



Big Brothers Big Sisters of Douglas County

1525 West 6th Street, Suite A  
P.O. Box 442291  
Lawrence, KS 66044-8935

April 29, 2010

Margene Swarts  
Planning and Development Services  
City of Lawrence  
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Lawrence, KS 66044

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Dear Margene,

Enclosed please find a response to the Request for Proposals for the City-owned building at 1920 Moodie Road. There are five printed copies and a CD with three files representing the written proposal and two supporting documents.

If you have any questions concerning our proposal, or need additional information about any aspect of our proposal, we would be most pleased to provide what you need.

Thank you for your cooperation and assistance during the preparation of this proposal. BBBS looks forward to working with the City.

Sincerely,

Keith M. Wood  
Executive Director

**RFP FOR 1920 MOODIE ROAD – CITY OF LAWRENCE**  
**Submitted by Big Brothers Big Sisters of Douglas County**

**Statement of Purpose**

Big Brothers Big Sisters of Douglas County (BBBS), a 501(c)3 non-profit social service agency providing mentoring services to at-risk children in Lawrence and Douglas County, requests a lease agreement with the City of Lawrence for extended occupancy and use of the city-owned building at 1920 Moodie Road.

Big Brothers Big Sisters is prepared for and has the financial resources to accept responsibility for day-to-day operations of the building, expenses for utilities, routine and normal maintenance, required insurance, and other related expenses.

The following information is submitted in response to the City's Request for Proposal for this building.

**I. Agency Information**

**A. Big Brothers Big Sisters of Douglas County**

1. Big Brothers Big Sisters has a twenty-year history in Lawrence, dating to 1989. Our first mentoring match was made in 1991 and more than 2,100 matches have been made since then. In 2001, the local agency affiliated with Kansas Big Brothers Big Sisters as part of a strategic plan by Big Brothers Big Sisters of America to strengthen local agencies. Kansas Big Brothers Big Sisters (KS BBBS) provides its member agencies with a variety of shared services and establishes agency standards for operation.
2. The agency has a local advisory Board of Directors composed of sixteen local residents. A current list of Board Members is attached as Addendum #1.
3. BBBS is a United Way agency and has been for many years. Selection as a United Way agency means that BBBS has been regularly evaluated by an independent community group for the value of its mission to the community, adherence to its program design, and stewardship of funding.
4. The lease on the current BBBS office expires on April 30, and the agency must relocate. In relocating, our goal is to eliminate or minimize our rent costs so that those funds can be utilized for program support.

**B. Purpose and Community Impact of BBBS**

1. Big Brothers Big Sisters of Douglas County was established to provide mentoring services to Douglas County children from single parent homes. Over time, the definition of children served has expanded to include a broader range of at-risk factors, including, but not limited to, children living in single parent homes, living at or below the poverty level, living with abusive situations, non-violent juvenile offenders and their at-risk siblings, as well as children who have a parent residing in prison.
2. Effective mentoring programs are a cost-effective way to minimize and remediate some of the social impacts related to these risk factors. Long-term mentoring has been shown to be life-changing, effectively countering some of

the negative consequences for children in these at-risk situations.<sup>1</sup> Big Brothers Big Sisters is the only Lawrence agency providing dedicated long-term one-to-one mentoring programs for at-risk youth.

3. Big Brothers Big Sisters matches children in the 5-17 year age group with carefully-screened caring adult mentors. An estimated 20%, about 3,000, of the children in the Lawrence / Douglas County area, based on data from the last census, are considered to be in at-risk environments. Our long-term goal is to serve at least 20% of the at-risk group, or more than 600 children annually.
4. BBBS served 546 children during 2009 and has a goal of serving 575 children during 2010. This month, April, more than 400 children have active matches.
5. Our Big Brothers and Big Sisters annually will provide more than 25,000 hours of direct one-to-one time and attention to their Little Brothers and Little Sisters (Littles). These role models provide a source of guidance for their Littles in areas including friends, family, hobbies, career interests, conflict resolution, and drug and delinquency prevention. The impact of BBBS mentors working with Little Brothers and Little Sisters is felt throughout the community. With major budget cuts for community services and schools, Big Brothers and Big Sisters offer significant guidance and support to our children. Those relationships are life-changing and deserving of community support.

#### C. Community Involvement and Interagency Cooperation

1. Big Brothers Big Sisters connects with a diverse group of community organizations and services to identify children who can benefit from mentoring and to reinforce the positive messages delivered in the mentoring process.
2. The proximity of agencies such as SRS which serve much of the same population as BBBS makes the Moodie Road location ideal for our operations.
3. BBBS has in the past and will continue to share, as is fitting for a City-owned facility, conference and meeting space with other local non-profit agencies.
4. Addendum #2 identifies some of the many agencies with which BBBS interacts and cooperates.

#### D. Clientele Served by BBBS

1. According to research conducted by Kansas Action for Children, 28.33% or approximately 3,500 of the youth in Douglas County live at or below the federal poverty line. This correlates closely with the estimated at-risk youth population. Based on data from local BBBS client profiles, we have identified that, of the children we serve annually, more than 80% are living near or below the poverty level, and approximately 40% have self-identified the family as earning less than \$20,000 per year. More than 90% of the children served are eligible for free or reduced-cost school lunches, another indicator of the low income population that constitutes our client base.

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<sup>1</sup> Harris Interactive, "Adult Little Research," 2009. "The majority of Adult Littles (alumni of the program) believe that having been a Little contributes significantly to the person they are today. 62% consider themselves to be more successful than their peers who weren't involved in the program. Alumni were more likely than non-alumni to receive a four year degree. They are 50% more likely to have a household income of \$75,000 or more. And two in three (64%) are very satisfied with life which is significantly more than the one-third of non-alumni who say the same."

2. Additionally, an average of 80% of the children live in other than traditional two-parent homes. The demographics of children served reflect the diversity of the community. By self-categorization, 49% of the children are described as “white/Caucasian,” 17% as “black” and another 17% as “mixed race.” Other groups represented include 10% with some Native American heritage, 3% Hispanic and 2% Asian.
3. About 50% of the children served have been exposed to at least one form of abuse, be it drug abuse, alcohol abuse, physical abuse and/or emotional abuse. Recent evaluations indicate that 21% of the children have one or more family members incarcerated, which creates a disproportionately high chance for these children of delinquency, drug or alcohol abuse, school problems, and eventually being in prison themselves.
4. More than half of the children served live in East Lawrence or Southeast Lawrence. Relocation of the BBBS office to the Moodie Road building would benefit those clients from our closer proximity to their homes.
5. Big Brothers Big Sisters fills a critical need in the Lawrence community for adult friendship and mentoring to children in at-risk environments. A lease with the City of Lawrence to utilize this CDBG building at minimum rental would allow the agency to focus resources on the core mentoring program for this target population and minimize facility expenses.

**E. Qualifications of Program Staff**

1. The Program Director and Case Managers work directly with the client children and volunteer mentors. BBBS requires that they have college degrees, usually in a Social Work area. Case Managers process the intake of children, perform intensive confidential screening interviews of volunteer mentors, make the matches and provide continuous supervision of the matches.
2. All of the Case Managers have completed KS BBBS required training and have at least one year of service with the agency. The Program Director has four years experience with Big Brothers Big Sisters and two years service as Director.

**II. Information on Building Utilization**

**A. Proposed Use of the Building**

1. BBBS’ purpose and only focus is to arrange and make matches between at-risk children and carefully-screened caring adult volunteer mentors. BBBS needs a facility with adequate working space to accommodate a regular flow of volunteers, children and families, and to directly work with client children and volunteer matches. The Moodie Road building as currently configured is ideally suited to that purpose, as rooms previously used as clinic rooms would be excellent interview rooms and/or private offices. The large central meeting room and at least one larger office would serve as training and additional interview space.
2. BBBS would fully utilize all of the building from the point of occupancy with these specific uses by the Case Managers and Program Director.
  - a. Confidential screening of volunteers, including extensive and in-depth interviews and background checks.

- b. Detailed intake interviews with client children and their parents
- c. Matching of client children with selected volunteer mentors
- d. Monthly supervision interviews during the life of the match
- e. Information and orientation meetings with prospective volunteers
- f. Training programs for volunteers and safety training for families
- 3. Other uses will include:
  - a. General administration
  - b. Financial, bookkeeping and general office management
  - c. Fundraising and public relations planning and materials development
  - d. Staff meetings and staff training
  - e. Meeting space for the Board of Directors and various support committees

**B. Space Requirements** – Specifically, the needs are:

- 1. Meeting space for making matches and private interview rooms for intake and supervision discussions with children, families and volunteers.
- 2. Private offices for the Program Director and four Case Managers.
- 3. Office for Executive Director.
- 4. Office or work area for Development and Public Relations Coordinator and associated part-time staff and volunteers.
- 5. Space for Office Manager and financial records.
- 6. Files and storage space.

**C. Planned Modifications to Meet the Proposed Use**

- 1. Attached is a floor plan indicating the proposed allocation of space and modifications that BBBS would make if granted a lease.
- 2. The current floor plan is usable as is, with little need for any modifications. One hallway door by the west bathroom, closed off by the previous tenant, would be re-opened. This work can be done by volunteer help as no electrical or plumbing is involved.
- 3. Flooring – Flooring as it exists is usable. BBBS has a commitment for a donation of carpeting for the three clinic rooms, the former kitchenette, and the NE corner room in a style consistent with existing carpeting. There is also a section of carpet missing in the front office that needs to be patched or covered.
- 4. Walls - All rooms will need to be patched and painted to freshen the interior appearance. BBBS will provide the materials and volunteer labor for that project. We would also remove the glass partitions on the front lobby counter to open up the lobby.
- 5. Plumbing
  - a. In the corner of four rooms are small cabinets with sinks. BBBS plans to remove those sinks and cabinets with the assistance of a licensed plumber to close off the water and drains according to code. Access panels would cover the connections allowing future use.
  - b. The sink in the kitchenette on the south side of the building also requires attention where a pump is used to move waste water to the drain system. This pump is apparently inoperable. Our plan for this room would be to close off the plumbing and convert the room to either a small office or storage.

- c. One counter with sink in the alcove on the north side would be removed and the plumbing properly closed off. This area would replace the kitchenette noted above that would revert to office space.
    - d. Sinks, counters, and cabinets that are removed can be used by the City or perhaps be donated to Habitat for Humanity's ReStore.
  - 6. Electrical – There are no special requirements for our operations. The electrical supply appears to be adequate for general office operations. BBBS has no unusual loads, operating only standard office equipment and computers.
  - 7. Phones and networking – BBBS has its own internal phone system and networking system which will be transferred to this location. The building has some computer network cabling in place. BBBS will need additional extensions for both networking and telephones. Any required cabling work for additional extensions would be under the direction of a licensed electrician.
- D. Compatibility with Current Land Use Requirements.**
- 1. We see no conflict for BBBS with the existing designation of the building for social services and its location in the neighborhood. BBBS' intended use as the number of staff and normal client activity would not exceed the design of the building and parking areas.
  - 2. The building design is readily adaptable to BBBS' primary need for private interview space, for meeting space to match volunteers and children, and for regular supervision meetings with parents, children and mentors.
  - 3. The open grassy areas to the south of the parking lot may offer an opportunity for occasional outdoor events which is not possible at our current location. The nearby park at 19<sup>th</sup> and Haskell also provides a location for match activities.
  - 4. Parking as configured is adequate. The nine spaces in the south lot can accommodate normal staff. The north lot would be designated for client and volunteer usage. Some on-street parking and a grassy margin to the south is available for the occasional need for additional parking.
  - 5. Current accessibility requirements appear to meet ADA compliance.

### **III. Financial Management**

Relocation of the BBBS office is simply that – a relocation of operations necessitated by the expiration of our lease. There would be no changes in operations as funded under the current budget, which are very similar to our continuing operations over the last few years. The primary change, in fact the only real change for BBBS, would be the significant reduction in rent costs.

#### **A. Public Support**

- 1. BBBS is supported locally by an advisory board of directors whose primary responsibility is financial support of the agency. The board also provides oversight of operations and management support and guidance.

#### **B. Resources**

- 1. Revenue, whether from donations, fundraising or grants, is banked locally and used only for support of the local BBBS agency. Support for the agency's operations come from four primary sources:
  - a. Three major fundraising events each year: Bowl For Kids' Sake, *Little Moment Big Magic!* Luncheon, and the Gingerbread Festival.

- b. United Way funding.
  - c. A variety of local, state and federal grants, including Alcohol Tax funding from the City of Lawrence, Kansas Juvenile Justice Authority grants, and a federal Mentoring Children of Prisoners grant.
  - d. Unrestricted donations from the general public and several small fundraisers.
- 2. The agency also receives a number of “in kind” donations that help offset costs for fundraisers, activities for the matches, and office operations.
- C. Experience in Providing Financial Means to Maintain the Structure
  - 1. Depending on economic circumstances, annual BBBS budgets over the last five years have ranged from \$350,000 to \$425,000, with the predominate expenses being for staffing, rent and utilities.
  - 2. For more than five years, BBBS has leased space at 1525 West 6<sup>th</sup> Street. The escalating rent arrangement has resulted in a current rent of \$36,000 annually. Elimination of that rent payment allows a percentage of that savings to be allocated to a building maintenance fund. More importantly, income not spent on rent can be used to enhance and expand the core program of mentoring.
  - 3. BBBS currently is responsible for all utilities at the current location, with approximate annual expenditures of \$5,500. From conversations with the previous tenant, we understand that the utility expenses at 1920 Moodie Road have been similar to what we have incurred at our current location. Those basic utility costs are provided for in our current budget.
  - 4. BBBS anticipates relative stability in its funding for the rest of 2010 and into future years. United Way has notified us that our funding for the next two years will continue at current levels. Our state grant from the Kansas Juvenile Justice authority appears to be safe from reduction by the state legislature, though that may change. One major federal grant has been reduced from prior years, and while it may be reinstated, we have not included that funding in our budget against the possibility of its complete elimination. We continue to receive Alcohol Tax funding from the City of Lawrence and plan to reapply this spring.
  - 5. Perhaps most importantly, in times of economic difficulty, our last two major annual fundraising events both exceeded prior year totals, indicating continuing strong support from the community at large.
  - 6. Our agency budgets are regularly included and reviewed as part of grant funding requests such as with the United Way and the District 7 Juvenile Justice Authority.
- D. Detailed Budget for Funds to be Expended
  - 1. Addendum #3 provides a budget summary for 2010.
  - 2. BBBS is preparing several small grant requests to help offset the costs associated with the relocation of the office and to create a reserve until the 2011 budget year.
  - 3. BBBS is negotiating on a contingency basis with plumbing contractors, electrical contractors, and other services for donated supplies and labor to minimize costs associated with preparation of the building for occupancy.
  - 4. BBBS management and the Board recognize that additional costs may be incurred for maintenance and operations for which we are not currently responsible. A specific building maintenance fund was not anticipated at the

time the 2010 budget was prepared, but unplanned expenses can be dealt with on a contingency basis for the balance of 2010. Going forward in 2011, a contingency reserve will be added to the budget to provide a resource for maintenance expenses.

E. Insurance Requirements

1. The RFP requires acceptance of an insurance indemnification clause. BBBS will accept that clause. For the local agency, we maintain property insurance on building contents. KS BBBS additionally provides umbrella coverage on contents and liability. Addendum #4 provides a statement of insurance coverage.

**IV. Financial management capacity of the agency**

- A. Kansas Big Brothers Big Sisters provides both bookkeeping and financial management oversight of all its agencies, under the direction of a governing board of directors.
- B. All financial records, maintained in a KS BBBS-mandated format using QuickBooks, are reviewed monthly by a state agency accountant for accuracy and adherence to standards. These reviews include all revenue and expense transactions, and checking and banking functions. KS BBBS also performs annual audits.
- C. Additionally, KS BBBS provides centralized and shared services such as HR, payroll, health insurance, legal support and liability insurance, auditing, program quality control, information technology support, and similar services. A support fee for these services is significantly less than if the local agency had to provide them.
- D. The agency's executive director, Keith Wood, who has been with the agency almost two years, has more than 30 years of business management and budgeting experience.
- E. Our local Board treasurer Katherine Caughey of Capitol Federal, along with Board finance committee members Brian Occhipinto of Peoples Bank and Don Edman of Central National Bank, monitors and reports to the full Board of Directors on the financial status of the agency.

**V. Proposed contractual arrangement with the city**

- A. BBBS Proposal: to enter into an open-ended renewable contract beginning on or about June 1, 2010 for a negotiated minimal annual rent. Assuming the awarding of a lease, BBBS would request early access to perform the above referenced maintenance and renovation work prior to occupancy.
- B. Lease Term: BBBS estimates a lease and occupancy requirement of three to five years, though it could extend longer. It is the intent of Kansas Big Brothers Big Sisters and the local board of directors to raise funds and obtain a permanent facility owned by the agency, when the economy permits.
- C. City Actions Needed:
  1. Completion of repairs and maintenance needs identified in the City Manager's memo to the City Commission February 5, 2010. Of primary concern for BBBS prior to occupancy are the roofing leaks and parking lots. Sink drainage covers are a minimal problem as all but three sinks would be removed. The HVAC



question of the air return system would need to be discussed as no major interior remodeling is anticipated.

2. Additional request for pre-occupancy maintenance:
  - a. Patch pothole in north parking lot.
  - b. Removal as needed of diseased pine trees on north side of the property.

**D. BBBS Obligations during Term of Lease:**

1. All normal utility costs related to operations including electricity, water, natural gas, trash and similar services.
2. Normal and regular interior maintenance including cleaning, lighting, HVAC service, plumbing, interior surfaces and flooring.
3. Repairs to mechanical systems like HVAC, plumbing and electrical. Decisions on replacement and cost of major mechanical systems in the event of failure to be negotiated with the City.
4. Care of decorative plantings and landscaping.
5. Any costs associated with interior changes or utilization of space, with prior notice and agreement for those changes with the City.

**E. City obligations as landlord for the property:**

1. Exterior maintenance of roofing, exterior walls, exterior lighting, parking areas and walkways.
2. Lawn mowing.
3. Snow removal from parking lots.

## **VI. References**

- A. Douglas County Sheriff Ken McGovern  
111 East 11<sup>th</sup>, Lawrence, KS 66044 (785) 841-0007  
[kmcgovern@douglas-county.com](mailto:kmcgovern@douglas-county.com)
- B. Chief of Fire and Medical Services Mark Bradford  
1911 Stewart Ave, Lawrence, Ks 66044 (785) 830-7000  
[mbradford@ci.lawrence.ks.us](mailto:mbradford@ci.lawrence.ks.us)
- C. Rev. Peter Luckey – Pastor, Plymouth Congregational Church  
925 Vermont Street, Lawrence, KS 66044 (785) 843-3220  
[peterluckey@sunflower.com](mailto:peterluckey@sunflower.com)

## **VII. Statement of Non-Discrimination**

Big Brothers Big Sisters of Douglas County does not discriminate against participants, employees, board members or volunteers in any way because of race, color, religion, sex, sexual preference, age, national origin, qualified disability, or veteran status.

Big Brothers Big Sisters of Douglas County agrees to abide by the provisions of the Kansas Act Against Discrimination as an Equal Opportunity Employer.

Submitted by:

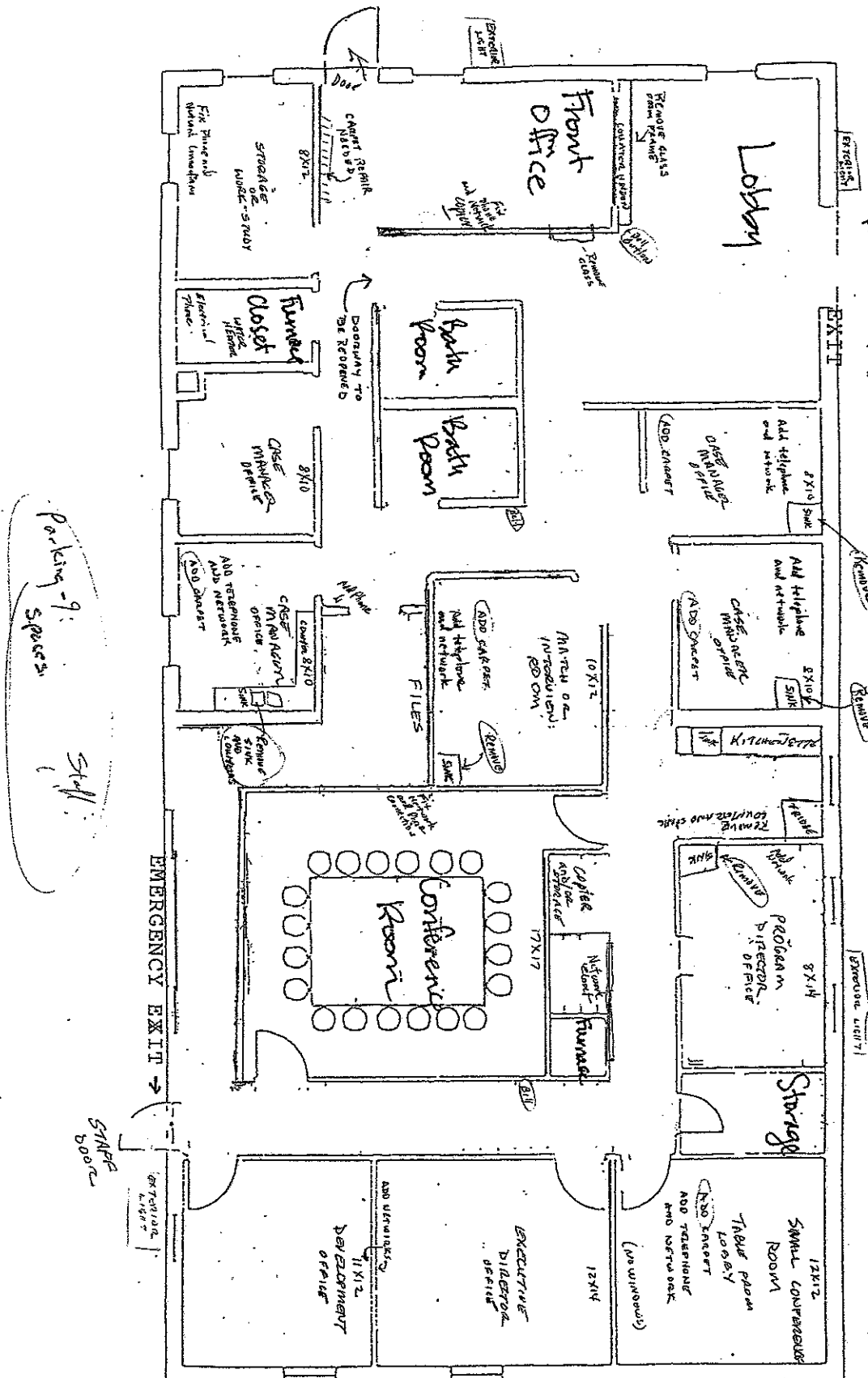
*/s/ Keith M. Wood*  
Keith M. Wood  
Executive Director

April 29, 2010

on street parking - parallel to curb

front Door

North  
↓



Parking - 91  
spaces

Staff

STAFF  
BOOK

**Addenda to RFP for 1920 Moodie Road  
Big Brothers Big Sisters**

**#1. Advisory Board of Directors**

<b><u>Name</u></b>	<b><u>Organization</u></b>	<b><u>Committee Assignments</u></b>
Brian Occhipinto	People's Bank	Finance; BFKS Public Relations
David Adams	Emprise Bank	Board Chair
Denton Nichols	Treanor Architects	Operations Public Relations
Don Edman	Central Bank	Finance Screen Team
Dr. Scott Risley	Chiropractor	Public Relations BFKS
Hank Booth	KLWN and Chamber of Commerce	Public Relations
Joe Tindall	Kids' Stuff Marketing	Public Relations BFKS Chair
Katherine Caughey	Capitol Federal	Board Treasurer Screen Team
Katy Ibsen	World Company	Public Relations BFKS
Ken McGovern	Douglas County Sheriff	Screen Team
Maggie Fieger	InTrust Bank	Board Secretary BFKS; Operations
Marsha Malone	Community Volunteer	Fundraising; BFKS
Matt Lord	Landmark Bank	Public Relations
Shane Munsch	ICL	Operations
Shaun Coffey	Fire Department	Operations; BFKS Screen Team
Rev. Tom Brady	First Methodist Church	Public Relations BFKS

**#2. Community Organizations and Agencies with which BBBS interacts and cooperates to assist client children and families.**

A. Bert Nash, SRS, Kaw Valley Center, The Shelter, Douglas County Department of Youth Services, Ballard Community Center, Boys and Girls Club, and Women's Transitional Care Services (now Willow), all refer children to the agency. Our Case Managers in turn direct our clients to these and other similar agencies for needed services.

B. The Lawrence, Baldwin and Eudora public schools cooperate with BBBS to coordinate our Bigs in Schools program and to provide references for children who would benefit from our mentoring program. We interact also with WRAP, Success by Six, School Resource Officers, Family Resource Specialists, After School Programs and Parents As Teachers. We work with Lawrence Education Achievement Partners (LEAP) which encourages businesses and organizations to become more involved with partner schools.

C. The Douglas County Sheriff, the Lawrence Police, the KU Public Safety Office and the KU Athletic Department partner each year with BBBS to offer a Safety Training camp to more than 100 children.

D. The correctional facilities throughout Northeast Kansas, including Lansing State Penitentiary, Leavenworth Federal Prison, and Topeka Correctional Facility for Women, refer children to our Mentoring Children of Prisoners program.

E. Kansas University and Baker University classes, fraternities and sororities provide activities each year for our Littles. KU's Center For Community Outreach has referred numerous volunteers.

F. As a United Way of Douglas County agency, BBBS networks with other agency directors through the UW agency directors' meetings, participates in capacity building workshops and other activities.

G. The Roger Hill Volunteer Center directs new volunteers to the agency, and refers parents and children.

H. BBBS collaborates with CASA to share volunteer resources and training facilities. Many of our Littles attend summer camps free of charge on CASA scholarships.

I. BBBS has agreements with organizations such as Headquarters, the GaDuGi Center, Bert Nash, and CASA to provide training to our volunteer mentors.

### #3. Budget Summary for 2010.

#### 2010 Budget for Big Brothers Big Sisters of Douglas County

REVENUES	Adjusted for actual allocation	
United Way of Douglas Cty.		\$57,600
Grants: Foundations/Govt/Misc		\$64,060
<i>MCP</i>	\$19,125	
<i>City Alcohol Tax</i>	\$27,000	
<i>7th Judicial District</i>	\$17,560	
<i>Other</i>	\$600	
Civic Groups		\$2,500
Contributions		\$64,150
Fundraisers		\$172,800
Investment Income		\$120
Other: Misc.		\$4,270
<b>REVENUE TOTALS</b>		<b>\$365,725.00</b>
<b>EXPENSES</b>		
Staff Salaries	\$212,584	
Benefits	\$32,760	
Payroll Taxes	\$17,259	
Supplies:	\$3,000	
Telephone	\$3,600	
Postage	\$4,434	
Partial Year Rent	\$12,600	
Utilities	\$5,450	
Equip. Rent/Maintenance	\$7,775	
Printing/Pub/Advertising	\$2,275	
Travel/Meetings	\$7,225	
Memberships	\$1,326	
Service Charges—CC fees	\$1,100	
KS BBBS service fees	\$26,218	
Miscellaneous	\$2,100	
Fundraising	\$16,850	
Insurance	\$250	
Program Activities	\$1,800	
Background Checks	\$6,000	
<b>EXPENSE TOTALS</b>		<b>\$364,606.00</b>
<b>EXCESS (Deficit)</b>		<b>\$1,119.00</b>

Relocation of the BBBS office will require budget adjustments based on expenses specific to that location.

Some expense reductions have already been implemented after the initial budget was prepared, such as travel costs, some payroll adjustments, and other discretionary expenditures.

**#4. Insurance Statement from KS BBBS**

**(See attached document.)**

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
04/13/10

<b>PRODUCER</b> Willis of Greater Kansas, Inc. P.O. Box 206 Wichita, KS 67201 316 263-3211		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> Kansas Big Brothers Big Sisters, Inc. 310 E 2nd St Wichita, KS 67202		<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A: Philadelphia Indemnity Insurance	18058
		INSURER B: Accident Fund Ins Co of America	
		INSURER C:	
		INSURER D:	
		INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY 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 INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	PHPK525468	02/01/10	02/01/11	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COM/OP AGG	\$1,000,000 \$100,000 \$5,000 \$1,000,000 \$3,000,000 \$3,000,000
A		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	PHPK525468	02/01/10	02/01/11	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$1,000,000 \$ \$ \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY; EA ACC AGG	\$ \$ \$
A		<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	PHUB297582	02/01/10	02/01/11	EACH OCCURRENCE AGGREGATE	\$2,000,000 \$2,000,000 \$ \$ \$
B		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WCV6063130	02/23/10	02/23/11	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$500,000 \$500,000 \$500,000
A		<b>OTHER Flexi Plus Five Liability Coverage</b>	PHSD489100	02/01/10	02/01/11	Limits and deductibles shown below	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

\*10 day cancellation notice for nonpayment of premium

Flexi Plus Five Liability Policy:

Directors &amp; Officers Liability - \$2,000,000/Claim; \$1,000 Ded

Employment Practices Liability - \$2,000,000/Claim; \$10,000 Ded

(See Attached Descriptions)

**CERTIFICATE HOLDER**

Kansas Big Brothers Big Sisters  
 of Douglas County  
 1525 W 6th St Ste A  
 Lawrence, KS 66044

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \*30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE





## DESCRIPTIONS (Continued from Page 1)

Workplace Violence Liability - \$100,000/Claim; \$5,000 Ded  
Shared Annual Aggregate - \$2,000,000

This Certificate of Insurance represents coverage currently in effect and may or may not be in compliance with any written contract.

\* The following cancellation conditions always apply:

- 10 days for non-payment of premium
- If policy shown, 10 days for Workers' Compensation for fraud; material misrepresentation; non-payment of premium; other reasons approved by the Commissioner of Insurance