business activity and cannot be applied directly to the production of a specific good or service. Include expenses such as rent, utilities, and administrative expenses. They are costs needed for the sake of the entity’s operations.

Exhibit D: Insurance Requirements

1. **GRANTEE'S INSURANCE:**

Grantee must procure insurance against claims that may arise from or relate to performance of the Approved Activities hereunder by Grantee and its agents, representatives, and employees. Grantee must maintain that insurance until all their obligations have been discharged, including any warranty periods under this Agreement.

The City in no way warrants that the limits stated in this section are sufficient to protect the Grantee from liabilities that might arise out of the performance of the Approved Activities under this Agreement by the Grantee, its agents, representatives, or employees and Grantee may purchase additional insurance as they determine necessary.

- 1.1. **SCOPE AND LIMITS OF INSURANCE:** Grantee must provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the liability limits provided that (1) the coverage is written on a "following form" basis, and (2) all terms under each line of coverage below are met.

1.1.1. Commercial General Liability – Occurrence Form

General Aggregate	\$1,000,000
Products – Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

- The policy must name the City of Phoenix as an additional insured with respect to liability for bodily injury, property damage and personal and advertising injury with respect to premises, ongoing operations, products and completed operations and liability assumed under an insured contract arising out of the activities performed by, or on behalf of the Grantee related to this Contract.
- There shall be no endorsement or modification which limits the scope of coverage or the policy limits available to the City of Phoenix as an additional insured.
- City of Phoenix is an additional insured to the full limits of liability purchased by the Grantee.
- The Grantee's insurance coverage must be primary and non-contributory with respect to any insurance or self-insurance carried by the City.

1.1.2. Automobile Liability

Bodily Injury and Property Damage coverage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

- The policy must be endorsed to include the City of Phoenix as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Grantee, relating to this Contract.
- City of Phoenix is an additional insured to the full limits of liability purchased by the Grantee.
- The Grantee's insurance coverage must be primary and non-contributory with respect to any insurance or self-insurance carried by the City.

1.1.3. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability:	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- Policy must contain a waiver of subrogation against the City of Phoenix.
- This requirement does not apply when Grantee is exempt under A.R.S. §23-902(E),
AND when such Grantee executes the appropriate sole proprietor waiver form.

1.2. NOTICE OF CANCELLATION: For each insurance policy required by the insurance provisions of this Agreement, the Grantee must provide to the City, within five (5) business days of receipt, a notice if a policy is suspended, voided or cancelled for any reason.

1.3. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the required minimum insurer rating is sufficient to protect the Grantee from potential insurer insolvency.

1.4. VERIFICATION OF COVERAGE: Grantee must furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Agreement must be sent directly to Rosanne Albright, Environmental Programs Manager. The City project/contract number and project description must be noted on the certificate of insurance. The City reserves the right to review complete copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

1.5. SUBCONTRACTORS: Grantee's certificates shall include all subcontractors as additional insureds under its policies **OR** Grantee shall be responsible for ensuring and verifying that all subcontractors have valid and collectable insurance. At any time throughout the life of the contract, the City of Phoenix reserves the right to require proof from the Grantee that its subcontractors have insurance coverage. All subcontractors providing services included under this Contract's Scope of Services are subject to the insurance coverages identified above and must include the City of Phoenix as an additional insured. In certain circumstances, the Grantee may, on behalf of its subcontractors, waive a specific type of coverage or limit of liability where appropriate to the type of work being performed under the subcontract. Grantee assumes liability for all subcontractors with respect to this Contract.

1.6. APPROVAL: Any modification or variation from the insurance coverages and conditions in this Contract must be documented by an executed contract amendment.