

**AGREEMENT BETWEEN CITY OF APACHE JUNCTION AND SUPERSTITION  
COMMUNITY FOOD BANK FOR HEALTH AND HUMAN SERVICES FOR FISCAL YEAR  
2020-2021**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between the CITY OF APACHE JUNCTION, ARIZONA, an Arizona municipal corporation (“City”), and SUPERSTITION COMMUNITY FOOD BANK, a health and human services provider (“Services Provider”), under the City’s human services program, collectively referred to as the “Parties” or individually as a “Party”.

**RECITALS**

- A. Pursuant to Apache Junction City Code, (“A.J.C.C.”) Volume I, Chapter 2: Mayor, Council, and Appointed Boards and Commission, Article 2-11: Health and Human Services Commission, and Article 2-14: Requests for Financial Assistance, the City may provide financial assistance to non-profit agencies which provide city residents, elderly, handicapped, developmentally disabled care and other public health needs.
- B. The Health and Human Services Commission (“the Commission”) has reviewed requests for city funding as submitted by health and human services providers for fiscal year 2020-2021.
- C. The Commission has submitted its recommendations to the city council.
- D. On July 7, 2020 the city council passed and adopted the 2020-2021 fiscal year budget, which included funding for health and human services for specific health and human services providers.
- E. Pursuant to A.J.C.C., Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance, § 2-14-1, Requests for Non-Profit Funding, subsection (C)(1), all city funds allocated or granted to any non-profit agency shall be by means of a written contract based on services and/or a program (the “Program”) for the City to be in compliance with the provisions of state law relating to the use of public funds.
- F. Pursuant to A.J.C.C., Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance, subsection 2-14-1, Requests for Non-Profit Funding, subsection (C)(2), all city funds allocated by the council shall only be released to the Services Provider in equal quarterly installments or quarterly payments based on a schedule of anticipated expenses, and no subsequent quarterly allocation shall be released to the Services Provider until such time the receiving agency has provided all required documentation for the previous quarter along with satisfactory evidence of compliance with the scope of work (“SOW”) pursuant to this agreement.

- G. Pursuant to A.J.C.C., Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance, § 2-14-1, Requests for Non-Profit Funding, subsection (B), the Services Provider must submit on a quarterly basis a detailed accounting of the performance and accomplishments within the SOW.

## AGREEMENT

NOW, THEREFORE, in consideration of payment of public funds in exchange for health and human services to qualified recipients, both Parties agree to the terms and conditions set forth below as well as the Recitals set forth above:

1. **SERVICES PROVIDER'S DUTIES:** Services Provider agrees to perform the following SOW in connection with the Program:
  - A. Provide to city residents continued support for those experiencing food insecurities with food boxes each containing 39 pounds of food and provide monthly educational opportunities. A detailed scope of work is included under Exhibit A.
  - B. A detailed scope of work is included under Exhibit A.
  - C. Provide such programs and activities to residents of the City.
  - D. Comply with all provisions of A.J.C.C., Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance, attached hereto as Exhibit B, and all other applicable city ordinances; submit contract proposal for fiscal year 2021-2022 to City on or before January 28, 2021.
  - E. File with City all documentation for the previous quarter no later than ten (10) City working days following the end of the quarter. City offices are open Monday through Thursday 7:00 a.m. to 6:00 p.m. City offices are closed Fridays, weekends and legal holidays.  
  
Quarter 1: July 1 – September 30 on or before October 19, 2020  
Quarter 2: October 1 – December 31 on or before January 20, 2021  
Quarter 3: January 1 – March 31 on or before April 19, 2021  
Quarter 4: April 1 – June 30 on or before July 20, 2021
  - F. Submit to City typed or computer generated quarterly reports; designate one primary and one secondary person as coordinators for the record keeping and disbursement of funds; assign one primary and one secondary person who shall monitor compliance and review reports. Such persons shall be responsible for submitting accurate reports to the Commission staff liaison and provide the names, email, and telephone numbers of the primary and secondary contact persons immediately upon the signing of this agreement. Changes to the primary or secondary

person(s) shall be reported in writing or email to the Commission staff liaison within five (5) City working days following such change.

- G. All reports shall be sent by an approved electronic method either by email or another form as identified by the commission, no other means shall be accepted. The Commission staff liaison will prescribe the format in which such reports shall be prepared and submitted. Any reports not prepared in accordance with this section shall be deemed rejected and shall constitute a breach of contract. A list of reporting requirements are listed under Exhibit C.
- H. Funds are distributed on a reimbursable quarterly basis after the submittal of a quarterly report which outlines expenditures and activities completed as stipulated in the SOW and as confirmed by the City. Any funds disbursed by Services Provider in violation of A.J.C.C. Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance or this agreement shall be reimbursed to City.
- I. File the quarterly report and required documentation by the deadline set forth in § C above or risk disqualification for health and human services funding for fiscal year 2021-2022. Failure to file the quarterly report and required documentation by the deadlines set forth in § C above shall result in the immediate termination of this agreement.
- J. Maintain a listing with the community information and referral service that supports Pinal County and the Apache Junction area during the term of this agreement. Service Provider shall also be represented at the Community Resource Center once monthly, during Project Connect events, and the annual Health and Wellness Expo.
- K. Service Provider's failure to meet the requirements of A.J.C.C. Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance or the terms of this agreement shall result in automatic termination of this Agreement.
- L. Any Services Provider staff responsible for the preparation of the required reports or requests for reimbursement shall be familiar with the terms and requirements of this agreement in order to avoid processing errors.
- M. Service Provider agrees to allow reasonable inspections of programs and services by a city council member, commission member, or city staff during the contract period.

2. **COMPENSATION:** In accordance with the terms and conditions of this Agreement, City shall compensate Services Provider for its services as follows:

- A. A total of \$19,800.00 for fiscal year 2020-2021 for SOW performance.
  - B. Compensation shall be in equal quarterly payments of \$4,950 per quarter. No quarterly payment shall be released until Services Provider has provided all of the required documentation for the previous quarter and has provided satisfactory evidence of compliance with the terms and conditions of this agreement. The deadline for receipt of such documentation is set forth in § 1 (C) above, and failure to comply with this deadline shall result in forfeiture of claim to the funds and will result in automatic termination of the Agreement.
  - C. In accordance with the recommendations of the Commission and its subsequent acceptance by the Apache Junction city council, should any of the agencies receiving fiscal year 2020-2021 human services funding be unable to meet the requirements of A.J.C.C. Vol. I, Chapter 2: Mayor, Council and Appointed Boards and Commissions, Article 2-14: Requests for Financial Assistance or the terms of their respective agreement, any unused funds shall be retained in City's general fund.
  - D. In accordance with the recommendations of the Commission, representatives of the Services Provider identified in § 1 (C) above shall attend a mandatory training meeting at a time, date and location to be scheduled by the staff liaison to the commission in order to review terms and reporting requirements of this agreement. The Services Provider representatives shall be those individuals who are responsible for compiling the information and filing the required quarterly reports. Failure of attendance by these critical representatives shall result in automatic termination of this Agreement.
3. TERM: This Agreement shall be effective beginning July 1, 2020 through June 30, 2021.
4. SERVICES PROVIDER BILLING: Services Provider shall bill City in the manner specified in § 2 above.
5. CITY'S STANDARD OF PERFORMANCE: City shall furnish the Services Provider with all data, information and other supporting services as may be required.
6. SERVICES PROVIDER'S STANDARD OF PERFORMANCE : While performing the services, Services Provider shall exercise the reasonable professional care and skill customarily exercised by reputable members of Services Provider's profession practicing in the Phoenix Metropolitan Area, and shall use reasonable diligence and best judgment while exercising its professional skill and expertise. Services Provider shall be responsible for all errors and omissions Services Provider commits in the performance of this Agreement.

7. **NOTICES:** All notices, to the other party required under this Agreement shall be in writing and sent by first class certified mail, postage prepaid, return receipt requested, addressed to the following personnel:

If to City: Jennifer Peña, City Clerk  
City of Apache Junction  
300 E. Superstition Boulevard  
Apache Junction, AZ 85119

If to Services Provider: Superstition Food Bank  
575 N. Idaho Road, Ste. 701  
Apache Junction, AZ 85119

8. **TERMINATION:** This Agreement may be terminated by either Party for any reason upon fifteen (15) calendar days written notice. In the event this Agreement is terminated for any reason prior to the completion of the full period of performance as stated herein, City shall be liable to Services Provider for those verifiable costs incurred by Services Provider which are in accordance with the original proposal, only up to the date of such termination and not thereafter.

9. **SUBCONTRACTORS:** Service Providers shall perform all services set forth in the SOW as in § 1 above and shall not use subcontractors.

10. **RECORDS:** Records of Services Provider's labor, payroll, and other costs pertaining to this Agreement shall be kept on a generally recognized accounting basis and made available to City for inspection on request. Services Provider shall maintain records for a period of at least two (2) years after termination of this Agreement, and shall make such records available during that retention period for examination or audit by City personnel during regular business hours.

11. **RIGHT OF CITY TO CONTRACT WITH OTHERS:** Nothing in this Agreement shall imply City is obligated to obtain the services described herein with only this particular Services Provider.

12. **INDEMNIFICATION:** To the fullest extent permitted by law, Services Provider shall defend, indemnify, and hold harmless City, its elected and appointed officers, officials, agents, and employees from and against any and all liability, including but not limited to, demands, claims, actions, fees, costs and expenses, including attorney and expert witness fees, arising from or connected or alleged to have arisen from or connected with, relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of Services Provider, its agents, and employees. Services Provider's duty to defend, hold harmless and indemnify City, its special districts, elected and appointed officers, officials, agents, and employees shall arise in connection with any tortious claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by a Services Provider's acts, errors, mistakes, omissions, work program or services in the performance of this Agreement including any employee of Services

Provider.

13. **WAIVER OF TERMS AND CONDITIONS:** The failure of City to insist in any one or more instances on performance of any of the terms or conditions of this Agreement or to exercise any right or privilege contained herein shall not be considered as thereafter waiving such terms, conditions, rights or privileges, and they shall remain in full force and effect.

14. **INDEPENDENT CONTRACTOR:** Services Provider shall at all times during Services Provider's performance of the services retain Services Provider's status as independent contractor. Services Provider's employees shall under no circumstances be considered or held to be employees or agents of City, and City shall have no obligation to pay or withhold state or federal taxes or provide workers' compensation or unemployment insurance for or on behalf of them or Services Provider.

15. **APPLICABLE LAW AND VENUE:** The terms and conditions of this Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. Any action at law or in equity brought by either Party for the purpose of enforcing a right or rights provided for in this Agreement, shall be tried in a court of competent jurisdiction in Pinal County, State of Arizona. The Parties hereby waive all provisions of law providing for a change of venue in such proceeding to any other county. In the event either Party shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition in this Agreement, it is mutually agreed that the prevailing party in such action shall recover all costs including: all litigation and appeal expenses, collection expenses, reasonable attorney fees, necessary witness fees and court costs.

16. **OWNERSHIP OF RECORDS AND REPORTS:** All of the files, reports, documents, information and data prepared or assembled by Services Provider under this Agreement shall be and remain the property of City and shall be forwarded to City at any time City requires such papers, but is subject to two (2) year retention schedule set forth in section 10 above.

17. **CITY LICENSE REQUIRED:** Services Provider represents and warrants that any license necessary to perform the work under this Agreement is current and valid. Services Provider understands that the activity described herein constitutes "doing business in the City of Apache Junction" and Services Provider agrees to obtain a non-profit license pursuant to Chapter 8 of the Apache Junction City Code, Vol. I, and keep such license current during the Term of this Agreement. Services Provider also acknowledges that the tax provisions of the City of Apache Junction Tax Code may apply and, if so, shall obtain a tax privilege license through the Arizona Department of Revenue.

18. **ASSIGNMENT & DELEGATION:** This Agreement has been entered into based upon the reputation, expertise and qualifications of Services Provider. Neither Party to this Agreement shall assign its rights or interest in the Agreement, either in whole

or in part nor any monies due to or become due to it. In addition, all duties set forth herein are non-delegable.

19. **ENTIRE AGREEMENT:** This Agreement and any attachments represent the entire agreement between City and Services Provider and supersede all prior negotiations, representations or agreements, either express or implied, written or oral. It is mutually understood and agreed that no alteration or variation of the terms and conditions of this Agreement shall be valid unless made in writing and signed by the parties hereto. Written and signed amendments shall automatically become part of the supporting documents, and shall supersede any inconsistent provision therein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.

20. **SEVERABILITY:** City and Services Provider each believe that the execution, delivery and performance of this Agreement are in compliance with all applicable laws. However, in the unlikely event that any provision of this Agreement is declared void or unenforceable (or is construed as requiring City to do any act in violation of any applicable laws, including any constitutional provision, law, regulation, or city code), such provision shall be deemed severed from this Agreement and this Agreement shall otherwise remain in full force and effect; provided that this Agreement shall retroactively be deemed reformed to the extent reasonably possible in such a manner so that the reformed agreement (and any related agreements effective as of the same date) provide essentially the same rights and benefits (economic and otherwise) to the Parties as if such severance and reformation were not required. Unless prohibited by applicable laws, the Parties further shall perform all acts and execute, acknowledge and/or deliver all amendments, instruments and consents necessary to accomplish and to give effect to the purposes of this Agreement, as reformed.

21. **CONFLICTS OF INTEREST:** This Agreement is subject to, and may be terminated by City in accordance with, the provisions of A.R.S. § 38-511.

22. **POLITICAL ACTIVITIES:** As a community service-based organization, Services Provider is a non-political organization.

Its employees are prohibited from engaging in any partisan political activity with respect to candidates for political office beyond the private expression of personal opinion, registering as a member of a political party, signing nomination petitions and voting in any special, primary or general election. No board member, officer or employee of Services Provider shall solicit any contribution in cash or services from any Services Provider employee to support any candidate for public office. No board member or officer shall use the name of Services Provider, or use their affiliation with Services Provider, to engage in any partisan political activity or form of lobbying, of any kind or to solicit any contribution in cash or services to support any candidate for public office. If a board member or officer should engage in said political candidate activities, they shall make it clear that they are doing so in their personal and private capacity, and are not associated with Services Provider in any

way, while engaging in said activity. The functions and activities of Services Provider are non-political with respect to candidates for political office. Therefore, all board members, officers and employees will refrain from engaging in any partisan political activity or any form of lobbying, of whatsoever type or nature, while attending or participating in Services Provider function or event. This includes the circulation or signing of nomination petitions or soliciting any contributions in cash or services from anyone to support any candidate for public office. The above-prohibition on lobbying includes communicating with commission members and councilmembers for the purpose of gaining an advantage in receiving health and human services funding.

**23. COMPLIANCE WITH FEDERAL AND STATE LAWS:** Services Provider understands and acknowledges the applicability of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989 to the SOW. As required by A.R.S. § 41-4401, Services Provider hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). Services Provider further warrants that after hiring an employee, Services Provider will verify the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Agreement that is subject to penalties up to and including termination of this Agreement. Services Provider is subject to a penalty of \$100 per day for the first violation, \$500 per day for the second violation, and \$1,000 per day for the third violation. City at its option may terminate this Agreement after the third violation. Services Provider shall not be deemed in material breach of this Agreement if the Services Provider establish compliance with the employment verification provisions of §§ 274A and 274B of the federal Immigration and Nationality Act and the E-Verify requirements contained in A.R.S. § 23-214(A). City retains the legal right to inspect the papers of any Services Provider who works under this Agreement to ensure that the Services Provider is complying with the warranty. Any inspection will be conducted after reasonable notice and at reasonable times. If state law is amended, the Parties may modify this paragraph consistent with state law.

**24. TIME OF ESSENCE:** Time is of the essence of this Agreement and each provision hereof.

**25. CONDITIONAL APPROVAL:** The Parties understand and acknowledge this Agreement is approved on a conditional basis pending Services Provider's timely filing of complete and correct reports for the 4th quarter of the previous fiscal year (if prior year's funding was provided by City). The 4th quarter reports shall be filed within the deadlines established by the prior agreement and must contain the required information as set forth in the prior agreement.

**26. PROHIBITION TO CONTRACT WITH SERVICES PROVIDER WHO ENGAGE IN BOYCOTT OF THE STATE OF ISRAEL:** The Parties acknowledge A.R.S. §§ 35-393 through 35-393.03, as amended, which forbids public entities from contracting with a contractor or organization who engage in boycotts of the State of Israel. Should Services Provider under this Agreement engage in any such boycott



against the State of Israel, this Agreement is automatically terminated. Any such boycott is a material breach of contract and will subject Services Provider to monetary damages, including but not limited to, consequential and liquidated damages.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized representative as of the day and year first above written.

**SERVICES PROVIDER:**  
**SUPERSTITION COMMUNITY FOOD BANK, a**  
**501(c)3 non-profit organization**

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** Executive Director

**CITY:**  
**CITY OF APACHE JUNCTION, an Arizona**  
**municipal corporation**

\_\_\_\_\_  
**By: Jeff Serdy**  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
**JENNIFER PEÑA**  
**City Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**RICHARD J. STERN**  
**City Attorney**

STATE OF ARIZONA       )  
  ) ss.  
COUNTY OF                )

The foregoing was subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ ,  
2020, by \_\_\_\_\_ as \_\_\_\_\_ of  
\_\_\_\_\_, a 501(c)3 non-profit organization.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

STATE OF ARIZONA       )  
  ) ss.  
COUNTY OF PINAL        )

The foregoing was subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2020, by Jeff Serdy, as Mayor of the City of Apache Junction, Arizona, an Arizona  
municipal corporation.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

## Exhibit A

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### Apache Junction Food Bank

575 N. Idaho Road, Suite 701 • Apache Junction, AZ 85119-4015  
Phone: 480-983-2995 • Email: [info@ajfoodbank.org](mailto:info@ajfoodbank.org) • Web: [www.ajfoodbank.org](http://www.ajfoodbank.org)

*"Working Together to Feed the Hungry in East Valley Communities"*

January 30, 2020

City of Apache Junction  
Jennifer D. Pena, City Clerk  
300 E Superstition Boulevard  
Apache Junction, AZ 85119

Dear Mrs. Pena,

The Apache Junction Reach Out, Inc., dba Apache Junction Food Bank (AJFB), recently announced its name change to Superstition Community Food Bank (SCFB). Our new name reflects the surrounding communities we serve, including Apache Junction (65%), Gold Canyon, Queen Creek, Northwest Pinal County, and East Mesa. We are the largest agency food bank for United Food Bank (UFB). We operate as an emergency food bank, a non-profit 501(c)(3) organization, aiding individuals and families in need since 1983 and have received exceptional ratings from Pinal County Public Health Department and St. Mary's Food Bank (SMFB).

We are the largest food bank in the East Valley, with a service area of approximately 100 square miles. In 2019, we distributed over 1.4 million pounds of food through our warehouse, the equivalent of 280,000 meals. All of this is done according to guidelines set forth by the Arizona Department of Economic Security (DES), UFB and SMFB. Our continued collaboration with UFB also allows us to work with 18 large local grocers who donate weekly to our food rescue program.

Over the years, our commitment to the City of Apache Junction (AJ) residents has been paramount in our mission and our operations. In 2019, we assisted an estimated 24,000 individuals in AJ, a 6% increase over the prior year. We anticipate another 6% growth in 2020. A significant number of these clients are from "working poor" families who hold jobs but are still struggling to make ends meet. Qualified families are those with income less than 185% of the federal poverty level as defined by DES. The value of food given to each person amounts to \$67.73/month (39 lbs.).

Our board president, Robert Mohle, in last year's presentation to the Apache Junction Health and Human Services Commission further committed to assisting the community we serve with three additional services: peer-to-peer education, a community resource library, and a food quality monitoring program. At this time, we have made significant progress with the resource library and now have an executive chef and dietician working on the food quality program.

The city's funding to the food bank, over the last 4 years, ranged from 2-7% of our operating funds while the AJ residents we serve continues to grow, 6% in 2019. City funding enables us to commit 89% of every dollar directly to serving our clients; only 11% of donations go to overhead and operating expenses. Our costs of operation for 2019 were \$309,020 of which approximately \$185,400 (60%) was for AJ residents. Our budget projection for 2020 requires us to increase our food supply to 1,514,000 lbs. for those in need and increasing our operating expenses to \$359,500. That is a 16% increase in funds needed for operations, 10% of which is directly related to the increase in AJ residents we serve.

We are respectfully requesting your consideration of funding for \$27,500 to help us offset the 6% growth trend and continue our mission.

Your support of \$27,500 for the TEFAP program will help provide on average of 39 pounds of food per person per month, which includes fresh fruits, vegetables, bread, meats, dairy and non-perishable food items to last each family for about five days. Your investment will allow us to continue to support some of the eligible food-insecure/insufficient AJ residents. That money will help assist individuals and families have a place to receive both food and hope when they come to our doors. On behalf of our clients, our directors, our faithful staff and volunteers, we offer our appreciation for all the City has done in the past and look forward to our continued partnership.

We invite you to visit our facility and see firsthand the renovation efforts that have been made with the aid of Pinal County funding and the amazing work our volunteers and staff accomplish daily. If you have any questions or would like to set a time to visit with us, please feel free to contact me at 480-544-5576 (or by email at [myra.garcia@ajfoodbank.org](mailto:myra.garcia@ajfoodbank.org)). Thank you for your consideration.

Sincerely,



Myra D. Garcia  
Superstition Community Food Bank  
Executive Director



Robert Mohle, President, Board of Directors  
Superstition Community Food Bank

Enclosures:

- |            |   |
|------------|---|
| Exhibit 1  | Most recent audit report (including any city funds)   |
| Exhibit 2  | Most recent financial statement (with accountant certification)   |
| Exhibit 3  | Detailed expenditure statement including a detailed accounting of all previously received and expended/not expended city funds                            |
| Exhibit 4  | Source of the amount of funding received from all other sources such as non-governmental agencies, membership dues, and fees, private contributions, etc. |
| Exhibit 5  | Client service information as it applies to city residents  |
| Exhibit 6  | Proof of non-profit status (IRS determination)  |
| Exhibit 7  | Proof of corporate status to include copies of current by-laws and Articles of Incorporation  |
| Exhibit 8  | Name and source and amount of funding received from other governmental agencies   |
| Exhibit 9  | Names and address of current agency governing board members   |
| Exhibit 10 | Additional documentation as may be required by the City for processing of funding request   |

## Exhibit B

### Apache Junction City Code 06-10-2019

#### ARTICLE 2-14: REQUESTS FOR FINANCIAL ASSISTANCE

##### 2-14-1 REQUESTS FOR NON-PROFIT FUNDING.

(A) *Required documentation.* Any non-profit agency submitting a request for an allocation or grant of city funds shall submit to the city specific documentation including, but not limited to, the following: A copy of the agency's most recent audit report; a certified copy of the agency's most recent financial statement; detailed expenditure statements in order to provide a detailed accounting of all funds previously received from the city; complete information on the source and amount of funding received from all other sources such as non-governmental agencies, membership fees and dues, and private contributions; client service information as it applies to residents of the city; proof of non-profit status as determined by the Internal Revenue Service; proof of corporate status to include copies of by-laws and articles of incorporation; the source and amount of funding received from other governmental agencies; the names and addresses of current board members; and any other documentation as may be deemed necessary by the city.

(B) *Reporting requirements.* Any non-profit agency receiving an allocation or grant of city funds shall be required to submit to the city, on a quarterly basis, a detailed accounting of the expenditure of city funds for the previous quarter, a written report outlining the agency's performance and accomplishments within the scope of work outlined in their contractual agreement with the city, and any other documentation as may be deemed necessary by the city in order to determine the agency's compliance with the provisions of the contract.

(C) *Contract required; procedure for distribution of funds.*

(1) All city funds allocated or granted to any non-profit agency shall be by means of a written contract based upon services to be provided to or work to be performed on behalf of the city and its residents in compliance with the provisions of Arizona Revised Statutes regarding the use of public funds.

(2) All city funds allocated or granted under the provisions of this section shall be released in equal quarterly installments or quarterly payments based upon a schedule of anticipated expenses which has been approved by the Mayor and Council. No subsequent quarterly allocation or grant shall be released until such time that the receiving agency has provided all of the required documentation for the previous quarter and has provided satisfactory evidence of compliance with the scope of work stipulated in their contract with the city.

(D) *Submittal of requests for funding.* All funding requests submitted by non-profit agencies for the allocation or grant of city funds shall be submitted to the City Clerk's office during the month of January of each year. Requests so submitted shall not be subject to city funding unless approved by the Council and only following adoption of a final budget for the subsequent fiscal year.

(Ord. 659, passed 11-3-1998)

##### § 2-14-2 REQUESTS FOR FINANCIAL ASSISTANCE.

All requests for financial assistance shall comply with the following stipulations and conditions:

(A) All requests shall be filed by or on behalf of a valid, non-profit organization as qualified by the Internal Revenue Service and as registered with the Arizona Secretary of State, Arizona Corporation Commission or other appropriate state office. The registration shall be current and documentation of such status and registration shall be provided at the time of the request. This

article shall not apply to governmental or quasi-governmental jurisdictions;

(B) All requests shall be submitted to the City Clerk during the month of January of each year in order to be eligible for consideration in conjunction with the subsequent fiscal year budget;

(C) All requests received in accordance with division (B) above shall be referred to the appropriate city board or commission for purposes of review and recommendation to the Council; and

(D) In those instances where a request is due to catastrophic circumstances or when the public health, safety and welfare is at risk, the requirements of this article may be waived by action of the Council. It is preferable, however, even in such instances, for the request to receive a review and recommendation from the appropriate city board or commission.

(Prior Code, Art. 2-14)

## Page 1 of 1

## Exhibit C