[This FORM may be used to request a Certificate of Insurance from your insurance carrier.]

TO: ____________________________________________
   (Agent Name and/or Insurance Company)

FROM: ____________________________________________
   (Insured’s Name)

SUBJECT: REQUEST FOR CERTIFICATE OF INSURANCE

ISSUE CERTIFICATE OF INSURANCE AS FOLLOWS:

Certificate Holder: Los Angeles County Children and Families First – Proposition 10 Commission (or abbreviated as LA Cty Prop 10 Commn.), its officers, agents, consultants and employees.

Address: 750 N. Alameda Street, Suite 300
City, State, Zip: Los Angeles, CA 90012

Initiative: ____________________________
Grant Number (include zeros): ____________________________
Grant Term: ____________________________

COVERAGES AND AMOUNTS TO BE ON CERTIFICATE OF LIABILITY INSURANCE

☐ Commercial General Liability
   • $1 million per occurrence and $2 million aggregate.
   • Liability shall be primary and non-contributory.
   • ADD Additional Insured Endorsement for:
     o “Los Angeles County Children and Families First – Proposition 10 Commission (or abbreviated as LA Cty Prop 10 Commn.), its officers, agents, consultants and employees”

     AND (NOTE: ONLY IF PARTICIPATING IN MAA PROGRAM)
     o “County of Los Angeles, its Special Districts, its officials, officers and employees”

☐ Worker’s Compensation
   • Limit required: Should reflect California statutory amount of $1 million.
   • No endorsement required.

☐ Professional Liability
   • Limit required: $1 million per occurrence
   • Shall cover liability arising from any error, omission, or negligent or wrongful act of Grantee or its employees.
   • Required only if Grantees have a professional exposure relating to Grant awarded by the Agreement with the Commission.
   • ADD Additional Insured Endorsement for:
     o “Los Angeles County Children and Families First – Proposition 10 Commission (or abbreviated as LA Cty Prop 10 Commn.), its officers, agents, consultants and employees”
Business Auto Liability
- Limit required: $1 million per accident
- Primary coverage shall be provided on ISA Business Auto Coverage forms for all owned, non-owned, and hired vehicles.
- Automobile physical damage shall be required on an actual cash value basis for comprehensive and collision coverage with maximum deductibles of $1,000 each accident for those vehicles funded by the Grant and for which Commission has an ownership interest.
- ADD Loss Payee Endorsement for:
  - “Los Angeles County Children and Families First – Proposition 10 Commission (or abbreviated as LA Cty Prop 10 Commn.), its officers, agents, consultants and employees”
  - Endorsement should read: “LOSS PAYEE, as their interest may appear”

Crime Coverage
- $25,000 + (for Employee dishonesty, forgery, computer fraud, burglary, securities, etc.)
- Crime coverage may be included with Property Insurance.

Property Coverage
- Limited required: Replacement cost or amount
- ADD Loss Payee Endorsement for:
  - “Los Angeles County Children and Families First – Proposition 10 Commission (or abbreviated as LA Cty Prop 10 Commn.), its officers, agents, consultants and employees”
  - Endorsement should read: “LOSS PAYEE, as their interest may appear”
- Provide Evidence of Property Insurance certificate.
- Required only in the event the Grant is providing funds for real property or personal property, including equipment and Commission has an ownership interest in that property.

Evidence of Self Insurance
- Evidence of self insurance must meet the insurance requirements (amounts) and approval the Commission’s Legal Counsel.
- Must submit a copy of the self-insured certificate issued by the State of California.
- Must submit a letter of explanation.

SPECIAL REQUIREMENTS:
- 30-days Cancellation Clause
- ADD (Initiative & Grant Number): __________________________________________
  In the Description of Operations box (see above)

DISTRIBUTION:
- Mail original Certificate of Liability Insurance and Evidence of Property Insurance Certificate to Certificate Holder and a copy to us (Insured)
- Fax Certificate of Liability Insurance and Evidence of Property Insurance to the attention of Grants Management Fax Number (213) 482-5903