

480 South Sunrise Way • Palm Springs, California 92262-7641

Phone (760) 323-5689 • Fax (760) 320-9373

www.mizell.org • info@mizell.org

Tax ID # 95-3464835



November 7, 2016

Jerryl Soriano, City Clerk  
City of Desert Hot Springs  
65-950 Pierson Boulevard  
Desert Hot Springs, CA 92240

Re: City of Desert Hot Springs Senior Center Facility Operator

Dear Mr. Soriano:

Enclosed please find Mizell Senior Center of Palm Springs Response to Request for Proposal for City of Desert Hot Springs Senior Center Facility Operator.

We appreciate the opportunity provided by The City of Desert Hot Springs in soliciting this Request for Proposal. We would be pleased to welcome representatives from the City of Desert Hot Springs on a tour of Mizell Senior Center to experience first-hand the variety of programs and services we offer.

If you have any questions or would like any additional information, please contact me at your convenience.

Sincerely,

Ginny Foat  
Executive Director

Enclosures: Original and Two Copies of RFP Response

**Executive Committee**

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President

BRIAN WACHS, CPA  
Executive Vice President

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Suzanne Spencer

Director of Fall Prevention  
Program

*People Serving People*

**Mizell Senior Center of Palm Springs**  
**Response to Request for Proposal**  
**City of Desert Hot Springs Senior Center Facility Operator**

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**Organizational Information and Qualifications:** Mizell Senior Center of Palm Springs is located at 480 S. Sunrise Way in Palm Springs California and was established in 1974. We were incorporated as a non-profit organization in January of 1980 and received recognition as a 501(c)(3) tax exempt organization from the Internal Revenue Service on May 6, 1980 with tax identification number 95-3464835. The mission of Mizell Senior Center is: To support independence and self-sufficiency through an inclusive network of education, services, information, and assistance with problem solving.

For 42 years the Mizell Senior Center has been the focal point on healthy aging for the Greater Palm Springs area, where senior citizens, as individuals or groups, come together for service and activity which enhances dignity, supports independence and encourages involvement in and with the community. Mizell has developed and offers over 145 monthly programs and services to the senior community. On-site programs are designed to provide opportunities for seniors to reduce isolation, engage in a variety of exercise programs, learn from regularly scheduled medical seminars about health issues affecting seniors, and engage in a variety of social, nutritional, and recreational activities. In addition, in partnership with other local providers, we offer benefits counseling for low income seniors, mental health counseling, legal counseling, HICAP Insurance Counseling, blood pressure and health checks, annual flu shots, and host large community presentations that focus on a variety of issues relating to aging. Our Information and Referral Program and resources has been compiled and updated regularly and provides information through telephone inquiries, in person, and on-line through our website.

Mizell Senior Center serves primarily low income seniors in the Coachella Valley with a variety of programs and services designed to help older adults maintain their independence by providing resources and programs to help age in place in their own home. In addition to programs provided on-site, we consider senior nutrition a high priority. Our core nutrition programs include a Coachella Valley-wide Meals on Wheels program that serves approximately 120,000 home delivered meals to nearly 1000 unduplicated clients over seven delivery routes from Desert Hot Springs and Palm Springs to North Shore Salton Sea. Our Congregate Meal Program served 2,785 unduplicated clients over 45,000 meals serving low income seniors at senior centers in Mecca, Thermal, Coachella, Indio, Cathedral City, on-site in Palm Springs and at two low income senior apartment/mobile home communities also in Palm Springs. As of July 1, 2016, our Congregate Meal Program and Meals on Wheels has expanded to serve Desert Hot Springs, Thousand Palms, and Sky Valley. Additionally, we have pioneered senior fall prevention efforts by offering an evidence based senior fall prevention program called *A Matter of Balance* that in the past year graduated nearly 300 seniors with an average age of 75 from seven locations in the Coachella Valley. It should be noted that this is the ONLY community based fall prevention program that is addressing the epidemic of falls among seniors in the Coachella Valley. This program is now being offered in Desert Hot Springs and we have the capacity to provide the program in both English and Spanish.

Mizell Senior Center has a history of providing a variety of innovative and comprehensive programming and information referral services for seniors and older adults at no or low cost. In addition, Mizell operates a 14,000 square foot centrally located building in Palm Springs for both programs and for the use of community groups. We are experienced in renting building space to outside community groups, thereby providing a community resource and gathering place at a low or no cost.

Our network of resources within the Coachella Valley is extensive and is based on decades of experience in serving the local senior population. We participate in a number of groups and activities that are focused on senior issues. These include a regular meeting of senior center Executive Directors, ACT I (Aging community Team), senior housing groups, and work regularly in a collaborative relationship in providing programs and services at the Cathedral City Senior Center, The Joslyn Center in Palm Desert, Indio Senior Center, Coachella Senior Center, the LBGT Community Center of the Desert, and senior facilities in Mecca and Thermal.

### **Scope of Work**

The Scope of Work as outlined in this Proposal is designed to provide high quality programs and services to the senior community of Desert Hot Springs. Building on the core of nutrition services, Mizell Senior Center proposes to increase hours of operation, provide two full-time, on-site employees, and develop program services that address the many needs of local seniors including health education and support, information and referral services, programs including social, educational, recreational, and exercise programs to help maintain and improve the health and quality of life of local seniors. Additionally, our Director of Programs under the supervision of the Executive Director will design, develop and implement a schedule of programs to transform the Desert Hot Springs Senior Center into a community focal point for seniors. Programs and services will be designed to increase physical activity, reduce isolation, and provide social and recreational opportunities to low-income seniors who may not have any other opportunity to engage in their community. In addition, this proposal includes developing a volunteer program for seniors and community members to support the general operations of the senior center and create an investment by seniors in their senior center.

### **Operations:**

**Senior Center Hours:** Mizell Senior Center proposes that the Desert Hot Springs Senior Center would increase regular hours to be 8:00AM to 4:30PM Monday through Friday. When operating as a Cooling Center, we would work with the County of Riverside Office on Aging in order to provide water and snacks to seniors and others who desire to use the Senior Center as a Cooling Center.

**Daily Operations:** We propose two full-time staff at the Desert Hot Springs Senior Center. This would include a Center Coordinator and an Information and Referral Specialist at the front reception desk. In addition, we would provide the expertise of our Executive Director, Program Director, and Finance Director which would be utilized to

bring in operational oversight, new programming and outreach, and financial oversight and controls to the operations.

The Center Coordinator would be responsible for daily operations and scheduling of various classes and activities, registration for classes, collecting any class fees, and coordinating the nutrition program services on-site. The Center Coordinator, in conjunction with the Information and Referral Specialist would help develop and implement a volunteer program for community members to assist in daily operations of the Center. In addition the Center Coordinator would assist in marketing the Senior Center to the local area community and serve as the local contact for area organizations and clubs for utilization of the meeting rooms.

The Information and Referral Specialist would serve as regular staff at the front reception desk, update information and referral resources, answer telephone inquiries, register individuals for classes and events, and assist in insuring class or event requirements are met in terms of room set-up. The Information and Referral Specialist would also begin to implement a volunteer program that is registered with the County of Riverside RSVP Program and assist in coordinating volunteers.

In addition to the on-site team for daily operations, Mizell Senior Center proposes a management team approach in order to bring a high level of expertise in senior center operations and financial operations and reporting. This management team, working with the Center Coordinator would implement measures to record daily attendance at programs, classes and events, request program participants provide feedback to instructors and staff through participant evaluation forms, and make appropriate adjustments or changes to reflect this client feedback.

The Mizell Senior Center Executive Director would be the direct supervisor of the Center Coordinator, provide management oversight to the programs and services and insure operations and programs are delivered in a timely and consistent manner.

The Mizell Senior Center Program Director would be assigned 30% of his time to bringing in new programs, activities and classes and coordinating program and class instructors. This would include creating a regular calendar of programs and services that are reliable, consistent and of high quality. The Program Director would assist in developing a room rental program, conduct outreach to the community regarding the new center programs and services and creating a strong relationship with seniors utilizing Senior Center Services so they can be assured that programs will be consistent and of high quality.

The Mizell Senior Center Finance Director would be responsible for implementing cash handling protocols for any fees or rentals collected at the Desert Hot Springs Senior Center. The Finance Director would also have primary responsibility for regular accounting of personnel expenses and providing a detailed monthly finance report to the Desert Hot Springs City Manager or designee.

## **Desert Hot Springs and Mizell Senior Center**

The relationship between the City of Desert Hot Springs and Mizell Senior Center would be established by the accepted Scope of Work and Professional Services Agreement to operate the Desert Hot Springs Senior Center. Upon acceptance of this Proposal, the parties would meet and discuss the needs and gaps in services that the City of Desert Hot Springs perceives in the provision of senior services and through that develop the final Scope of Work to be provided under the Professional Services Agreement.

Primary communication regarding the services provided under the Agreement would be between the designated representative of the City of Desert Hot Springs and the Executive Director of Mizell Senior Center. Authorized Desert Hot Springs representatives will also work with the Senior Center Coordinator on any day-to-day issues or questions that may arise. Only designated representatives as established by the parties to the Professional Services Agreement would be authorized to communicate regarding the programs and services provided under the established Scope Work and Professional Services Agreement. This would clearly establish lines of communication and reduce the incidence of mis-communications from any City or Mizell Staff that do not have direct responsibilities for the services provided under the Professional Services Agreement.

Mizell Senior Center would propose that the designated Desert Hot Springs representative, Mizell Executive Director, and Senior Center Coordinator meet on at least a quarterly basis on an agreed date and time to review the Senior Center Operations and programs and services that are being provided and to discuss any issues or concerns that may arise with either party to the Agreement.

Mizell Senior Center would maintain all necessary books and records, operations manuals, policies and procedures and other documentation required for the operation and provision of services at the Desert Hot Springs Senior Center and to substantiate any invoices or expenses incurred pursuant to delivery of the services. This information would be available for inspection upon the request of the City of Desert Hot Springs and in monthly reports.

Mizell Senior Center would provide notification to the public and on-site that the Desert Hot Springs Senior Center is operated under contract with the City of Desert Hot Springs and that employees are not agents or representatives of the City of Desert Hot Springs and would provide contact information for the designated City of Desert Hot Springs representative under the Professional Services Agreement.

## **Reporting**

Mizell Senior Center proposes providing monthly reports to the Desert Hot Springs City Manager and City Council that would contain the following information:

1. Total number of congregate meals served on-site and unduplicated clients served;
2. Monthly Center Calendar outlining programs and services offered;

3. The number of attendees at each program activity;
4. Evaluations of programs and services provided by program participants;
5. A report on outreach activities to promote the senior center;
6. Reporting on facility rental activities including group(s), date, time, and number of attendees;
7. A log of calls for information and referral, indicating the number of calls and subject matter;
8. A financial report provided in accordance with the approved budget;

### **Senior Center Event Programming and Supportive Services**

#### **Required Services:**

**Information and Assistance to the Public:** Mizell Senior Center proposes a full-time staff person at the reception desk that can answer questions by telephone and in person. Mizell has an extensive information and referral system currently in place and can utilize those resources with appropriate updates to include any additional Desert Hot Springs information. In addition, assistance can be provided utilizing our current resources. These would include assistance with the Cal Fresh Program, senior housing resources, HICAP counseling, and other social service programs.

**Building Operation and Administering rental/lease agreements with the public:** In order to meet the possible needs of outside groups and provide a community space, we have the capacity to administer building space rental requests. Mizell Senior Center has extensive experience in operating our 14,000 square foot building and bringing in local community groups and homeowners associations as public building rental users. We would utilize the forms and requirements currently used at Mizell which include room set-up requirements, deposits, any insurance requirements, hours of use, deadlines for providing requested information, and other details. We would develop a room rental cost schedule for the various rooms to provide public rental prospects the information they need to rent the rooms. A facility room rental checklist would be utilized by staff in order to insure that all requirements for room rental are met within the established guidelines. Additionally, our experience in building operation, particularly with respect to supporting additional programs and knowledge of room set-up would be an asset.

**Outreach to Community:** Our Program Director would coordinate community outreach to local religious institutions, community groups, mobile home parks, Chamber of Commerce, and other community organizations. The Center Coordinator would also be responsible for day-to-day outreach on-site and in the local community to inform them of increased hours of service, programs and activities, and services that are available. In addition, a monthly calendar with regular class schedules, special events, and program information would be distributed at the Senior Center, on-line and throughout the community.

**Minimum Required Activities: Bingo:** Building on decades of experience in producing fun and popular weekly Bingo games, we would feature regular Bingo games



along with special games that include Triple Bingo, Double Action, Odd Coverall, and Even Coverall. Participants can win great prizes and even cash in the games. Because Mizell licensed as a non-profit to conduct more sophisticated Bingo games with cash prizes, we believe that we can increase attendance and excitement surrounding this activity. **Card and other games: Mah Jongg** We will offer regularly scheduled games as well as a class and support for those new to the game. There will also be instructive guidance each week during play. The class will include the history and concept of the game along with methods of forming winning hands, playing to win, aggressive play and defensive play. Other popular games include Mexican Train Dominoes and Cribbage. We have instructors that can teach these games to seniors to increase attendance. Card games such as Pinochle will be offered at least weekly for individuals who are familiar with the game. For seniors who would like to learn these games, we have the resources to provide experienced instructors in various social board and card games. In addition, opportunities would be provided for more skilled players to teach new players the game. **Wii Bowling**: Every Summer, Coachella Valley area senior centers participate in a friendly valley-wide Wii Bowling Competition. Wii Bowling is an activity that supports socialization, exercise and movement, and is a fun activity. Unfortunately, seniors from Desert Hot Springs Senior Center have not been regularly represented at these Summer competitions. A regular weekly Wii Bowling activity will be offered to help seniors become more skilled with the game and to practice for and participate in the Summer Tournament. Other games that can be offered include Dominoes, social Bridge games, and lessons for learning Bridge.

**Meals on Wheels:** Mizell Senior Center currently has the contract with the Riverside County Office on Aging to provide home delivered Meals on Wheels to the City of Desert Hot Springs. Information on the program and program eligibility would be available at the Senior Center in order to promote Meals on Wheels to those in need. Since undertaking this contract, we have expanded service by providing daily delivery of freshly prepared meals, daily wellness checks, and trained delivery drivers who are CPR Certified and trained to recognize elder abuse through trainings with Adult Protective Services. Since July 1, 2017, we have reviewed the waiting list of the previous provider and increased service from 45 individuals to 60 individuals in just three months. We provide regular outreach and information about Meals on Wheels to the community and are able to respond to requests for service within 24 hours.

**Health/Nutrition Programs and Classes:** Mizell Senior Center has a long established relationship with Desert Regional Medical Center and the California Nursing Education Institute as well as Eisenhower Medical Center and Desert Oasis Healthcare. Through these relationships, we will work to provide at least monthly health education seminars on a variety of topics including managing diabetes, blood pressure, maintaining a healthy heart, and information on arthritis and other subjects of interest to seniors. In addition, we can schedule regular blood pressure testing for seniors at the center. Monthly, we will provide nutritional seminars reviewed and approved by a Registered Dietician and presented by our nutrition staff along with healthy cooking tips.



**Social Events:** In conjunction with major holidays and monthly birthdays, we will develop events that encourage seniors to participate and enjoy holidays such as the 4<sup>th</sup> of July, Memorial Day, Mother's Day, Father's Day, Halloween Costume Contests, Thanksgiving, and the December Holidays. We will hold monthly birthday parties for individuals with a birthday in a given month. Additional events could include a monthly movie day featuring classic and current films as well as free popcorn. Depending on interest, other activities and events could include monthly Friday afternoon dances, pot-lucks, or game days.

**Arts and Craft Classes:** Through our network of class instructors, Mizell Senior Center can offer various classes to seniors in Desert Hot Springs. An example of classes and activities that could be offered, depending on interest and recruitment could include: **Knitting Circle** - this activity brings together local knitters in a social setting and of various skill levels. Participants can create a project for a loved one, for themselves or for a child in need. Knitting Circle brings together a delightful bunch of knitters every week for tips, teaching and lively conversation. Those who crochet and do needle point are also welcome. **Jewelry Making** - Students will learn the basics of costume jewelry making techniques. Necklaces, bracelets & earrings will be made. The design, repair & enhancement of costume jewelry and a basic understanding of the tools and materials needed to make jewelry will be taught. Topics covered include: Tools, beads, stringing material, findings & bead boards. **Pastel Art Studio** - Come and explore your artistic talents. Whether you are a beginner or have been drawing for years this class allows participants to continue to explore different techniques when working in pastels. All skill levels are encouraged to join.

**Optional Services:** Mizell Senior Center has the capacity to provide a wide variety of additional services. Utilizing our network of resources, we would offer and coordinate a number of additional services including HICAP Counseling, an annual flu shot program coordinated with Desert Regional Medical Center, Exercise classes utilizing our instructors for Yoga, Balance Classes, and our valley-wide evidence based program *A Matter of Balance*. With the support of current providers and community partners, we could include psychological counseling services, legal counseling services, AARP Tax Preparation Services, and additional nutrition services. In addition, we would offer computer classes including learning how to use Facebook, e-mail classes, and basic computer operations. We would also offer computer "mind exercises" which have proven to be quite popular and are shown to help keep minds active and engaged.

**Nutrition Services:** Mizell Senior Center would coordinate with F.I.N.D. Food Bank and Hidden Harvest a regular Senior Farmer's Market at least two times per month. In addition, we would implement a senior breakfast program serving coffee, tea, juices, yogurt, cereal, and baked goods beginning at the 8:00AM Center opening. Mizell currently provides a daily congregate meal program at the Desert Hot Springs Senior Center serving between 30 and 55 meals each day, five days per week. As part of our proposal, we would make every effort to insure that no senior who arrives for the congregate program would go without a meal.

### **Cost of Services and Budget Narrative**

The budget included with this proposal is designed to increase hours of service at the Desert Hot Springs Senior Center, increase the number and quality of programs and services, engage the community of Desert Hot Springs through education and outreach about the Senior Center programs and services and provide sufficient staffing for expanded day-to-day operations and a team management approach to bring high quality services and management oversight to an underperforming resource in the City of Desert Hot Springs. Additionally, we would improve and enhance the nutrition programs on-site. Accordingly, our proposed budget of \$125,000 per year reflects the increased operating hours, full-time staffing, and a professional team management approach. Additionally, we are expanding and guaranteeing Congregate Meal Service to all that attend, as well as providing morning breakfast and other nutritional programs to increase attendance and meet the nutritional needs of a predominantly low income senior population in Desert Hot Springs. The proposed limitation of \$100,000.00 annually is not sufficient to make the necessary increase in hours, operational, and management changes required to fully address the growing needs of the senior population in Desert Hot Springs. This proposal promotes healthy nutrition, wellness, social and recreational activities and would position the Desert Hot Springs Senior Center as a dynamic and fully functioning resource for the growing senior community.

#### **Budget**

##### **Salaries and Benefits**

Center Coordinator	\$29,120.00	\$14.00 per hour FTE
Receptionist/Assistant	\$22,880.00	\$11.00 per hour FTE
Program Director	\$14,347.00	30% of FTE Salary
Finance Director	\$ 7,463.00	15% of FTE Salary
Executive Director	\$ 7,840.00	8% of FTE Salary
<u>Salary Sub Total:</u>	<u>\$81,650.00</u>	
Taxes/Benefits @ 23%	\$18,750.00	
<u>Total Salary &amp; Benefits</u>	<u>\$100,400.00</u>	

##### **Operating Expenses**

Equipment and Program Supplies:	\$3,500.00
Supplemental Food/Supplies:	\$5,000.00
Bus and Recreational Outings:	\$2,500.00

Printing:	\$4,800.00
Office Supplies:	\$2,400.00
Equipment Repair/Maintenance:	\$1,500.00
Refreshments:	\$2,400.00
Administrative Expenses:	\$2,500.00
<u>Sub-Total Operating Expenses:</u>	<u>\$24,600.00</u>

**Total Salaries/Benefits and Operating Expenses:      \$125,000.00**

### **Budget Narrative**

**Center Coordinator:** This is a full-time position paid at the rate of \$14.00 per hour. The Center Coordinator would be responsible for daily operations and scheduling of various classes and activities, registration for classes, collecting any class fees, and coordinating the nutrition program services on-site. The Center Coordinator, in conjunction with the Information and Referral Specialist would help develop and implement a volunteer program for community members to assist in daily operations of the Center. In addition the Center Coordinator would assist in marketing the Senior Center to the local area community and serve as the local contact for area organizations and clubs for space rental.

**Information and Referral Specialist/Assistant:** This is a full-time position paid at the rate of \$11.00 per hour. The Information and Referral Specialist would serve as regular staff at the front reception desk, update information and referral resources, answer telephone inquiries, register individuals for classes and events, and assist in insuring class or event requirements are met in terms of room set-up. The Information and Referral Specialist would also begin to implement a volunteer program that is registered with the County of Riverside RSVP Program and assist in coordinating volunteers.

**Program Director:** This position is calculated at 30% FTE and is part of the senior management team approach to providing programs and services at the Desert Hot Springs Senior Center. This individual would be responsible for bringing in new programs, activities and classes and coordinating program and class instructors with the Center Coordinator. This would include creating a regular calendar of programs and services that are reliable, consistent and of high quality. The Program Director would assist in developing a room rental program, conduct outreach to the community

regarding the new center programs and services and creating a strong relationship with seniors utilizing Senior Center Services so they can be assured that programs will be consistent and of high quality.

**Finance Director:** This position is calculated at 15% FTE and is part of the senior management team approach to providing programs and services at the Desert Hot Springs Senior Center and insuring appropriate financial controls. The Finance Director would also have primary responsibility for regular accounting of personnel expenses and providing a detailed monthly finance report to the Desert Hot Springs City Manager or designee.

**Executive Director:** This position is calculated at 8% FTE and is part of the senior management team approach to providing programs and services at the Desert Hot Springs Senior Center. The Mizell Senior Center Executive Director would be the direct supervisor of the Center Coordinator, provide management oversight to the programs and services and insure operations and programs are delivered in a timely and consistent manner.

**Benefits @ 23%:** This amount represents the employer share of payroll taxes, unemployment insurance, Workers' Compensation, and medical benefits.

**Equipment and Program Supplies:** Supplies for Bingo, purchase of board games, playing cards for various games, exercise mats and resistance bands, supplies for balance program, computer lab supplies, and similar related items.

**Supplemental Food:** Food for supplemental breakfast service and to insure adequate congregate meals for seniors. Food service supplies including plates, napkins, silverware, cups, and related items.

**Bus and Recreational Outings:** Utilizing the City of Desert Hot Springs owned bus, this would provide outings for seniors for local recreational, educational, and social activities a minimum of six (6) times per year.

**Printing:** Printing and duplicating program flyers, monthly calendars, brochures, and outreach materials.

**Office Supplies:** Paper, copier toner and printer toner, pens, tape, and general office supplies.

**Equipment Repair and Maintenance:** Repair and maintenance of office equipment including administrative computers, copy machines, and contracted IT support.

**Refreshments:** Coffee, tea, water, and related supplies including creamer, sweetener, cups, and napkins.

**Administrative Expenses:** Payroll processing, staff mileage, general liability insurance and related items.

## Exhibit A

### IRS Proof of Non-Profit Status



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077552845  
Sep. 01, 2011 LTR 4168C 0  
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BODC: TE

MIZELL SENIOR CENTER OF PALM  
SPRINGS  
480 S SUNRISE WAY  
PALM SPRINGS CA 92262-7641



023311

Employer Identification Number: 95-3464835  
Person to Contact: Mrs. Jones  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 22, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in May 1980.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

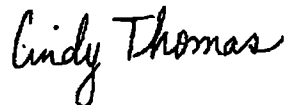


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MIZELL SENIOR CENTER OF PALM  
SPRINGS  
480 S SUNRISE WAY  
PALM SPRINGS CA 92262-7641

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Cindy Thomas".

Cindy Thomas  
Manager, EO Determinations

## **Exhibit B**

### **Proof of Insurance – Insurance Declaration**

**COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS**

**PRODUCER:**

1st Community Insurance Services, Inc.  
P.O. Box 2408  
Palm Springs, CA 92263

**POLICY NUMBER: 2016-06856 -NPO**

**RENEWAL OF NUMBER: 2015-06856 -NPO**

**NAME OF INSURED AND MAILING ADDRESS:**

Mizell Senior Center of Palm Springs  
480 South Sunrise Way  
Palm Springs, CA 92262

**POLICY PERIOD:**

FROM 10/14/2016 TO 10/14/2017  
AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

**BUSINESS DESCRIPTION:** Senior center

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS  
POLICY, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS POLICY.

**LIMITS OF COVERAGE:**

GENERAL AGGREGATE LIMIT (OTHER THAN PRODUCTS - COMPLETED	\$2,000,000	
PRODUCTS - COMPLETED OPERATIONS AGGREGATE LIMIT .....	\$2,000,000	
PERSONAL AND ADVERTISING INJURY LIMIT .....	\$1,000,000	
EACH OCCURRENCE LIMIT .....	\$1,000,000	
DAMAGE TO PREMISES RENTED TO YOU .....	\$500,000	any one premises
MEDICAL EXPENSE LIMIT .....	20,000	any one person

**ADDITIONAL COVERAGES:**

SOCIAL SERVICE PROFESSIONAL LIABILITY

EXCLUDED

**CLASSIFICATION(S)**

SEE ATTACHED SUPPLEMENTAL DECLARATIONS SCHEDULE G

FORMS AND ENDORSEMENTS APPLICABLE TO THIS POLICY ARE INCLUDED IN COMMERCIAL LINES COMMON POLICY DECLARATIONS

**COUNTERSIGNED:** 10/10/2016

**BY**



(AUTHORIZED REPRESENTATIVE)

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S)  
AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

Notice: This risk pooling contract is issued by a pooling arrangement authorized by California Corporations Code Section  
5005.1. The pooling arrangement is not subject to all of the insurance laws of the State of California and is not subject to  
regulation by the Insurance Commissioner. Insurance guaranty funds are not available to pay claims in the event the risk pool  
becomes insolvent.

**NIAC - GL - NPO**

(03426)