

CDBG Subrecipient Agreement 2009/2010

Insurance Instructions & Sample Forms

Dear Insurer:

The City of Riverside requires that specific terms be included in the submitted insurance certificates and additional insured endorsements before they will approve the CDBG Agreement between your insured and the City of Riverside. In order to help you better process the certificates and endorsements, please find attached to this letter sample copies of insurance Certificates and Additional Insured Endorsements provided by our the City Attorney's Office.

Your forms may differ from the attached samples. Of importance is that the same requested 30 day cancellation notice and additional insured endorsement language is included.

Insurance Certification

1. **Commercial General Liability Insurance** coverage for both bodily injury and property damage in an amount not less than **\$1,000,000 per occurrence** and a general aggregate limit in an amount of not less than \$2,000,000.
2. The insurance policy should cover the entire term of the contract. The term for the CDBG FY 2009-2010 is July 1, 2009 to June 30, 2010.
3. The Certificate of Insurance submitted must be original with wet signatures.
4. The certificate of insurance must conform to the following:
 - The certificate must contain the language specified in Section 8.3.G of the Subrecipient Agreement which states:

“It is agreed that the City of Riverside and its officers, employees and agents are added as additional insureds under this policy, solely for work done by and on behalf of the named insured for the City of Riverside.”

- A **30-day cancellation notice** is required in the certificate.

The certificate must be issued with the following and any similar phrases **stricken out** of the “Cancellation” provision: **“endeavor to”** and **“But failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.”**

- The designated Certificate Holder shall be the City of Riverside, City Hall, 3900 Main Street, Riverside, CA 92522. Please add Attn: Development Department, Housing and Neighborhoods Division 2nd Floor.

Additional Insured Endorsement

1. A second page Additional Insured Endorsement is required. If the Certificate is for Commercial General Liability then the Endorsement must state that it modifies this specific policy.
2. The Name of Person or Organization must read: "The City of Riverside, and its Officers, Employees and Agents."

The language referenced in the CDBG agreement may also be used in this section: "Solely as respects work done by and on behalf of the named insured for the City of Riverside, it is agreed that the City of Riverside and its officers, employees and agents are added as additional insureds under this policy."

Automobile Insurance

Proof of automobile insurance is required covering both bodily injury and property damage in an amount not less than \$500,000 per occurrence and an aggregate limit of not less than \$1,000,000 for all vehicles used in connection with performing and administering the services described in the Subrecipient Agreement including, but not limited to, Subrecipient owned, leased and hired vehicles as well as Subrecipient's employee vehicles.

Workers' Compensation Insurance

Proof of workers' compensation insurance is required covering all employees to be used in performing and administering the services described in the Subrecipient Agreement pursuant to Section 3700 of the Labor Code of the State of California.

EXCEPTION: Subrecipients with no employees can complete the attached form "Certification and Acknowledgement of Workers' Compensation Requirement" and submit with the required insurance documentation.

We realize that at times the federal regulations and City requirements can seem burdensome. We appreciate your partnership in keeping the City of Riverside CDBG program a successful resource for our nonprofit community. If you have any questions please contact Angie Valdericeda at 951-826-2305 if you are receiving funds for Public Services, and contact Maurice L. Oliva at 951-826-5516 if your funding is for Capital Improvement Projects.