



**City of Phoenix**

# FOOD SYSTEMS GRANT

## Funding Cycle 2026-2027

Application Deadline: **February 2, 2026 at 5:00 P.M.**

Contact [Karen.Ibarra@phoenix.gov](mailto:Karen.Ibarra@phoenix.gov) or  
[Madeline.Mercer@phoenix.gov](mailto:Madeline.Mercer@phoenix.gov) for grant inquiries

Application Link: [Food Systems Grants - Formstack](#)



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### About the Food Systems Grant

The City of Phoenix (“City”) Office of Environmental Programs (“OEP”) Food Systems Grant (“Grant”) is intended to provide financial assistance to organizations within the City of Phoenix to improve access to healthy food. The City, through the OEP, invites non-profits, small businesses, educational institutions, and other organizations within the City’s food system to submit applications seeking funding to implement projects designed to improve the City’s food system into a more resilient, sustainable, equitable, healthy, and thriving food system. The submission process consists of an online application and a written application.

### Background/Context

A food desert as defined by the U.S. Department of Agriculture is an area without ready access to fresh, healthy and affordable food. Of the 55 food deserts identified in Maricopa County, there are 43 in Phoenix, that encompass nearly half the Phoenix population. The people most vulnerable in Phoenix often have limited time to cook, live far distances from grocers, and are on a tight budget. In today’s urban fast-food culture, food insecurity often means a lack of nutritious food. Despite our agricultural capacity and national leadership in food production, our food system is not working for many people in Phoenix, especially low-income, ethnic minorities, seniors, and children.

**This grant intends to support projects at the community-level that foster a just, equitable, and resilient local food system and improve food access by helping Phoenix residents to grow, access, cook, share, and eat healthy, affordable, and culturally relevant food.**

Please see below for eligibility requirements, desired project characteristics, funding details, evaluation & selection and award administration:

### Eligibility Requirements

#### Eligible entities and activities

- 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 with less than 50 employees
- Educational Institutions (community colleges, universities, public and/or charter schools)
- Entities must be operating within the City of Phoenix boundaries to be eligible for funding through the Food Systems Grant.
- Project activities must take place within the City of Phoenix boundaries.
- Project activities must be accessible and benefit people who live, learn, and work in Phoenix.
- Project activities must focus on contributing to a just, equitable, and resilient local food system.



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### Ineligible entities and activities:

- Prior OEP grant awardees submitting duplicate or substantially similar projects previously funded by an OEP grant program.
- Current OEP grant awardees with an active 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.
- Projects primarily benefiting private interests rather than the broader community.
- Applicants seeking retroactive funding for expenses incurred before the award date.
- Projects that do not align with the program's stated goals and objectives.

## Desired Project Characteristics

This Section outlines the “Desired Project Characteristics” that will result from a successful grant application. Grant applicants should review all referenced materials such as the City of Phoenix [2025 Phoenix Food Action Plan](#), [2025 Food Action Plan Impact Report](#), and the [2021 Phoenix Climate Action Plan](#).

### Desired Project Characteristics:

- Identifies a specific demonstrated need in the local food system, especially in historically underserved or marginalized areas.
- Advances justice, equity, and access to healthy, affordable, and culturally relevant food within the local food system.
- Enhances food and nutrition security and promotes community health.
- Increases understanding of the local food system, food literacy, and community food resources.
- Advances economic opportunities in the food system for urban growers, new and existing food businesses, and others to sell their food locally and creates opportunity for residents to affordably and easily acquire healthy food.
- Improves access to healthy food (farmer's markets, CSAs, healthy food retailers, neighborhood produce stands, mobile markets and food delivery projects) for the most vulnerable.
- Adopts new and/or expands existing sustainable practices to produce, process, cook, transport, sell food, and/or prevent food loss and waste to create a strong community food network.

### Examples of Eligible Activities:

<ul style="list-style-type: none"><li>• Urban farming and community gardening activities</li><li>• Food programs for vulnerable populations such as elders, youth, unhoused individuals, or others.</li><li>• Food distribution site</li><li>• Food pantry &amp; meal services</li></ul>	<ul style="list-style-type: none"><li>• Food systems-related job training</li><li>• Food systems leadership development</li><li>• Food business development</li><li>• Activities that advance economic opportunities in the food system</li></ul>
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<ul style="list-style-type: none"> <li>• Coalition building to advance food justice &amp; food sovereignty</li> <li>• Capital project or physical improvement such as new greenhouse, irrigation system, and/or commercial kitchen equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Food-related storytelling &amp; cultural preservation</li> <li>• Composting and food waste prevention</li> <li>• Neighborhood food markets</li> <li>• Food systems education or trainings</li> <li>• “Food as medicine,” health, and nutrition programs</li> </ul>
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### Examples of Past Grant-Funded Projects:

Examples include but are not limited to:

- **Al-Hamka Farm** provided over 10,500 pounds of fresh, locally grown produce to local St. Mary’s Food Banks over the course of one year to be distributed on a weekly basis to support food security in disadvantaged census tract communities.
- **Cihuapactli Collective** utilized grant funds to improve access to local fresh foods, safe outdoor spaces, and culturally sensitive health services for South Phoenix. This project distributed 10,840 pounds of food through Indigenous food care packs, serving approximately 1084 individuals.
- **Creighton Community Foundation’s** FrescaZona Community Foods Retail Pilot Project offered fresh, affordable SNAP-eligible produce to enhance food security, accessibility, affordability, and healthy eating for low-income communities. Supported by a robust system for SNAP enrollment and utilizing feedback from the community to tailor offerings, CCF sold 20,241 pounds of food, serving 1,395 households.
- **Diana Gregory Outreach Services** used grant funds to expand the reach and impact of food distribution services to provide healthy fruits and vegetables to independent living and affordable housing communities in under-resourced areas and food deserts within the Phoenix Metro Area. This project provided 800 seniors with produce bags on a monthly basis.
- **Farm to School Consulting** used grant funds to buy commercial-grade food processing equipment, boosting access to local foods in schools and fostering producer-community connections. This project addresses the high demand for costly processing equipment among small local farmers. Serving South Phoenix, this project impacted 2,500 students and engaged up to 10 farmers.
- **JUNTOS** utilized grant funds to implement a series of free Local Food Workshops to enhance food access in the Edison Eastlake Community (EEC). The project aligns with JUNTOS’ mission to increase the availability of local, heirloom, and sustainable foods. The workshops, conducted in both Spanish and English, built on the existing efforts of the EEC Garden Club, focusing on its members as the target audience.
- For more project examples, see [ARPA Food Grants](#).

## Funding Details

### Funding and Duration:

- Total available Grant funding for 2025 is \$100,000.
- The maximum Grant request is \$20,000. The minimum Grant request is \$5,000.



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- The time period for the grant is maximum 12 months.
- Funds will be paid on a monthly reimbursement 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.
- Liability insurance is required for the duration of the grant period, costs associated may be included in the budget.

### **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
- Capital project or physical improvements on a private residence

### **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.

## Proposal Instructions:

Applicants must attach a written project proposal as part of this grant application process. Apply at [phoenix.gov/Food Systems Grants](https://phoenix.gov/Food-Systems-Grants) | [City of Phoenix](https://phoenix.gov)

### **Submission Deadlines:**

Completed applications and proposals are due no later than **Monday, February 2nd, 2026, at 5:00 PM.**



### **Technical Assistance Available:**

#### **Virtual Info Session:**

1. Friday, January 9<sup>th</sup> at 9AM – 10AM
2. Friday, January 16<sup>th</sup> at 1PM – 2PM

#### **Virtual Office Hours:**

1. Wednesday, January 21<sup>st</sup> at 9:30AM – 10:30AM
2. Tuesday, January 27<sup>th</sup> at 12PM – 1PM

## 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.

- **Proposal**
  - **Project plan**
    - Project plan must clearly outline project activities and intended audience.
    - Project plan must include three or more of the desired project characteristics detailed in the previous section.
    - Project plan must include projected outcomes and key performance indicators (KPIs) to measure success.
    - Project plan must articulate how the project will create lasting benefits for residents living in historically underserved or marginalized areas, like food deserts.
    - Project plan must clearly outline strategies for sustaining outcomes and/or building community capacity beyond the grant period.
  - **Project Schedule:**
    - Project plan must outline how project will be completed within 12 months.
    - Outlines a realistic and achievable timeline with clear milestones.
    - Anticipated project start date – March 2, 2026.
  - **Qualifications and experience of applicant(s)**
    - Please outline relevant expertise, lived experience, and/or strong examples of successfully managing similar projects.
    - If applicable, please outline any prior work done in partnership with the City.
- **Project Budget**
  - Budget is clear, detailed, and reasonable.
  - Budget is presented in the format in Exhibit A-Budget Template.
  - Demonstrates efficient use of funds, clear cost justifications, and leverages additional resources where possible.
  - See Exhibit A for Budget Template
  - See Exhibit B Budget Category Definitions
- **Optional Attachments**
  - Photos



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- Maps
- Design specs
- Invoice quotes
- Other

**\*\*\*Proposals cannot exceed three pages excluding the budget and optional attachments. Additional pages will not be reviewed. All evaluation and selection criteria must be fully addressed in the Proposal. 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 **Monday, February 2nd, 2026 at 5:00 P.M.**
- Applicants not awarded have 14 calendar days from notification to request feedback on their application by emailing [Karen.Ibarra@phoenix.gov](mailto:Karen.Ibarra@phoenix.gov).

## Award Administration

### **Grant Agreement Requirements:**

- Grant recipients are required to register as a City of Phoenix vendor at [Finance procurePHX Registration \(phoenix.gov\)](https://finance.procurephx.com/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 \(AZCC\)](https://www.azcc.com/) must be valid and have Active status.
- Grant recipient must submit a summarized Scope of Work to be included in Grant Agreement. See Sample Grant Agreement for reference.
- Grant recipient must identify, track, and submit Key Performance Indicators (KPIs) to demonstrate their progress toward the goals outlined in their scope of work.

### **Insurance Requirements**

- Within thirty (30) days of signing the Grant Agreement, Grantees must obtain **Liability Insurance** as indicated in Exhibit C – 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 C for the insurance requirements.

### **Disbursement schedule**

- Funds will be paid on a monthly reimbursement basis.
- Grantees must submit monthly invoices on or before the 7<sup>th</sup> of each month. All grant-related expenses must be documented and submitted to the City to receive reimbursement.
- 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.
- 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.





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### **Reporting requirements**

- Grantee must submit a monthly report for the previous month's activities on or before the 7<sup>th</sup> of each month.
- Grantee shall 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: 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		
<b>Personnel:</b> 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:	\$	
<b>Fringe Benefits:</b> Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.		
Item	Amount	Description
Subtotal:	\$	
<b>Travel:</b> Costs classified as "travel" must be for recipient employees for trips that are necessary to perform the project activities. Vehicle fuel costs cannot exceed the federal mileage reimbursement rate of 70 cents per mile.		
Item	Amount	Description
Subtotal:	\$	



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<b>Equipment:</b> 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.		
Item	Amount	Description
Subtotal:	\$	
<b>Supplies</b> - Supplies are tangible personal property other than equipment with a per item acquisition cost of less than \$5,000.		
Item	Amount	Description
<i>EXAMPLE: Supplies</i>	<i>\$3,500.00</i>	<i>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.</i>
Subtotal:	\$	
<b>Contractual Services and Subawards</b> -Refers to the relationship between a recipient and an outside entity that carry out part of the project or provides goods or services in connection with the grant award.		
Item	Amount	Description
Subtotal:	\$	
<b>Consultant (Professional Service)</b> - Consultant costs for individuals who are not employees of the recipient are classified as contractual rather than personnel. Individual consultants typically receive 1099 forms for Federal tax purposes.		
Item	Amount	Description
Subtotal:	\$	
<b>Occupancy (Rent and Utilities)</b> – Occupancy includes insurance and indemnification, utilities, rental/lease of equipment, office space, and meeting or conference facilities.		
Item	Amount	Description



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Subtotal:		\$
<b>Research and Development (R&amp;D)</b> - Stipends and other incentives paid to participants in research experiments, focus groups, surveys or similar research activities.		
Item	Amount	Description
Subtotal:		\$
<b>Telecommunications</b> – Refer to the costs associated with the use of telecommunication services, including voice, data, and internet services.		
Item	Amount	Description
Subtotal:		\$
<b>Training and Education</b> - Stipends for interns, fellows, trainees, or attendees at community meetings including registration fees, training materials, and travel costs when the purpose of the trip is to participate in the project activity.		
Item	Amount	Description
Subtotal:		\$
<b>Direct Administrative Costs</b> - Refer to expenses that are directly associated with the administration of a specific program or project. These costs can be easily identified and allocated to the program, but they do not directly contribute to the services provided to clients or residents.		
Item	Amount	Description
Subtotal:		\$
<b>Miscellaneous Costs</b> – Refers to small, irregular costs that do not fit into predefined categories.		
Item	Amount	Description
Subtotal:		\$



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**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 20 percent of the total budget.

**Total:**

\$

**TOTAL AMOUNT REQUESTED:**  
**Must equal Total Direct Costs and**  
**Total Indirect Costs**

\$

## Exhibit B: 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.

**Contractual Services and Subawards** -Refers to the relationship between a recipient and an outside entity that carry out part of the project or provides goods or services in connection with the grant award.

**Consultant (Professional Service)**- Consultant costs for individuals who are not employees of the recipient are classified as contractual rather than personnel. Individual consultants typically receive 1099 forms for Federal tax purposes.

**Construction** – Construction is defined as erection, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other improvements to real property, and activities. Construction costs may include site preparation, demolishing and building facilities, making permanent improvements to facilities or other real property, major renovations of existing facilities, remediation of contamination and related architectural or engineering services. With very few exceptions, recipients carry out

construction projects by hiring contractors which typically include a general contractor and an architectural or engineering firm for design work and in some cases purchasing equipment for installation at the site.

**Occupancy (Rent and Utilities)** – Occupancy includes insurance and indemnification, utilities, rental/lease of equipment, office space, and meeting or conference facilities

**Research and Development (R&D)** - Stipends and other incentives paid to participants in research experiments, focus groups, surveys or similar research activities.

**Telecommunications** – Refer to the costs associated with the use of telecommunication services, including voice, data, and internet services.

**Training and Education** - Stipends for interns, fellows, trainees, or attendees at community meetings including registration fees, training materials, and travel costs when the purpose of the trip is to participate in the project activity.

**Direct Administrative Costs** - Refer to expenses that are directly associated with the administration of a specific program or project. These costs can be easily identified and allocated to the program, but they do not directly contribute to the services provided to clients or residents.

**Miscellaneous Costs** – Refers to small, irregular costs that do not fit into predefined categories.

**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 C: 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	\$2,000,000
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.