



# Community Services Funding Insurance Standards- Use of City Seal

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1. Proof of General Liability Insurance coverage in an amount not less than **\$1 million** per occurrence and **\$2 million** in the aggregate.
2. The City of Mission Viejo MUST be listed as “**Certificate Holder**” on the certificate. The listing must note the City Hall address and read as follows:

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

Certificates can be emailed to: Leslie McDonald at [CSFunding@cityofmissionviejo.org](mailto:CSFunding@cityofmissionviejo.org)

3. Proof of Workers’ Compensation insurance coverage must be provided per section 3700 et seq. of the California Labor Code and employer’s liability in an amount not less than **\$1 million**. If your organization is not subject to Workers’ Compensation laws, you will be required to fill out and return a Declaration of Non-Employer Status with your other insurance documentation.
4. In addition to submitting proof of General Liability and Workers’ Compensation and Employer’s Liability insurance coverage, the City **may** determine that proof of Professional Liability coverage in an amount not less than one million dollars per occurrence and in the aggregate be required if the work to be performed using the grant funds includes any services or advice relating to legal, medical, mental health, financial, or similar services.
5. The preferred insurance coverage date should cover the **existing** funding cycle (e.g. July 1, 2020- June 30, 2021) and the future **funding cycle** (e.g. July 1, 2021 – June 30, 2022), as relevant. If this cannot be done, the City must obtain an updated certificate **within** the funding cycle to verify coverage.
6. It is the **agency’s responsibility** to maintain current coverage and to forward the updated insurance certificates to the City.
7. A CERTIFICATE OF INSURANCE EVIDENCING THE ABOVE-MENTIONED INSURANCE REQUIREMENTS MUST BE IN THE CITY’S POSSESSION AND APPROVED BY CITY BEFORE FUNDING IS ALLOCATED.
8. Insurance questions are directed to Leslie McDonald, Community Services Supervisor at (949) 470-8412, [lmcdonald@cityofmissionviejo.org](mailto:lmcdonald@cityofmissionviejo.org) or [CSFunding@cityofmissionviejo.org](mailto:CSFunding@cityofmissionviejo.org)
9. Attached please find a **sample** of a certificate of insurance.
10. **Note:** The City’s seal and emblem may **NOT** be used without prior approval by the City. Please see Mission Viejo Municipal Code Section 1.04. for further information.