SUMMARY OF INSURANCE REQUIREMENTS
[Use this form to request a Certificate of Insurance from your insurance carrier.]

NOTE: Policies of insurance required shall be issued by insurers authorized to do business in the State of California, with a minimum A.M. Best’s Insurance rating of A:VII.

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
Los Angeles, CA 90012

☐ Email Certificate of Insurance or Fax to (213) 482-5903 Attn: Contract Compliance Department.

REQUIRED POLICIES OF INSURANCE:
Policies of insurance shall be obtained and maintained at all times during the term of the Contract/Grant. Please review the Contract/Grant for exact language.

☐ Commercial General Liability
- Minimum Limit: $1 million per occurrence and $2 million aggregate.
- Liability shall be primary and non-contributory.
- Coverage shall be at least as broad as Insurance Services Office (ISO) Form GC 00 01.
- ADD Additional Insured 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”
  - AND (NOTE: ONLY IF PARTICIPATING IN MAA PROGRAM)
    - “County of Los Angeles, its Special Districts, its officials, officers and employees”

☐ Business Auto Liability
- Applicable if travel for First 5 LA related business is required.
- Minimum Limit: $1 million per accident.
- Liability shall be primary and non-contributory.
- Coverage shall be provided on ISO Business Auto Coverage forms for all owned, non-owned, and hired vehicles.
- ADD Additional Insured 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”
  - For vehicles funded by the Contract/Grant and in which Commission has an ownership interest, automobile physical damage shall be required on an actual cash value basis for comprehensive and collision coverage with maximum deductibles of $1,000 per accident.
- ADD Loss Payee Endorsement, IF APPLICABLE:
  - “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 COMMISSION’s interest may appear”
Worker's Compensation

- **Minimum Limit:** Reflect California statutory amount of $1 million per accident.

Professional Liability

- Applicable if Contractor/Grantee has professional exposure relating to the Contract/Grant awarded by the Commission.
- **Minimum Limit:** $1 million per occurrence and $2 million aggregate.
- Shall cover liability arising from any error, omission, or negligent or wrongful act of Contractor/Grantee or its employees.

Property Coverage

- Applicable in the event the Contract/Grant is providing funds for real property or personal property, including equipment.
- Coverage on real and personal property shall be on a replacement cost basis with maximum deductibles of $1,000 per occurrence.
- **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 COMMISSION’s interest may appear”

Crime Coverage

- **Minimum Limit:** $25,000
- Coverage for loss of money, securities or other property as a result of employee dishonesty, forgery or alteration, theft, disappearance and destruction, computer fraud, burglary or robbery.
- Crime coverage may be included with Property Insurance.
- **ADD Loss Payee Endorsement:**
  - “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 COMMISSION’s interest may appear”

Evidence of Self Insurance

- Evidence of self insurance shall meet the insurance requirements (amounts) and approval of the Commission’s Legal Counsel.
- Submit a copy of the self-insured certificate issued by the State of California.

SPECIAL REQUIREMENTS:

- **30-days Cancellation Clause**