

Emma Jones

CC Health Svcs / Homeless Prog

From: Joanne.Sanchez-Rosa@hsd.cccounty.us
Sent: Friday, November 18, 2016 12:10 PM
To: Contract Bid
Cc: Lavonna.Martin@hsd.cccounty.us
Subject: RFI #610-Contra Costa Health Services, Health, Housing and Homeless Services Letter of Interest-Attached
Attachments: CCHS-HOMELESS SERVICES_LOI RFI 610.pdf

Good morning,

Contra Costa Health Services- Health, Housing and Homeless Services respectfully submits the attached Letter of Interest in response to RFI #610. In alignment with the 2016/17 Community Action Plan, Health, Housing and Homeless Services Homeless Program works to:

1. Stabilize runaway and homeless transition age youth and move them off the streets permanently by providing a safe haven of shelter and food at Calli House (NPI 6.2);
2. Stabilize runaway and homeless youth ages 14-24 and move them off the streets permanently by supporting the social and emotional well being through intensive case-management and advocacy through the Calli House Drop In Center; and reunify youth with families whenever possible. (NPI 6.1).

Since its inception, Calli House has provided outreach, short-term shelter, food, showers, basic health care, goal-oriented counseling for youth and family members, case management, life skills acquisition, educational, vocational, and social recreational opportunities to over 1,000 runaway, homeless and street youth from all regions of Contra Costa County, as well as from other counties and states. These youth driven services have enabled many youth to return home safely and has assisted those who are ready for independent or transitional living to become self-sufficient, productive adults.

Thank you for your interest in the needs of homeless youth in our community and accepting our request for consideration. Please let me know if you need additional information.

Joanne Sanchez-Rosa, MPA
Contra Costa Health Services
Health, Housing, & Homeless Services
1350 Arnold Drive Ste. 202
Martinez, CA 94553
phone: 925.313.7716 fax: 925.646.9420

Section I. Project Overview

A. Applicant Name/ Organization Information:

Contra Costa Health Services
Health, Housing and Homeless
Services Division, Homeless Program

Address: 1350 Arnold Drive, Ste. 202
Martinez, CA 94553

Contact Person: Lavonna Martin, MPH, MPA

Title: Director

Telephone: 925-313-7704

FAX: 925-646-9420

Email: Lavonna.Martin@hsd.cccounty.us

B. Project Name: Calli House Youth Shelter

Section II. Program Budget Information

A. Amount CSBG funds requested: \$30,000

B. Total Project Cost (should match budget): \$502,207

C. Itemized project budget: Please see attached itemized project budget

Section III. Project Description

A. Priority Area(s) to be addressed:

- Housing and Shelter

Statement of Need

Of the 3,500 homeless individuals documented in Contra Costa's 2016 Point In Time (PIT) homeless count, 1,730 were literally homeless; and 8% of those individuals were transitional age youth (TAY), young adults, ages 18 to 24 of which two thirds were sleeping outside on the night of the PIT Count. This number does not take into account other forms of homelessness that TAY experience including couch surfing, living with friends or family, actively in hiding, or are detained in a juvenile detention center that will have no place to go once released. TAY require unique housing programs and support services because they are still developing as young adults and need assistance until they are able to live independently, gain life experience, and transition to adulthood.

Many transitional age youth are runaway and homeless fleeing conflict. Risk factors for TAY becoming homeless include: involvement child welfare or juvenile justice systems, physical, sexual or verbal abuse at home, abandonment, family conflict, unintended pregnancies, or discrimination from family based on their sexual orientation and/or gender identity.

TAY homelessness is unique because these young adults are physically, emotionally, psychologically, and socially still developing strengths and assets; enter into homelessness with little or no work experience; are often forced to leave their education prior to completion as a result of their homelessness; experience high levels of criminalization including sexual exploitation and labor trafficking, and often enter into homelessness without the necessary skills to live independently such as cooking, money management, housekeeping and job searching. Most transitional age youth learn life skills needed to become thriving, independent adults in the home or at school with family, friends, and teachers. Once homeless, this vulnerable age group progresses into adulthood without the vital support and resources needed, therefore making the impact of homelessness particularly harsh, exposing them to many more risks when compared to stably housed peers.

Compared to their stably housed peers, TAY living on the street are significantly more vulnerable to poor physical and mental health, missed educational opportunities, violence and victimization. Many runaway youth engage in high risk sexual behaviors, sometimes for their own survival, and are at greater risk of HIV, other sexually transmitted diseases, and unintended pregnancies. In efforts to meet basic survival needs, some homeless TAY engage in illegal activities such as trading sex or selling drugs, and fall victim to gang recruitment and human trafficking.¹ These circumstances can result in prolonged housing instability, low educational attainment, poor health outcomes, and involvement with the juvenile justice system, substance abuse, and ongoing mental health issues.² In fiscal year, 2015-2016, nearly 15% of Calli House youth self-reported being victims of labor trafficking.

The stresses associated with homelessness can exacerbate other traumatic experiences and interfere with recovery due to ongoing traumatic reminders and challenges. Research has shown that the prevalence of trauma-related symptoms among homeless youth living in shelters and on the streets without families is approximately 18%.³ The detrimental effects of trauma often inhibit homeless youths' ability to employ the psychosocial skills necessary to a transition out of homelessness. **These youth typically suffer from deficiencies in social skills, self-esteem, anger management, and drug and**

¹ Robertson, M.J. & Toro, P.A., Homeless Youth: Research, Intervention, and Policy, National Symposium on Homelessness Research. Retrieved from <http://www.aspe.hhs.gov/progsys/homeless/symposium/3-youth.htm>

² Kort-Butler, L.A. & Tyler, K.A., A Cluster Analysis of Service Utilization and Incarceration among Homeless Youth, *Social Science Research*, 2012, 612-623.

³ McManus, H., Thompson, S., Trauma Among Unaccompanied Homeless Youth: The Integration of Street Culture into a Model of Intervention, *Journal of Aggression, Maltreatment & Trauma*, April 2008, 92-109.

alcohol abuse problems. In Fiscal Year 2015-2016; 56% youth at Calli House had mental health disabilities; 26% had drug abuse, and 11% had alcohol abuse. All of these numbers are self-reported and due to the sensitive nature of exposing these problems, it is anticipated that actual numbers are higher than what is reported.

In addition, other issues that impact homelessness are due to chronic health problems, mental health issues, and drug and alcohol addictions. Youth, whose parents or guardians are struggling with such issues, it is a time of confusion, anger, and mistrust. As stressors mount, there is an increased potential for abuse, physical violence, and abandonment towards the youngest members of the family. For many of these youth, especially those with a history of early and sustained childhood abuse, these traumatic experiences shape their core identity. Victimization in the home due to abuse, strained relationships, and/or addiction of a family member often leads a young person to run from that situation, increasing the risk for homelessness and even greater victimization on the streets. **Calli House statistics show that in 2015-2016, 19% of youth served had been a victim of sexual exploitation and 47% percent had been a victim of domestic violence. These numbers have increased by 9% and 13% respectively since the previous year.**

Before 2001, services to the runaway and homeless youth population in Contra Costa County had been inadequate and fragmented as there was no youth shelter in operation until the inception of Calli House. Addressing the needs of this population depended on increasing the capacity and accessibility to services within close proximity to the areas of greatest need had been identified. With the development of Calli House, runaway, homeless, and emancipating foster care youth have been provided comprehensive care and services that build on a youth's assets and potential in order to best meet their immediate needs, mitigate their crisis and ensure a safe exit from our services. Calli House is designed to reduce barriers to engagement in order for homeless youth to have rapid access to services, and to decrease the length of time a young person remains homeless, and the number of times they become homeless. Calli House youth are highly encouraged to take a proactive role in their care management, and we incorporate social recreational activities into our everyday programming that gives them the chance to exercise leadership, build skills, and get involved in their community.

B. Goal Statement

Calli House's goals are to 1) Provide a safe haven for runaway and homeless youth age 14-24, including shelter (for transition age youth 18-24 years) and other support services for all youth 14-24; 2) Support the social and emotional well-being of youth, and reunify youth with families whenever possible; and 3) Integrate youth back into the community with the skills, resources, and community network necessary to achieve and maintain a better quality of life.

Please see tables below:

GOAL 1: Stabilize runaway and homeless transition age youth (ages 18-24 years) and move them off the streets permanently by providing a safe haven of shelter and food at Calli House. (NPI 6.2 Emergency Assistance)		
OBJECTIVES	METRICS- Quantifiable Results (Use NPIs in Attachment A)	TIMEFRAME (When will you complete task?)
At least 130 Contra Costa runaway and homeless transition age youth ages 18-24 will be provided safe, no cost shelter, food, clothing and services.	Results will be measured by the number of bed nights provided and number of clients served as collected and reported from Homeless Management Information System (HMIS).	We intend on completing these tasks and assisting the projected number of youth s stated on our objective by the end of the 2017 CSBG contract.

GOAL 2: Stabilize runaway and homeless youth age 14-24 and move them off the streets permanently by supporting the social and emotional well-being of youth through intensive case-management and advocacy; and reunify youth with families whenever possible. (NPI 6.1 Independent Living)		
OBJECTIVES	METRICS- Quantifiable Results (Use NPIs in Attachment A)	TIMEFRAME (When will you complete task?)
130 youth in services will be provided with housing assistance via case management services in the Calli House Drop In Center to coordinate family reunification, independent, transitional and/or permanent housing opportunities, if necessary.	90% of residents exiting shelter will be placed in permanent, transitional, or appropriate residential treatment programs in the community.	We intend on completing these tasks and assisting the projected number of youth s stated on our objective by the end of the 2017 CSBG contract.

C. Project Objective(s):

Calli House offers a variety of core and supplemental services that promote a positive sense of self and builds core competencies. These services include a toll-free hotline number that youth may access 24 hours/day, shelter, food, counseling and case management, family reunification services, transportation vouchers, education and vocational linkages, mental health and substance abuse services, primary health care at an on-site adolescent health clinic, and housing search assistance. Each of the objectives listed below is consistent with our goal of stabilizing runaway and homeless youth and permanently moving them off the streets.

1. Any unaccompanied, transition age homeless youth ages 18 to 24 years will be provided shelter, food, and counseling services at Calli House.

2. All youth in services will be provided with housing assistance via case management services to coordinate family reunification, independent, transitional and/or permanent housing opportunities.
3. Homeless youth ages 14-17 will be served in the Calli House Drop In Center and will receive the full array of support services including family counseling, support with family reunification or placement by social services if living with the family of origin is not safe and/or appropriate.

Description of what will be achieved

All activities and services at Calli House are designed to **mitigate a young person's crisis, build their core competencies, and integrate them back into the community with the necessary resources and networks to maintain their safety, well-being, and autonomy.** Calli House believes every young person has the ability to make positive choices and the potential to lead a successful life when provided the right guidance, support, and opportunity. In fulfillment of this philosophy, Calli House employs a **positive youth development model** supported by the Department of Health and Human Services Administration of Children, Youth and Families. Positive youth development is predicated on the belief that youth are a valuable resource to society who, with the right guidance and support, will make positive choices in their lives that will keep them away from having problems and on a path toward success.⁴

Through Calli House services, **youth develop a sense of power over their own life, gain personal competency, and feeling of belonging to a larger community.** To best serve young people, Calli House engages them in meaningful ways by shifting their role as a recipient of services to that of a leader and decision maker in program development and delivery. Calli House finds that the inclusion of youth in program activities, development of their case plan, and participation in community-building events fosters a sense of power over their lives and nurtures a sense of ownership over the choices they make. Those choices, which can include participation in activities ranging from educational and vocational services to group counseling and community service, provide an opportunity to build core competencies and protective factors, enhance their ability to make good decisions, and lay the foundation for their future health and success.

In order to most effectively build trust and meaningful relationships with runaway and homeless youth, Calli House employs a **harm reduction model and a trauma-informed approach.** Recognizing the prevalence of substance use and high-risk sexual behaviors among this population, Calli House meets every youth where they are, and works with them to reduce their amount of risk and increase their level of safety when engaging in drug and alcohol use, sexual activity, and other high-risk behaviors. In addition to this framework, Calli House continues to leave open the possibility that youth can and will choose to eliminate engagement in these high-risk behaviors. This can take the form of risk reduction education, access to contraceptives and HIV rapid testing, services linkage, and individualized therapeutic case management. Harm reduction is also built into program policies and procedures, wherein youth are not terminated from the program based solely on their drug or alcohol use. If youth

⁴ Family and Youth Services Bureau, Positive Youth Development (July 2013). Retrieved from www.acf.hhs.gov/programs/fysb/positive-youth-development

enter the facility under the influence of drugs or alcohol, and do not present harm to themselves or others, they are asked to go to their assigned bed until stabilized in order to ensure their safety and the safety of other youth and staff. In working more individually with youth, the Calli House case manager utilizes **evidence-based practices** in harm reduction, including **motivational interviewing**. Motivational interviewing is a goal-directed, client-centered counseling style that builds upon intrinsic motivations and works to explore and resolve an individual's ambivalence toward change.⁵ By implementing harm reduction principles, Calli House is able to build trust with youth and create a safe space in which youth are supported in exploring the root causes of their actions and engaging with the prospects of change.

Measurable action-oriented, realistic and time-bound steps that demonstrate how goals will be obtained is listed in section III.B Goal Statements.

Statement of qualifications regarding track record of providing proposed services.

Contra Costa Health Services Homeless Program has provided homeless housing and services for over 20 years. The County Homeless Program is also responsible for assuring the on-going development and coordination of the continuum of homeless and housing services in Contra Costa County. Runaway and homeless youth services were added to Homeless Programs list of programs fourteen years ago.

Established in 2001, **Calli House Youth Shelter was the first program** in Contra Costa County (and remains the only program) to offer runaway and homeless youth through age 24 with the care and support they need in order to move off the streets and into more stable, long-term living situations. **Since opening its doors, Calli House Youth Shelter has served over 1,230 runaway, homeless, and street youth over the past fifteen years.**

Calli House is a safe haven for many youth who report leaving home to escape the violence in their neighborhoods. For those who cannot return home, Calli House works to find more stable long-term housing. In spite of seemingly insurmountable community issues, Calli House succeeds in helping youth exit the streets safely. **In fiscal year 2016-2017, 96% of youth receiving services at Calli House exited to a living situation other than places not meant for human habitation. Of those exits, 36% youth exited to permanently stay or live with family or friends, or went to permanent housing for formerly homeless youth; 19% exited to transitional housing for homeless youth; 14% to stay temporarily with friends or family; 4% to substance abuse or psychiatric facility; and 3% to foster care.**

Calli House also serves as a safe haven for youth who are victims of sexual exploitation. While an array of factors can contribute to sexual exploitation, homeless youth living on the street are particularly vulnerable to victimization as these youth often turn to sex as a survival strategy. Survival sex is nearly

⁵ Gold, M.A. & Kokotailo, P.K., "Motivational Interviewing Strategies to Facilitate Adolescent Behavior Change," 2007. Retrieved from <http://www.dhs.wisconsin.gov/health/mch/PDF/AdolescentMotivationInterviewing.pdf>.

three times more prevalent among street youth than among homeless youth in shelters.⁶ Witnessing an increase in the numbers of female youth who either previously engaged in sex work or are currently engaged in sex work, Calli House recognizes the need for these young women to access appropriate counseling and support services. As a member of the Zero Tolerance for Domestic Violence Initiative, Calli House networks with other service providers also working with this population. From this collaboration, the county Homeless Program refers victims of human trafficking to Community Violence Solutions to receive specialized counseling services, and Community Violence Solutions refers other sexually exploited youth to Calli House. **In fiscal year 2015-2016, 19% had been victims of sexual exploitation and the numbers continue to grow.**

As part of the county Homeless Program's Youth Continuum of Services, *the mission of Calli House is to successfully integrate homeless and runaway youth back into the community with the skills, resources, and community network necessary to achieve and maintain a better quality of life.* Calli House provides youth with a safe and supportive living environment where service delivery emphasizes the unique individual strengths and needs of youth through interventions that are gender specific, language appropriate, and culturally sensitive. By providing youth with unconditional care and support, Calli House is able to help youth transition off the streets into stable, safe, and appropriate living arrangements where they can become independent, self-sufficient, contributing members of society.

Calli House runaway and homeless youth are thus provided comprehensive care and services to best meet their immediate needs, mitigate their crises, and ensure a safe exit from services. Designed to reduce barriers to engagement in order for homeless youth to have rapid access to services and to decrease the length of time a young person remains homeless and the number of times they become homeless, Calli House accomplishes this by investing in the social and emotional well-being of youth and their families while building upon their skills, strengths, and capacities to live healthy, positive, and productive lives.

With the support of the Community Services Block Grant, Calli House can continue to offer runaway and homeless youth ages 14 through 24 comprehensive care and services in the Calli House Drop In Center and provide emergency shelter for transitional age youth ages 18 through 24 years.

Section IV. Contract Requirements

- A. Workers Compensation (Attached-County of Contra Costa Certificate of Self-Insurance)
- B. Professional Liability (Attached-County of Contra Costa Certificate of Self-Insurance)
- C. Comprehensive Liability (Attached-County of Contra Costa Certificate of Self-Insurance)

Additional Coverage-Excess reinsurance (Attached-Certificate of Coverage CSAC Excess Insurance Authority)

⁶ Hyatt, S., Spuur, K., & Sciupac, M., Sexual Exploitation and Homeless Youth in California: What Policymakers Need to Know, May 2012.

ATTACHMENT- PROJECT BUDGET

CSBG CY 2017
 Calif House Youth Shelter
 PROPOSED BUDGET

	Non-Federal Resources			Federal Resources			TOTAL
	MHSA funds	County Gen fund	MAA	Keller Mit. Funds	FEMA	CSBG requested	
Personnel							
Program Manager (.33FTE)	21,139	3,611					24,750
Program Coor (.50 FTE)	6,334	949	17,717				25,000
Case Manager (2 FTE)	25,646	34,354	20,000				80,000
Site Supervisor (1 FTE)	22,834		13,166				36,000
Employment/Educ. Specialist (.2FTE)		328	8,072				8,400
Youth Specialists (4.2 FTE)	29,520		90,600				120,120
Relief staff	15,000						15,000
SUBTOTAL	120,473	39,242	149,555	0	0	0	309,270
Fringe Benefits (31%)	33,774	13,342	49,621				96,737
Travel		1,300					1,300
Supplies							
Office/kitchen supplies	1,800	3,200					5,000
Program supplies						10,000	10,000
Client incentives						6,000	6,000
SUBTOTAL	1,800	3,200	0	0	0	16,000	21,000
Equipment	0						0
Contractual	0						0
Other							
Equipment lease		6,200					6,200
Utility/Occupancy costs						6,000	16,000
Telephone/cell phone	2,000				5,000		7,000
Food				4,000	7,000	4,000	15,000
Staff development		4,000					4,000
Local travel/mileage					5,000		5,000
Van Repair/maint.		3,000			3,000		6,000
Transportation vouchers				2,000		4,000	6,000
Repair/maint./janitorial	2,000	13,200	0	6,000	30,000	14,000	10,000
SUBTOTAL	2,000	13,200	0	6,000	30,000	14,000	75,200
Total Direct Costs	158,047	68,984	199,176	6,000	30,000	30,000	502,207
Indirect expenses	0						0
TOTAL	158,047	68,984	199,176	6,000	30,000	30,000	502,207

County Administrator
Risk Management Division
2530 Arnold Drive, Suite 140
Martinez, California 94553

Contra Costa County

Risk Management Administration
Fax Number

(925) 335-1400
(925) 335-1497



November 15, 2016

Contra Costa Health Services
1350 Arnold Drive Suite 202
Martinez CA 94553

Re: Community Services Block Grant

To Whom It May Concern:

The County of Contra Costa has a comprehensive self-insurance program to cover its general, automobile, and professional liability exposure, as well as its obligations under the Workers' Compensation laws of California.

The County's self-insurance program provides for the legal defense of officials, employees, and volunteers pursuant to government Code Section 825 and for the payment of all sums that the County is obligated to pay by reason of liability imposed by law and arising from acts or failures to act, excepting punitive damages. This protection covers services performed by officers, employees, and volunteers within the scope of their official duties in accordance with the conditions of their employment or service.

The self-insurance program is funded to provide payment of claims. The County also has excess reinsurance with CSAC Excess Insurance Authority.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharon Hymes-Offord", is written over a faint circular stamp.

Sharon Hymes-Offord
Director of Risk Management

**COUNTY OF CONTRA COSTA
CERTIFICATE OF SELF-INSURANCE**

Risk Management Division, 2530 Arnold Drive, Suite 140, Martinez, California 94553

Coverages: This is to certify that the County of Contra Costa is self-insured for the following coverages:

Type of Coverage	Self-Insured Limit
General Liability: Personal Injury, Property Damage, Errors and Omissions	\$1,000,000
Professional Liability:	\$1,000,000
Workers' Compensation:	\$ 750,000
Automobile Liability: Vehicles Owned, Non-Owned & Hired	\$1,000,000


Terms, Conditions and Special Items:

Re: *Contra Costa Health Services Community Services Block Grant*


It should be expressly understood that the intent of the insurance evidenced herein follows the provisions of the policies and regulations of the County of Contra Costa that does not permit any assumption of liability which does not result from and is not caused by the negligent acts or omissions of its officers, agents, employees or other persons under its direction and control and shall include all equipment and supplies that are either owned by the County or will be rented, borrowed, and otherwise used in connection with this activity. Any indemnification or hold harmless clause with broader provisions than required under such policies and regulations shall invalidate this certificate.

1. The provisions under General Liability, above, shall apply only with respect to claims arising out of the negligent acts or omissions of the County of Contra Costa, its officers, agents and employees or any other person under its direction and control.

Date Issued: 11/15/16



Sharon Hymes-Offord
Director of Risk Management

GL2-183	CO	CERTIFICATE OF COVERAGE			06/24/2016
CSAC Excess Insurance Authority C/O ALLIANT INSURANCE SERVICES, INC. PO BOX 6450 NEWPORT BEACH, CA 92658-6450 PHONE (949) 756-0271 / FAX (619) 899-0901 LICENSE #0C36861		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 BELOW. THIS CERTIFICATE OF COVERAGE 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 and/or requesting a WAIVER OF SUBROGATION, the Memorandums of Coverage must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).			
		COVERAGE AFFORDED BY: A - CSAC Excess Insurance Authority			
Member: CONTRA COSTA COUNTY ATTN: SHARON HYMES-OFFORD, RISK MANAGER COUNTY ADMINISTRATION BUILDING 2530 ARNOLD DRIVE, SUITE 140 MARTINEZ, CA 94553		COVERAGE AFFORDED BY: B - QBE Specialty Insurance Company			
		COVERAGE AFFORDED BY: C			
		COVERAGE AFFORDED BY: D			
Coverages THIS IS TO CERTIFY THAT THE MEMORANDUMS OF COVERAGE LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE 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 COVERAGE AFFORDED BY THE MEMORANDUMS DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUMS. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
CO LTR	TYPE OF COVERAGE	MEMORANDUM/ POLICY #	COVERAGE EFFECTIVE DATE (MM/DD/YYYY)	COVERAGE EXPIRATION DATE (MM/DD/YYYY)	LIABILITY LIMITS
A	<input checked="" type="checkbox"/> Excess General Liability	EIA 16 GL2-02	07/01/2016	07/01/2017	\$2,000,000
B		QCX01001-00			Difference between \$2,000,000 and Member's Self-Insured Retention of \$1,000,000 and/or applicable additional member and pooled layers of coverage Completed Operations Aggregate Applies Program Aggregate Applies
Description of Operations/Locations/Vehicles/Special Items: AS RESPECTS EVIDENCE OF COVERAGE ONLY.					
Certificate Holder FOR THE PURPOSE OF EVIDENCE ONLY C/O CONTRA COSTA COUNTY COUNTY ADMINISTRATION BUILDING 2530 ARNOLD DRIVE, SUITE 140 MARTINEZ, CA 94553			Cancellation SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUMS OF COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUMS OF COVERAGE PROVISIONS.		
			AUTHORIZED REPRESENTATIVE  CSAC EXCESS INSURANCE AUTHORITY		