

2166 Sacramento Street  
Vallejo, CA 94590



Phone: 707-553-8192  
FAX: 707-553-8195

January 29, 2015

Dear Mr. Ricca:

The Christian Help Center submits a Request for Proposal in the amount of \$17,500.00 from the 2015-2016 CDBG funds to provide meals and case management to the homeless low income men, women, families and children with supportive services.

Thank you for the opportunity to submit this RFP and we look forward to your favorable consideration of our proposal.

Norma Ramos

Executive Director

**RECEIVED**  
City of Vallejo  
Housing and Community  
Development Division  
JAN 29 2015

Referred to \_\_\_\_\_

## **1. Agency Information**

Christian Help Center  
2166 Sacramento Street Vallejo, CA. 94590  
707-553-8192

### **RFP Contact Person**

Rey Bernardes, President of the Board of Directors  
707-246-8744 fax: 707-553-8195 email: [bernardes@aol.com](mailto:bernardes@aol.com)

**Organizational Chart: Attached**

**Personnel Resumes: Attached**

## **2. Overview of Organization/Mission**

It has been since 1983 that The Christian Help Center (CHC) has operated 24 hours providing an average of 23,000 emergency bed nights every year. The agency has moved from emergency shelter of maximum 30 days to over 90 days and sometimes 160 days due to the economic impact on the poor. We have 65 beds for homeless, low-income men, women and families with children, but this will increase to 85 beds by April/May 2015 when our expansion construction will be completed. Due to the major renovation and construction of the shelter which began in May 2014, the shelter has been closed since that time resulting in 145 unduplicated clients served during this period. A temporary shelter with 12 beds for homeless, low-income men and women remains open on the second floor of the shelter and meals continue to be served to them. Case management also continues to be provided just like prior to our temporary closure. The homeless residents are always provided with 3 free daily meals. A total of 18,000 meals were served. Every Saturday morning, grocery bags are distributed to the community at the shelter parking lot to diverse ethnic groups and a large group of seniors. No one is denied services regardless of their race, religion, sex or lifestyle orientation. Intakes are done every day at 4PM. Participation in any religious activities are never required as a condition of receiving services. Our Case Managers and the staff are proactive in making sure that all our clients are provided with supportive services. Daily free showers and bathroom use are available to non-resident homeless clients living on the streets or encampments. Lunch and Dinner meals are also provided to these clients on first-come-first serve system.

## **3. Services Proposed with Staffing Plan**

### **1. Services Proposed with Staffing Plan**

Christian Help Center proposes to provide meals and case management assessments to the following population groups:

- Homeless, low-income single men, women and families with children in need of emergency shelter

**Income Range of Population to be served:** All Low-Income (0-50% AMI)

**How Client Income information will be obtained:** CHC Case Managers will request clients to present proof of income (check stub; award letter from Social Security, bank

statement, etc.) at intake assessment. Likewise, household size will be determined during Intake Assessment and case management interview with the Case Managers.

**Description of Supportive Services to be provided:**

CHC has a collaborative partnership with other agencies such as The Global Center for Success that will provide a Basic Life Skills Training to our homeless, low-income clients of men, women and families with children.

These supportive services will include:

- Behavioral assessment – provided by a Licensed Clinical Social Worker (LCSW) from Solano County Health Care for the Homeless Clinic.
- Recovery Support – will educate students about recovery and treatment around substance abuse issues.
- Health and Wellness – students will learn about healthy lifestyles and receive easy-to-understand information and prevention strategies on diseases prevalent among homeless and unsheltered individuals. Taught by Touro University Master in Public Health students.
- Healthcare for the Homeless Clinic– will provide primary health care access for homeless students. Students will receive medical health services, behavioral health assessment, dental services and referral support. Run by Solano County Health and Social Services Department.
- Hidden Emotions Support – will help students with bi-polar and major depressions issues learn some coping skills and strategies. Taught by Solano County Consumer Affairs Liaison for Mental Health.
- Nutrition and Gardening – will provide education in healthy eating on a budget (CalFresh) and teach students about organic gardening at the Vallejo People’s Garden.
- Personal Survival Skills Support – will teach students how to focus on developing positive feelings of self-worth with a reduction in guilt and anxiety. Goal-setting, reaching out to others, positive growth and enhancement of communication skills are emphasized.
- Computer Literacy – will teach students how to navigate the computer, practice keyboarding, set-up student email accounts, retrieve and send emails; send resumes on-line and other functional skills they can do on-line. The Microsoft office suite will be taught as students become more computer literate.
- Hair Cuts – students needing haircuts will be referred to one of our partner beauty salons in Vallejo for free hair grooming service.
- Mainstream public benefits application assistance – assistance in completing forms (CalFresh, General Assistance, SSI, and SSDI) will be provided as needed. The Case Manager will ensure that all eligible clients are connected to mainstream public benefits.

- Daily Living Support – will provide students with skills in overcoming the situations and stresses of daily living that lead to anger issues.
- Money Management – will help students on wise and responsible ways to practice personal accountability, financial and time management in everyday situations to prepare students for new opportunities.
- General Education Department (GED) Preparation classes – for students who are motivated to complete and take their GED, GCS will provide free GED tutoring including review materials.

We also provide paths to transition and permanent housing through our collaborative partnership with The Renaissance family Center for homeless, low-income and disabled families with children. More collaboration for housing exists with The Samaritan House Permanent Housing for Homeless Single Men and The Meadows House for disabled single homeless men.

**4. List of Board of Directors and Their Expertise: See Attachment**

**5. Authorizing Governing Board Resolution, Including Roll Call Vote: See Attachment**

**Note: Christian Help Center is receiving CDBG Program funds in FY2014/2015 and is not required to submit documentation responding to Items 6 through 11 of this RFP.**

**12. Organizational Viability:**

CHC is active and financially viable in FY2015/2016 and beyond because the need for services for homeless, low-income clients of men, women and families with children is very critical. We are constantly and actively searching for resources and funding from public and private funders. We continue to receive viable and regular assistance from sources such as Kaiser Permanente, Safeway, Costco, Starbucks, Wells Fargo Bank, Bank of the West, and many more. The completion of our \$2 million capital expansion ensures that we continue to be a major service provider for homeless, low-income men, women and families with children for many years to come.

**Summary of current strategic or operations plan:**

- Upon completion of the shelter expansion from 65 emergency beds to 85 emergency beds, our services will increase by 30-40%.
- We will increase the meals that we serve by an additional 12,000-15,000 meals annually.
- Our unduplicated clients served annually will increase from 550 to 700 homeless, low-income men, women and families with children.
- We plan to add more paid and volunteer staff to meet the increase of clients and services.
- New kitchen equipment such as a commercial stove and refrigeration unit are included in the major renovation that we are undertaking.

**13. Timeline/Project Schedule:**

Christian Help Center is able and ready to provide its services beginning July 1, 2015 until June 30, 2016.

Meals will be served daily at three meals every day for the entire year.

Case Management is provided daily and as needed by the CM on staff.

**14. Program and Overall Organizational Budgets – Proposed program budget for FY2015/2016. Overall organizational budgets for FY 2014/2015 and FY2015/2016: See Attachment.**

**15. Collaboration:**

GCS believes that collaboration is the key to maximize our resources to serve our students better. GCS commits to collaborate, to the greatest extent possible with organizations providing similar services and programs, in order to avoid duplication of effort. Examples of current collaborations include:

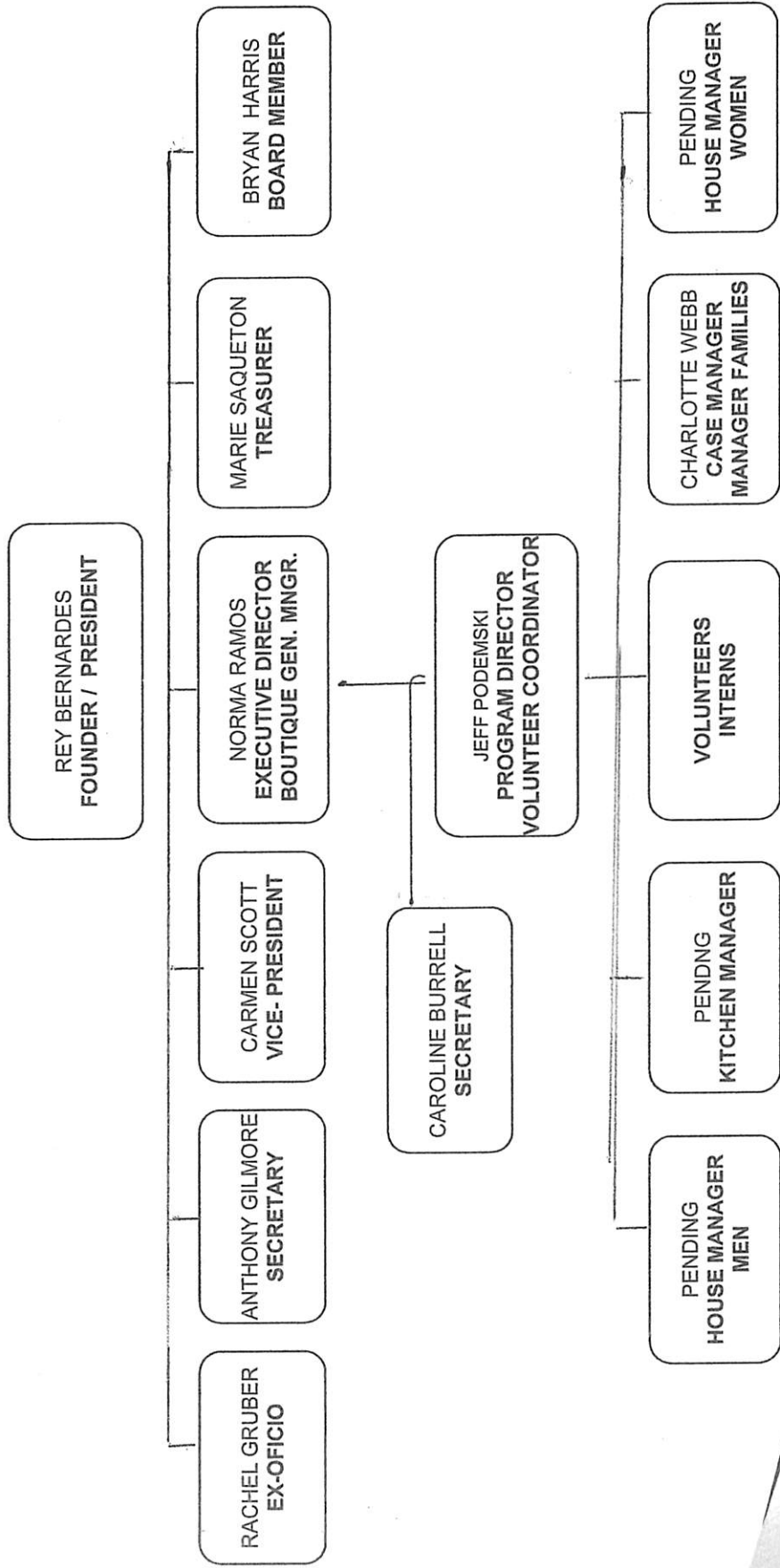
- CHC is an active member of the Vallejo Basic Needs Collaborative Group sponsored by Fighting Back Partnership with the goal of establishing a common referral system which can be used by all members for service referrals.
- CHC is an active member of the Housing First Solano Continuum of Care which is committed to preventing and ending homelessness. One of the desired outcomes of Housing First Solano CoC is to collaborate to develop a more effective response to homelessness. Members of the CoC collaborate to link resources and avoid duplication of services provided to clients. CHC participates in the Homeless Information Management System (HMIS) together with other HUD grantees to track client services and eliminate or minimize duplication of services. CHC also participates in the yearly Homeless Point-in-Count count mandated by the US Housing and Urban Development Department.
- CHC is a member of the Vallejo Housing Collaborative, a collaboration of five non-profit organizations organized to provide supportive permanent housing services for homeless families with children. VHC is the recipient of a City of Vallejo grant to provide 10 units of supportive permanent housing to homeless families. The collaborative meets once or twice a month.
- CHC collaborates with the Reynaissance Family Center (RFC), a permanent supportive housing program for single women and children with documented disability. The RFC clients use our laundry facilities as well as our kitchen. We refer our homeless low-income families to RFC when they have permanent rooms available.
- CHC collaborates with The Samaritan Permanent Housing for our homeless low-income male clients.

## 16. References

- **Global Center for Success**  
1055 Azuar Drive Vallejo, CA. 94592  
Elvie deLeon, Executive Director (707-562-5673)  
GCS provides supportive services while CHC provides emergency meals
  
- **Reynaissance Family Center**  
Elaine Rairden, President  
2160 Sacramento Street Vallejo, CA. 94590  
RFC provides permanent housing for homeless low-income families while CHC provides kitchen and laundry facilities.
  
- **Vallejo Housing Collaborative, LLC**  
Elvie deLeon, Executive Director  
1055 Azuar Drive Vallejo, CA. 94592 707-562-5673  
CHC is a member that provides permanent housing and supportive services to homeless low-income families
  
- **Samaritan Permanent Housing**  
116 Lilac Circle Vallejo, CA. 94590  
Rey Bernardes, President 707-246-8744  
CHC provides emergency shelter to homeless low-income men referrals.

## 17. Insurance Coverages and Workers Compensation: See Attachment G.

# CHRISTIAN HELP CENTER ORGANIZATIONAL CHART



# CHARLOTTE M. WEBB

1820 Magazine St. Vallejo, CA 94591 (707) 557-5711

**Job Objective:** Sr. Case Manager

## Summary of Qualifications:

- Above average communication and inter-personal skills.
- Ability to work in an unstructured environment.
- Value confidentiality, inter-agency networking and collaboration.
- Above average resource base.
- Excellent problem solving skills.
- Certificate in Human Services.
- 7 years in the field of Human Services.
- Above average people skills.

## Work Related Skills and Experience:

- Assist clients in Permanent/Transitional Housing.
- Work closely with clients to assess needs and eligibility for services.
- Advocate for clients so they can receive the best services to meet their need.
- Work closely with Mental Health.
- Extensive follow-up
- Maintain a directory of community services in Solano Co and neighboring countries.
- Work closely with clients to ensure their progression in meeting their goal.
- Work closely with clients to ensure their goal in Recovery/Rehabilitation

## Work History:

Senior Case Manager Success Center Mare Island Vallejo, CA	2001- Present
Case Manager Catholic Social Services Vallejo, CA	1999- 2001
Senior Case Manager Christian Help Center Vallejo, CA	1997- Present

## Education & Training:

Smoke Cessation/Freedom from Smoking American Lung Ass. 2004  
 Solano College Certificate Human Services 2004  
 Certificate PTSD Pfizer 2003  
 Cross County University Certificate Personality Disorders 2003  
 Training Adult Day Care Rohnert Park Certificate 2001



## RESUME

**JEFF PODEMSKI**

**1116 Belmont Avenue**

**Vallejo, CA 94591**

**707/649-9064**

### JOB OBJECTIVE:

**Provide support to the Executive Director in implementing established policies and goals in the day-to-day operation of the agency. Under supervision, acts as the Executive Director in his/her absence.**

### SKILLS:

- **Ability to network with the media to promote the agency's needs and programs.**
- **Excellent oral and written communication skills.**
- **Excellent analytical skills and problem solver.**
- **Strength in managing multiple front office administrative functions.**
- **10 years' experience in Pastoral Counseling and chaplaincy.**

### SUMMARY OF QUALIFICATIONS/RESPONSIBILITIES

- **Assist Executive Director in daily operations of the agency.**
- **Recommends and implement approved policies and procedures.**
- **Ensures that program and mission and vision statements are upheld.**
- **Networks and collaborates with various human service providers.**
- **Coordinates in-service training for staff and clients.**
- **Ensures that the service providers are effectively meeting their purpose and clients are maximizing the services provided.**
- **Case management of the male population.**

### WORK EXPERIENCE

- 1. Assistant Director, Christian Help Center      1993 to Present**

**Christian Help Center  
Board of Directors Roster**

707-553-8192 – (message)  
707-553-8195 – (fax)

Bernardes, Rey President  Community Service	2160 Sacramento Street Vallejo, CA – 45901  1055 Azuar Drive - 94592 Vallejo, CA 94590	707-246-8744 – cell 562-5673 – Global Center for Success <a href="mailto:bernardes@aol.com">bernardes@aol.com</a>
Scott, Carmen Vice President  Community Organization	412 Blanco Street American Canyon, CA 94503	707-552-7263 – home 707-315-4714 - cell <a href="mailto:ctscott1909@att.net">ctscott1909@att.net</a>
Gilmore, Anthony (Tony) Secretary  Faith Community	600 East Tabor Avenue Fairfield, CA 94533	707-344-3022 – cell 707-427-1415 – church <a href="mailto:revicel@att.net">revicel@att.net</a>
Saqueton, Marie Treasurer  Business Community	831 Tennessee Street, 2 nd floor, Ste A Vallejo, CA 94590 Mailing address: P. O. Box 1796 Vallejo, CA 94590	707-552-2309 – cell 707-552-2485 – office <a href="mailto:marie.saqueton@yahoo.com">marie.saqueton@yahoo.com</a>
Harris, Bryan E. Member  Law Enforcement	Emanuel Temple Apostolic Church 900 6 Street Vallejo, CA 94590	707-249-3514 – cell 707-642-2391 – church <a href="mailto:pastorbeharris@sbcglobal.net">pastorbeharris@sbcglobal.net</a>
Gruber, Rachel Member  Real Estate	3000 Tennessee Street Vallejo, CA 94591	707-642-0822 - cell 707-334-3493 - home
Ramos, Norma Executive Director  Ex-officio, non-voting member	447 Robles Way Vallejo, CA 94591	707-980-6953CHC direct line 707-554-3854 – home 707-342-4621 – cell <a href="mailto:norma@christianhelpcenter.org">norma@christianhelpcenter.org</a>
Podemski, Jeff Director of Operations  Ex-officio, non-voting member	1116 Belmont Avenue Vallejo, CA 94591	707-655-1122 – cell <a href="mailto:todens@aol.com">todens@aol.com</a>

2166 Sacramento Street  
Vallejo, CA 94590



Phone: 707-553-8192  
FAX: 707-553-8195

BOARD RESOLUTION

Whereas, The Christian Help Center will submit its proposal for the CDBG for FY2015-2016 for the amount of \$17,500.00.

Now, Therefore, Be it resolved that:

The Board of Directors of the Christian Help Center hereby authorizes its Executive Director, Norma Ramos to apply and execute all required documents pertaining to said proposal.

Passed and adopted by The Christian Help Center Board of Directors this 23<sup>rd</sup> day of January 2015 by the following votes:

AYES 6                      NOES 0

ATTEST

  
\_\_\_\_\_  
CHC BOARD PRESIDENT,

Jan 23, 2015  
DATE

REY BERNADES

**CHRISTIAN HELP CENTER  
CDBG PROGRAM BUDGET  
YEAR 2015-2016**

<b>REVENUE</b>	
<b>INCOME</b>	
CDBG - Food	\$ 8,750.00
CDBG - Case Management Salary	\$ 8,750.00
TOTAL	\$ 17,500.00
<b>EXPENSE</b>	
<b>SALARIES</b>	
Food	\$ 8,750.00
Case Management Salary	\$ 8,750.00
	\$ 17,500.00

**CHRISTIAN HELP CENTER AGENCY BUDGET  
YEAR 2015-2016**

<b>REVENUES AND SUPPORT</b>	
<b>INCOME</b>	
<b>Government Grants Construction (one time)</b>	<b>\$ 1,400,000.00</b>
<b>Government Grants/Contracts and Others</b>	<b>\$ 36,226.00</b>
<b>Contributions:</b>	
Churches	\$ 13,000.00
Individual Donations	\$ 55,000.00
Other Organizations/Businesses	\$ 13,000.00
Private Foundations	\$ 45,000.00
Fundraising	\$ 11,209.50
Sale of Donated Goods, Boutique /Thrift Store	\$ 51,000.00
Rental Income	\$ 15,209.50
Other Income	\$ 19,000.00
<b>TOTAL</b>	<b>\$ 258,645.00</b>
<b>FUNTIONAL EXPENSES</b>	
<b>Government Grants Construction (one time)</b>	<b>\$ 1,400,000.00</b>
<b>SALARIES</b>	
Executive Director	\$ 48,000.00
Program Director	\$ 12,000.00
Cook/Kitchen Staff	\$ 8,500.00
Case Managers	\$ 8,500.00
Fringe Benefits	\$ 8,000.00
<b>OPERATIONS</b>	
Assistance, Clients/Program RFC	\$ 30,000.00
Audit	\$ 4,500.00
Boutique/Thrift Store	\$ 40,000.00
Furniture/Equipment	\$ 5,000.00
Fees & Dues/Bank Charges	\$ 5,000.00
Food purchases	\$ 30,000.00
Insurance	\$ 15,000.00
Payroll Taxes	\$ 7,000.00
Postage & Printing	\$ 5,000.00
Professional Services	\$ 5,000.00
Repairs/Maintenance	\$ 20,000.00
Staff Health Insurance	\$ 2,000.00
Supplies: Shetlter	\$ 10,000.00
Supplies: Office	\$ 5,000.00
Transportation (local)	\$ 15,000.00
Utilities (pg&E,water,garbage,telephone)	\$ 30,000.00
Worker's Compensation	\$ 8,000.00
Miscellaneous	\$ 5,000.00
<b>TOTAL</b>	<b>\$ 241,500.00</b>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/16/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Vallejo Insurance Associates P. O. Box 4446 Vallejo, CA 94590 JEANNE KILKENNY-TURK	<b>CONTACT NAME:</b> Jeanne Kilkenny-Turk <b>PHONE (A/C, No, Ext):</b> 707-554-6080 <b>FAX (A/C, No):</b> 707-554-2198 <b>E-MAIL ADDRESS:</b> via@vallejoinsurance.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Philadelphia Indemnity Ins Co</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Indemnity Ins Co		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
<b>INSURED</b> Christian Help Center Norma Ramos 2166 Sacramento St. Vallejo, CA 94590														

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Prof. Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		PHPK1268310	12/14/2014	12/14/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PHOK1268310	12/14/2014	12/14/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB483167	12/14/2014	12/14/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property			PHPK1268310	12/14/2014	12/14/2015	Building 1,000,000
A	D&O/EPLI			TBD	12/14/2014	12/14/2014	D&O/EPLI 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate holder is named as Additional Insured with regard to Commercial liability per CG20260413 form for CDBG Grant.

<b>CERTIFICATE HOLDER</b>  000000  City of Vallejo, Housing & Community Development Division Attn: Guy Ricca 200 Georgia St. Vallejo, CA 94590	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE JEANNE KILKENNY-TURK 
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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s):**

City of Vallejo

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance** afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: JG

DATE (MM/DD/YYYY)

04/22/14

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Vallejo Insurance Associates P. O. Box 4446 Vallejo, CA 94590 Kris Shirrell	707-554-6080	CONTACT NAME:	
	707-554-2198	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		PRODUCER CUSTOMER ID #:	CHRIS13
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Christian Help Center Norma Ramos 2166 Sacramento Street Vallejo, CA 94590	INSURER A: Philadelphia Indemnity Ins Co		18058
	INSURER B: State Compensation Ins. Fund		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		PHPK1100300	12/14/13	12/14/14	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 4,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY			PHPK1100300	12/14/13	12/14/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
A	UMBRELLA LIAB			PHUB440857	12/14/13	12/14/14	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE						\$
	DEDUCTIBLE						\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		N/A	9049547-14	03/22/14	03/22/15	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property Section			PHPK1100300	12/14/13	12/14/14	BPP 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is named as Additional Insured with regard to Commercial General Liability per CG2026 endorsement issued by company for CDBG grant.

**CERTIFICATE HOLDER****HOUSING**

City of Vallejo, Housing & Community Development Division  
ATTN: Guy Ricca  
200 Georgia Street  
Vallejo, CA 94590

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kris Shirrell

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