



# Community Services Funding Insurance Standards

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1. The minimum amount for General Liability Insurance is **\$1 million** general aggregate.
2. When funded, the City of Mission Viejo **MUST** be listed as “**Additionally Insured**,” on a separate endorsement page, not just a Certificate Holder. The listing must note the City Hall address and read as follows:

Additional Insured  
City of Mission Viejo  
200 Civic Center  
Mission Viejo, CA 92691

Certificates can be emailed to [lmcdonald@cityofmissionviejo.org](mailto:lmcdonald@cityofmissionviejo.org)

3. The preferred insurance coverage date should cover the **existing** funding cycle (e.g. January 2016- December 31, 2016) and the future **funding cycle** (e.g. January 2017- December 2017), as relevant. If this cannot be done, the City must obtain an updated certificate **within** the funding cycle to verify coverage.
4. It is the **agency’s responsibility** to maintain current coverage and to forward the updated insurance certificates to the City.
5. AN INSURANCE CERTIFICATE WITH PROPER ENDORSEMENTS MUST BE IN THE CITY’S POSSESSION BEFORE FUNDING IS ALLOCATED
6. Insurance questions are directed to Leslie Rea-McDonald, Grant Administrator at (949) 470-8412 or [lmcdonald@cityofmissionviejo.org](mailto:lmcdonald@cityofmissionviejo.org)