

**CITY OF RICHMOND
CONTRACT AMENDMENT**

Department:	Project Manager:
Project Manager E-mail:	Project Manager Phone No:
P.R. No: Vendor No:	P.O./Contract No:
Description of Services:	
Amendment No. ___ modifies the: (2nd or subsequent amendments attach Amendment History page) <input type="checkbox"/> Term, Payment Limit and Service Plan <input type="checkbox"/> Payment Limit and Service Plan <input type="checkbox"/> Term and Service Plan <input type="checkbox"/> Service Plan	

The parties to this Contract Amendment do mutually agree and promise as follows:

1. Parties. The parties to this Contract Amendment are the City of Richmond, California, a municipal corporation (City), and the following named Contractor:

Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone: _____ Email: _____
Business License No: _____ / Expiration Date: _____

A California corporation, limited liability corporation general partnership, limited partnership, individual, non-profit corporation, individual dba as [specify:] _____
 other [specify:] _____

2. Purpose. This Contract Amendment is being entered into to amend the Contract between City and Contractor which was approved by the City Council of the City of Richmond or executed by the City Manager on _____, which **original** term commenced on _____ and terminates _____ with an **original** contract payment limit of \$ _____. Said contract shall hereinafter be referred to as the "Original Contract" and is incorporated herein by reference.

3. Original Contract Provisions. The parties hereto agree to continue to abide by those terms and conditions of the Original Contract, and any amendments thereto, which are unaffected by this Contract Amendment.

4. Amendment Provisions. This Contract Amendment is subject to the Amendment Provisions attached hereto, which are incorporated herein by reference, and which control over any conflicting provisions of the Original Contract, or any amendment thereto.

5. City of Richmond Business License Active Status Maintained. Pursuant to Municipal Code Section 7.04.030, the Contractor must maintain its City of Richmond business license for this Contract Amendment to be deemed to be in effect.

6. Insurance Coverage Updated and Maintained. Pursuant to the Original Contract, the Contractor shall provide the City with updated insurance certificates, and the Contractor shall maintain insurance coverage, for this Contract Amendment to be deemed to be in effect.

7. Signatures. These signatures attest the parties' agreement hereto:

CITY OF RICHMOND, CALIFORNIA
a municipal corporation

CONTRACTOR:

By _____

(*The Corporation Chairperson of the Board, President or Vice-President should sign on the line below.)

Title:

By _____

I hereby certify that the Original Contract and this Amendment have been approved by the City Council or executed by the City Manager.

Title: _____

(*The Corporation Chief Financial Officer, Secretary or Assistant Secretary should sign on the line below.)

By _____
City Clerk

By: _____

Title: _____

Approved as to form:

(NOTE: Pursuant to California Corporations Code Section 313, if Contractor is a corporation or nonprofit organization, this Contract (1) should be signed by the Chairperson of the Board, President or Vice-President and the Chief Financial Officer, Secretary or Assistant Secretary; (2) should have both signatures conform to designated representative groups pursuant to Corporations Code Section 313.

By _____
City Attorney

List of Attachments:

1. Amendment Provisions
2. Updated Insurance Certificates

AMENDMENT PROVISIONS (TERM, PAYMENT LIMIT AND SERVICE PLAN)

1. Paragraph 2 (Term) of the Original Contract is hereby amended to extend the Contract term. Paragraph 2 of the Original Contract is amended to read as follows:

"2. Term. The effective date of this Contract is

(Insert original contract commencement date)

and it terminates

(Insert new contract termination date)

unless sooner terminated as provided herein."

2. Paragraph 3 (Payment Limit) of the Original Contract is hereby amended to increase the payment limit by \$_____. Paragraph 3 of the Original Contract is amended to read as follows:

"3. Payment Limit. City's total payments to Contractor under this Contract shall not exceed \$_____ including expenses."

"The City of Richmond shall not pay for services that exceed the Contract Payment Limit without the prior written approval of the City Manager if the total Contract amount does not exceed \$10,000 or without the prior approval of the City Council if the total Contract amount is over \$10,000."

3. The Service Plan (Exhibit A) of the Original Contract is hereby amended to include the following tasks and/or services:

EXHIBIT A
SCOPE OF WORK

A. SERVICES TO BE PROVIDED

Contractor shall provide Rapid Rehousing Navigation services for individuals currently residing At the Castro encampment in Richmond, CA. Services to be provided by HCEB include Administration of Housing First Rapid Rehousing Efforts, Identification and Administration of Potential Housing Partners, Housing Navigation, and Housing Trust Fund Administration.

B. SERVICES DETAIL

Program Specifics

Housing Navigation services include:

- HMIS entry and update
- Document Readiness: Assist participants in obtaining all necessary documents for housing programs and housing applications.
- Housing Plan preparation
- Housing appointment support, as necessary
- Housing search initiation and support
 - 1 on 1 support
 - Facilitate group workshops on housing search strategies and resources
- Family/friend reunification, shared housing, transitional housing
 - Establish a list of non-transitional housing resources, including eligibility, length of stay, program rules, etc.
 - Assess eligibility for transitional housing opportunities and make matches
- Establish aftercare plans and “warm handoffs” for participants as they leave the program and connect to other community-based services.

Housing and Flex Funds Administration

- Contractor will coordinate and track payments to landlords/property owners per Castro residents’ lease agreements and or other housing obligations, i.e., motel rooms from the Housing Funds.
- Issue checks on agreed dates for rent payments per lease agreement.
- Make payments and or pay for other services; including but not limited to food, transportation, car repairs and registration, furniture for housing, utilities, storage, housing items, personal hygiene items, rental insurance, and other items.
- Contractor will provide a monthly summary of rental payments made by the end of the following month. For example, for the month ending September 30, the summary of rent payments is due by or before October 31.

Landlord Liaison services include:

- Outreach to individual landlords and landlord associations to promote the program and network

- Maintain ongoing landlord contact through lease up process and occupancy to address issues related to the tenancy of the Castro Encampment residents
- Landlord outreach to include non-traditional housing providers
- Solicit landlord testimonials to be utilized for marketing and outreach

Staffing/Program Oversight

- The Housing Navigation Program Manager will supervise the HCEB team and provide participant-facing services as outlined above. The Program Manager will be an exempt position, allowing maximum flexibility of work schedule to best meet the needs of the Castro Encampment participants.
- The Housing Navigator will provide participant-facing services as outlined above.
- The Program Assistant / Landlord Liaison will support data entry, funds administration and provide general administrative support. Additionally, the Program Assistant will be the program point person and outreach to all landlords associated with the program.
 - a. Engagement Services to be provided by the Contractor
 - i. Build trusting relationships and develop a rapport that leads to acceptance and openness to receiving or seeking housing navigation services.
 - ii. Inform participants of housing opportunities.
 - iii. Attend program meetings for participants to introduce services and highlight participant success stories.
 - iv. Manage flexible funds designed to assist clients with expenses related to vehicle issues (e.g., emergency repairs, registration, etc.).

C. SERVICE OBJECTIVES AND REPORTING

1. Contractor shall meet the following Outcome Objectives

- a. One hundred percent of program participants will receive Housing Navigation Services
- b. One hundred percent of program participants will receive referrals to available housing and shelter options

2. Reporting

- a. Reports shall be submitted electronically by Contractor on a weekly basis on Friday of each week.
- b. Reports shall be submitted to Vanessa Calloway, Way2Love with a copy to Jesus M. Morales, Housing Manager.
- c. Reports will include the following:
 - i. Total number of program participants receiving housing navigation services during reporting period.
 - ii. Total number of landlord contacts during reporting period.
 - iii. Number of participants who exited to housing or shelter during the period since the previous report, and cumulatively with outcomes for each.
 - iv. Housing Trust Funds disbursed during reporting period, including amount and purpose of payments
 - v. Housing Trust Funds disbursed over program period, with running balance of funds remaining

3. Timeline

Tasks	Month
Meet with City Staff and the Castro Encampment Resolution Project Manager to discuss project goals and objectives.	December 2022
Implementing the Castro Rapid Rehousing Navigation Services, including developing systems, policies, procedures, and recruiting landlords.	December 2022- January 2023 and ongoing.
Meet and greet at Castro residents at resident meeting.	January 2023
Initiate and complete resident assessments to determine housing needs, priorities, and develop housing plans.	January 2023 – February 2023
Place up to 10-15 residents per month through Housing First principles in stable housing situation prioritizing most vulnerable residents, families with children, veterans, and seniors.	January 2023 – December 2023
Provide weekly and monthly (or as needed) updates and reports to CERP Manager and City staff.	January 2023 - December 2023

4. Project Outcomes and Evaluation

Program Component	Program Outcome	Indicator/ Measurement	Goal	Evaluation Method
Resident Assessments and Housing Plans	Identify housing, behavioral, mental, and physical health needs, and priorities of residents	Number of residents completing assessment and housing plans	60+	Number of residents with housing plans
House residents Phase 1	Rapid re-housing of those most vulnerable and residents for Housing First principles, while prioritizing families(children), veterans, and seniors	Number of residents housed within first 45 days of the contract	15	Lease agreements and funding expended/ committed to housing
House residents Phase 2	Continued re-housing of residents	Number of residents housed on average per month	10-15	Lease agreements and funding expended/ committed to housing
Regular Reporting	Provide weekly updates to CERP Manager and City staff.	Weekly reports summarizing activities	4 per month	Monthly summary of weekly activities including number of residents housed

D. Budget

1. Contractor shall comply with the attached Budget.
2. With prior written approval from City, Contractor may modify budget line items of up to fifteen (15%) percent of the indicated line item provided that the total compensation amount is not exceeded.
3. Budget line-item modifications shall not alter any terms of this Agreement, including but not limited to the scope of services, time of performance, or compensation amount.
4. All email requests for budget line-item modifications should be accompanied by a brief note requesting and explaining the changes, including a description of the specific line items and the reasons for the requested change. The email requesting a budget line-item modification should be accompanied by a revised budget with a column for the original budget, a column for the modification amount by line item, and a final column listing the final budget with modification.
5. ADVANCE: Upon execution of this Agreement, City may provide an advance of the Housing funds in an amount up to \$800,000.

PROFESSIONAL SERVICES BUDGET							
Castro Rapid Rehousing 2023 – 2024							
Housing Consortium of the East Bay (HCEB)							
PERSONNEL	Original Budget	Actual as of Sept' 23	Oct-23	Nov-23	Dec-23	Jan-Jun 2024	Adjusted Budget
Housing Navigation Program Mrg Lopez, Stephanie	\$ 58,500	\$ 40,068					\$ 40,068
Housing Navigator (CW) Hicks, Eric / Chaena Williams (eff Aug23)	\$ 52,000	\$ 23,495	\$ 5,769	\$ 6,255	\$ 6,255		\$ 41,774
Program Assistant/ Landlord Liaison Hari, Francyne	\$ 41,600	\$ 37,499	\$ 5,373	\$ 6,373	\$ 6,373		\$ 55,619
Landlord Liasion / Marlon West (terminated 5.3.23)		\$ 3,531					\$ 3,531
Ellis, Alonzo (\$20/hr)		\$ 20,386	\$ 3,727	\$ 4,283	\$ 4,783		\$ 33,178
Fringe Benefits @ .33	\$ 50,193	\$ 27,246	\$ 3,327	\$ 3,327	\$ 3,327		\$ 37,228
Subtotal	\$ 202,293	\$ 152,224	\$18,196	\$20,238	\$ 20,738		\$ 211,397
OPERATIONS							
Office Expenses	\$ 6,750	\$ 14,045	\$ 500	\$ 500	\$ 500		\$ 15,545
Office Rental	\$ 19,200	\$ 26,453					\$ 26,453
PPE and other supplies (including bank fees & rental insurance)	\$ 500	\$ 9,785					\$ 9,785
Mileage and Transportation	\$ 4,500	\$ 3,908	\$ 100	\$ 100	\$ 100		\$ 4,208
Communication	\$ 1,800	\$ 1,000	\$ 150	\$ 150	\$ 150		\$ 1,450
Accounting Staff Time Jan 2024 - June 2024					\$ -	\$ 30,000	\$ 30,000
Subtotal	\$ 32,750	\$ 55,190	\$ 750	\$ 750	\$ 750	\$ 30,000	\$ 57,440
Total DIRECT COSTS	\$ 235,043	\$ 207,415	\$18,946	\$20,988	\$ 21,488	\$ 30,000	\$ 298,837
ICR 12.5% (includes admin / booking cost to process checks from Jan' 24- Jun'24)	\$ 29,380	\$ 25,927	\$ 2,368	\$ 2,624	\$ 2,686	\$ 30,000	\$ 63,605
TOTAL DIRECT AND INDIRECT COSTS	\$ 264,423	\$ 233,341	\$21,315	\$23,612	\$ 24,174	\$ 60,000	\$ 362,442
Contingency, 10%							\$ 36,244
							\$ 398,686
Housing Flex Funds	\$ 1,000,000				\$ 800,000		\$ 1,800,000
Total Contract Amount	\$ 1,264,423						\$ 2,198,686

AMENDMENT PROVISIONS (AMENDMENT HISTORY)

The **first** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- Term Amendment (insert new termination date): _____
- Service Plan

The **second** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- Term Amendment (insert new termination date): _____
- Service Plan

The **third** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- Term Amendment (insert new termination date): _____
- Service Plan

The **fourth** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- Term Amendment (insert new termination date): _____
- Service Plan

The **fifth** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- Term Amendment (insert new termination date): _____
- Service Plan

City of Richmond - Insurance Requirements - Type 2: Professional Services

In all instances where CONTRACTOR or its representatives will provide professional services (*architects, engineers, construction management, counselors, medical professionals, hospitals, clinics, attorneys, consultants, accountants, etc.*) to the City of Richmond (City), the City requires the following MINIMUM insurance requirements and limits.

CONTRACTOR shall procure and maintain for the duration of the contract, agreement, or other order for work, services or supplies, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, its agents, representatives, employees or subcontractors. **Maintenance of proper insurance coverage is a material element of the contract. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of contract.**

CONTRACTOR agrees that in the event of loss due to any of the perils for which it has agreed to provide Commercial General Liability insurance, CONTRACTOR shall look solely to its insurance for recovery. CONTRACTOR hereby grants to CITY, on behalf of any insurer providing Commercial General Liability insurance to either CONTRACTOR or CITY with respect to the services of CONSULTANT herein, a waiver of any right to subrogation which any such insurer of said CONTRACTOR may acquire against the CITY by virtue of the payment of any loss under such insurance.

Original, signed certificates and original, separate policy endorsements, naming the City as an additional insured for general liability coverage, as well as a waiver of subrogation for Workers' Compensation insurance, shall be received and approved by the City **before any work may begin**. However, failure to do so shall not operate as a waiver of these insurance requirements.

City reserves the right to modify or require additional coverages for specific risk exposures depending on scope of CONTRACTORS work.

Minimum coverage is detailed below. The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated herein shall not serve to reduce the policy limits of coverage of CONTRACTOR.

Minimum Scope of Insurance – the following forms shall be provided and coverage shall be at least as broad as the following:

1. Insurance Services Office Commercial General Liability coverage (ISO Occurrence Form CG 0001), and including coverage for bodily and personal injury, property damage, and products and completed operations (if applicable).
2. Insurance Services Office Automobile Liability coverage (ISO Form CA 0001, Code 1, Any Auto).
3. Original and Separate Additional Insured Endorsement for General Liability (ISO Form CG 20 10 11/85 or its equivalent) with primary and non-contributory language.
4. Workers' Compensation Insurance as required by the State of California including Employer's Liability coverage.
5. Original and Separate Waiver of Subrogation for Workers' Compensation insurance.
6. Professional Liability or Errors & Omissions Liability Insurance appropriate to the CONTRACTOR's profession (if required.)

Required Coverage	Minimum Limits
Workers' Compensation and Employers' Liability	Statutory limits as required by the State of California including \$1 million Employers' Liability per accident, per employee for bodily injury or disease. If CONTRACTOR is self-insured, provide a certificate of Permission to Self-Insure, signed by the California Department of Industrial Relations and Self-Insurance. If contractor is a sole proprietor (has no employees) than contractor must sign "Contractor Release of Liability" found at: http://www.ci.richmond.ca.us/index.aspx?nid=61 .
General Liability <i>(primary and excess limits combined)</i>	\$2,000,000 per occurrence for bodily injury, personal injury and property damage. If the policy includes a general aggregate, either the general aggregate shall apply separately to this project, service or location or the minimum required aggregate limit shall be twice the per occurrence limit (\$4 million aggregate limit) . Policy shall be endorsed to name the City of Richmond as an additional insured per the conditions detailed below.

<h2 style="margin: 0;">City of Richmond - Insurance Requirements - Type 2: Professional Services</h2>

Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage.	
Professional Liability or Errors & Omissions Liability – <i>Required for all professionals including architects, engineers, consultants, construction management, counselors, medical professionals, hospitals, clinics, attorneys and accountants, & other consultants as may be required by the City.</i>	PROJECT COST	REQUIRED LIMIT
	\$0 - \$1 million	\$1 million p/o
	\$1 million - \$5 million	\$2 million p/o
	Over \$5 million	\$5 million p/o

Required Policy Conditions	
Additional Insured Endorsement	Applicable to General Liability coverage. The City of Richmond, its officers, officials, employees, agents and volunteers are to be named as additional insureds for all liability arising out of the operations by or on behalf of the named insured including bodily injury, deaths and property damage or destruction arising in any respect directly or indirectly in the performance of this contract. <i>ISO form CG 20 10 (11/85) or its equivalent is required. If the Contractor is supplying their product or providing a service then the endorsement <u>must not</u> exclude products and completed operations coverage. If it does, then CG 20 37 (10/01) is also required. SAMPLE Endorsements can be found at http://www.ci.richmond.ca.us/index.aspx?nid=61.</i>
Primary and Noncontributory	The contractor's insurance coverage must be primary coverage as it pertains to the City, its officers, officials, employees, agents and volunteers. Any insurance or self insurance maintained by the City is wholly separate from the insurance of the contractor and in no way relieves the contractor from its responsibility to provide insurance.
Waiver of Subrogation Endorsement Form	Contractor's insurer will provide a Waiver of Subrogation in favor of the City for Workers' Compensation Insurance during the life of this contract. SAMPLE Endorsements can be found at http://www.ci.richmond.ca.us/index.aspx?nid=61 .
Deductibles and Self-Insured Retentions	Any deductible or self-insured retention must be declared to and approved by the City. At the option of the City either the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City or the CONTRACTOR shall procure a financial guarantee in an amount equal to the deductible or self-insured retention guaranteeing payment of losses and related investigations, claims administration and defense expenses. Contractor is responsible for satisfaction of the deductible and/or self-insured retention for each loss.
A. M. Best Rating	A: VII or Better. If the A.M. Best Rating falls below the required rating, CONTRACTOR must replace coverage immediately and provide notice to City.

Umbrella/Excess Liability Policies

If an Umbrella or Excess Liability Policy is used to meet the liability limits, coverage shall be as broad as specified for underlying coverage's and cover those insured in the underlying policies.

City of Richmond - Insurance Requirements - Type 2: Professional Services

Claims-Made Policies

If any insurance policy is written on a claims-made form: 1) the retroactive date must be shown, and must be before the date of the contract or the beginning of contract work. 2) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. 3) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase an extended period coverage for a minimum of five (5) years after completion of contract work.

Subcontractors

CONTRACTOR shall include all subcontractors as insured under its policies or shall furnish to the City for review and approval, separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

CONTRACTOR agrees to defend and indemnify the City of Richmond for any damage resulting to it from failure of either CONTRACTOR or any subcontractor to take out or maintain the required insurance policies. The fact that insurance is obtained by CONTRACTOR, and/or CONTRACTOR's subcontractors, will not be deemed to release or diminish the liability of CONTRACTOR, including, without limitation, liability under the indemnity provisions of this contract. Damages recoverable by CITY from CONTRACTOR or any third party will not be limited by the amount of the required insurance coverage.

Verification of Coverage

All original certificates and endorsements shall be received and approved by the City before work may begin. The City of Richmond reserves the right to require complete, certified copies of all required insurance policies including endorsements affecting the coverage at any time.

Original insurance certificates and required policy endorsements shall be mailed or delivered to the Designated Project Manager for the City of Richmond.

Insurance certificates and endorsements may be faxed to the Designated Project Manger. However, CONTRACTOR must mail the original certificates and endorsements to Designated Project Manager once faxed.

Continuous Coverage

CONTRACTOR shall maintain the required insurance for the life of the contract. Should the CONTRACTOR cease to have insurance as required during this time, all work by the CONTRACTOR pursuant to this agreement shall cease until insurance acceptable to the City is provided. In the event that CONTRACTOR fails to comply with the City's insurance requirements, the City may take such action as it deems necessary to protect the City's interests. Such action may include but is not limited to termination of the contract, withholding of payments, or other actions as the City deems appropriate.

If services or the scope of work extend beyond the expiration dates of the required insurance policies initially approved by the City, CONTRACTOR must provide updated certificates and endorsements indicating that the required coverage, terms and conditions are still in place. **Renewal certificates and updated endorsements shall be mailed to the Designated Project Manager.**

Cancellation

CONTRACTOR shall ensure that coverage shall not be cancelled, reduced or otherwise materially changed except after thirty (30) days' prior written notice has been given to the City.

Reporting Requirements

Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

Consistent with Public Policy

The insuring provisions, insofar as they may be judged to be against public policy shall be void and unenforceable only to the minimum extent necessary so that the remaining terms and provisions herein may be consistent with public policy and thus enforceable.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/7/2023

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 have **ADDITIONAL INSURED** provisions or 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 Arthur J. Gallagher Risk Management Services, LLC 500 N Brand Boulevard, Suite 100 Glendale CA 91203	CONTACT NAME: Star Metry PHONE (A/C, No, Ext): 818.539.8623 E-MAIL ADDRESS: Star_Metry@ajg.com	FAX (A/C, No): 818.539.8723	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Housing Consortium of the East Bay 1204 Preservation Park Way, Suite 200 Oakland, CA 94612	License#: 0D69293 HOUSCON-02	INSURER A: Technology Insurance Company, Inc INSURER B: Nonprofits Insurance Alliance Group INSURER C: INSURER D: INSURER E: INSURER F:	42376

COVERAGES

CERTIFICATE NUMBER: 1728453756

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		2023-10963	4/15/2023	4/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2023-10963	4/15/2023	4/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp & Collision \$ 500/\$500
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			2023-10963-UMB	4/15/2023	4/15/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<input type="checkbox"/> 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	TWC4242573	4/1/2023	4/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability			2023-10963	4/15/2023	4/15/2024	Per Claim \$ 1,000,000 Aggregate \$ 3,000,000

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

Nonprofits' Insurance Alliance of CA - A.M. Best #011845

Policy: Sexual Abuse Liability
 Policy#: 2023-10963
 Carrier: Nonprofits' Insurance Alliance Group
 Policy Term: 4/15/2023 To 4/15/2024
 Per Claim: \$1,000,000 / Aggregate: \$1,000,000

See Attached...

CERTIFICATE HOLDER**CANCELLATION**

City of Richmond
 440 Civic Center Plaza
 Richmond CA 94804

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

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ADDITIONAL REMARKS SCHEDULE

AGENCY Arthur J. Gallagher Risk Management Services, LLC		NAMED INSURED Housing Consortium of the East Bay 1204 Preservation Park Way, Suite 200 Oakland, CA 94612	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Policy: CRIME
 Policy#: UC14332375.23-018
 Carrier: Underwriters at Lloyd's, London
 Policy Term: 4/15/2023 To 4/15/2024
 Employee Theft: Limit: \$500,000 / Deductible: \$2,500
 ERISA: Limit: \$500,000
 Theft of money and securities: Limit: \$500,000 / Deductible: \$2,500
 Money and Securities: Limit: \$500,000 / Deductible: \$2,500
 Computer fraud: Limit: \$500,000 / Deductible: \$2,500
 Fund transfer fraud: Limit: \$500,000 / Deductible: \$2,500
 Money orders and counterfeit paper currency: Limit: \$500,000 / Deductible: \$2,500
 Other (Claim expenses): Limit: \$150,000

Named Insured: Housing Consortium of the East Bay; Inclusive Communities East Bay, LLC; Magnolia Terrace, LLC; Mentally Handicapped Childrens Organization, Inc., Luella Fuller Group Home; Tri-Valley BMR, LLC; Ashland NSP, LLC, Fairview Homes, LLC.

The City of Richmond, its officers, officials, employees, agents and volunteers are named additional insured with respect to the operations of the named insured. Waiver of Subrogation on Worker compensation applies in favor of additional insured. The insurance provided in the Commercial General Liability policies are primary and any other insurance shall be excess only and not contributing. Written notice shall be provided at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED 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)	Location(s) Of Covered Operations
Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.	All insured premises and operations.
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:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

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 additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C. 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.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2% of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

Job Description

Any person or organization as required by written contract.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective	4/1/2023	Policy No.	TWC4242573	Endorsement No.	0
Insured	Housing Consortium of The East Bay(Nonprofit Corp.)			Premium \$	98,742
Insurance Company	Technology Insurance Company, Inc.				

Countersigned by _____