

CONTRACT

This contract is entered into by and between the CITY OF LAREDO, TEXAS, a municipal corporation, acting by and through its City Manager (hereinafter referred to as "City"), and **CHILDREN ADVOCACY CENTER OF LAREDO-WEBB COUNTY**, (hereinafter referred to as "Organization"), pursuant to the city's authority to provide for the public health and welfare of its residents, as approved by the City Council on October 6, 2025.

Section 1: SCOPE OF SERVICE

The Organization shall utilize funds to provide payroll support for services pertaining to forensic interviews, crime victim compensation, court training, child advocacy, etc. as described and set out in the scope of services which is attached hereto as **EXHIBIT 1** and made part of this contract as if incorporated herein. To the greatest extent practicable and to the extent permitted by law, the Organization shall, in providing the services described in the scope of services, periodize referrals received from the City.

Section 2: PERFORMANCE STANDARDS

The Organization shall meet those performance standards described and set out in the "Goals and Objectives," attached hereto as **EXHIBIT 2** and made a part of this contract as if incorporated herein, that are activities or events intended to promote economic development, health and welfare, and/or education. Event must be an in-person event (virtual events are not applicable), event must materialize within the contract period specified in section 3, event must follow all health guidelines as required by the City of Laredo. Organization agrees to make any necessary changes deemed by City to be necessary and in the best interest of public health.

Section 3: TERM

This contract is for a term of one year beginning on October 1, 2025, and ending on September 30, 2026.

Section 4: CONSIDERATION

Subject to compliance with the terms of this contract, the City agrees to pay not more than **\$15,000.00** for the services provided by the Organization during the term of this contract as follows: For services rendered, the City shall pay the Organization the amount of **\$3,750.00** per quarter, or that amount actually billed the City by the Organization for the quarter in question to exceed **\$15,000.00**. If the Organization should bill less than **\$3,750.00** for any quarter, the difference in amounts may accumulate. The Organization may bill the City for services rendered for that quarter, and additional accumulated amounts in order for the full contract amount to be realized so long as such billings are for services rendered.

Section 5: METHOD OF PAYMENT

The City shall reimburse the Organization for services provided upon submission of a written request for payment to the Nonprofit Management and Volunteer Center on a quarterly basis, no later than the 15th calendar day following the end of each quarter. Each request must include: (1) a statement of services rendered during the reporting period; (2) the amount requested; (3)

supporting documentation such as invoices, receipts, and proof of payment; (4) proof of Active Liability Insurance; (5) **EXHIBIT 3** (Request for Reimbursement and Detailed Quarterly Expense Report); and (6) the volunteer match hours corresponding to the requested amount. Only eligible expenses will be reimbursed by the City. Failure to use funds in accordance with these requirements shall result in immediate repayment and may disqualify the Organization from future funding. All request for reimbursement have a final deadline of **October 15, 2026**; failure to submit complete request will result in denial of reimbursement.

Section 6: CONFLICT OF INTEREST

No officer or employee of the City and no member of the City governing body and no employee of the Organization and no member of the Organization's governing board and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his personal pecuniary interest. Organization covenants that it presently has no interest and shall not acquire any interest, either direct or indirect, which would conflict in any manner or degree with the provisions of this contract.

Section 7. VOLUNTEER HOUR MATCH REQUIREMENT

The Organization agrees to provide volunteer hours as a condition of receiving City funding. For every \$1,000 in funding, the organization must contribute 10 volunteer hours. Hours must be performed in City-approved activities benefiting the community, recorded on the official Volunteer Hours Log, and verified by designated City staff. All hours must be completed and reported within the same fiscal year of the award. Failure to comply may result in denial of reimbursement and forfeiture of funding for the fiscal year. For additional information refer to the Community Development Department – Third Party Funding and Volunteer Program guidelines.

Section 8: INDEMNIFICATION

CONTRACTOR SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY AND ITS OFFICIALS, EMPLOYEES AND AGENTS (COLLECTIVELY REFERRED TO AS "INDEMNITEES") FROM AND AGAINST ALL LOST, COSTS, PENALTIES, FINES, DAMAGES, CLAIMS, EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) OR LIABILITIES (COLLECTIVELY REFERRED TO AS "LIABILITIES") BY REASON OF ANY INJURY TO OR DEATH OF ANY PERSON OR DAMAGE O OR DESTRUCTION OR LOSS OF ANY PROPERTY ARISING OUT OF, RESULTING FROM, OR IN CONNECTION WITH: (1) THE PERFORMANCE OR NON-PERFORMANCE OF SERVICES CONTEMPLATED BY THIS CONTRACT BUT ONLY TO THE EXTENT CAUSED BY THE NEGLIGENT ACTS, ERRORS, OMISSIONS, INTENTIONAL FORTS, OR A FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY CONTRACTOR OR CONTRACTORS' AGENT, CONSULTANT UNDER CONTRACT, OR ANOTHER ENTITY OVER WHICH CONTRACTOR EXERCISES CONTROL, OR ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS (COLLECTIVELY REFERRED TO AS "CONTRACTORS") AND/OR (2) THE FAILURE OF CONTRACTOR TO COMPLY WITH ANY OF THE PARAGRAPHS OR PROVISIONS OF THIS CONTRACT OR CONTRACT DOCUMENTS, OR THE FAILURE OF CONTRACTOR TO CONFORM SERVICES OR WORK TO STATUTES, ORDINANCES, OR OTHER REGULATIONS OR REQUIREMENTS OF ANY GOVERNMENTAL AUTHORITY, FEDERAL, STATE, OR LOCAL, IN CONNECTION WITH THE PERFORMANCE OF THIS CONTRACT. CONTRACTOR EXPRESSLY AGREES TO INDEMNIFY AND HOLD HARMLESS HE INDEMNITEES, OR ANY OF THEM, FROM AND AGAINST ALL LIABILITIES WHICH MAY BE ASSERTED BY AN EMPLOYEE OR FORMER EMPLOYEE OF CONTRACTOR, OR ANY OF ITS SUBCONTRACTORS, AS PROVIDED ABOVE, FOR WHICH CONTRACTORS' LIABILITY TO SUCH EMPLOYEE OR FORMER

EMPLOYEE WOULD OTHERWISE BE LIMITED TO PAYMENTS UNDER STATE WORKERS' COMPENSATION OR SIMILAR LAWS. NOTHING HEREIN SHALL REQUIRE CONTRACTOR TO INDEMNIFY, DEFEND, OR HOLD HARMLESS ANY INDEMNITEE FOR THE INDEMNITEE'S OWN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT. ANY AND ALL DISCHARGE OF ALL OTHER OBLIGATIONS OWED BY THE PARTIES TO EACH OTHER HEREUNDER AND SHALL APPLY PROSPECTIVELY NOT ONLY DURING THE TERM OF THIS CONTRACT BUT THEREAFTER SO LONG AS ANY LIABILITY COULD BE ASSERTED IN REGARD TO ANY ACTS OR OMISSIONS OF CONTRACT IN PERFORMING SERVICES UNDER THIS CONTRACT.

Section 9: INSURANCE

The Organization shall maintain such insurance as will protect it from any and all claims under the Worker's Compensation Laws of the State of Texas. The Organization shall maintain such insurance as will protect the Organization from claims for damages to because of bodily injury including death and from claims for damage to property which may arise out of and during the conduct of the Organization's business, services, and activities. To this end, the Organization shall have and keep in effect during the term of this contract, public liability and property damage insurance in the amount of not less than **\$1,000,000.00**. Copies of such certificates of insurance as reflect the above required coverage shall be made a part of this contract as **EXHIBIT 4**. Any failure of the Organization to maintain the specified insurance coverage's during the term of this contract shall mean automatic termination of the contract. Failure to utilize the money in such manner shall require immediate reimbursement and potential disqualification form future awards.

Section 10: PURCHASING POLICIES

The Organization agrees to purchase needed goods and services in a competitive manner by using procedures for purchases that are equal to or better than the purchasing procedures used by the City. A copy of the Organization's purchasing policies and procedures in attached as **EXHIBIT 5**.

Section 11: EQUAL OPPORTUNITY

- A. Non-Discrimination. The Organization agrees that no person shall be excluded from or denied the benefits or be subjected to discrimination under any program or activity of the Organization, on the grounds of race, religion, national origin, color, sex, physical handicap, political affiliation, age, or familial status.
- B. Nonsegregated Facilities. The Organization certifies that all employee facilities under its control are provided in a manner that segregation, whether by habit, local custom, or otherwise, and whether on the basis of race, religion, color, handicap, age, sex, national origin, political affiliation, or familial status, cannot occur. Further, the Organization certifies that it will not assign or permit employees to perform series at any location under its control facilities are segregated.
- C. Employment. The Organization will not discriminate against any employee or applicant for employment because of race, religion, color, handicap, age, sex, national origin, political affiliation, or familial status, and will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to any of the same factors, moreover, the Organization will state in all solicitations or advertisements for

employees that all qualified applicants will receive consideration for employment without regard to the factors listed above.

Section 12: COMPLIANCE WITH LAW

The Organization shall comply with all applicable State and Federal Laws, the ordinances of the City of Laredo, and will obtain and pay for all necessary permits, licenses, and any copyright fees.

Section 13: FUNDS ACCOUNTABILITY

The Organization will account for expenditures under this contract in such a way that Organization income and expenses can be readily identified and audited and can be easily separated from other financial activities of the Organization. Any expenditures of the Organization which are allocated to this contract shall be distributed based on the requirements and activities of the Organization will carry out the scope of services in **EXHIBIT 1** in accordance with the detailed estimated budget per line item attached hereto as **EXHIBIT 6**. Any adjustments to the annual budget as submitted shall be approved by the Organization's Executive Board. Copies of such adjustments, as approved, shall be submitted to the City in writing within (15) calendar days of such approval. Any such adjustments in excess of 25% of the total budget will be subject to City approval within (30) calendar days of notice of such change to the City Manager.

Section 14: REPORTING REQUIREMENTS

The Organization shall provide a written report within 15 calendar day with the second quarter reimbursement report and one at the end of the fourth quarter with the reports being due no later than **April 15, 2026/October 15, 2026**. Such reports will include accomplishments during the quarter, and a financial report showing in reasonable detail how funds have been expended, and for what purposes, and beneficial results thereof. Such quarterly reports shall be submitted along with the Financial Status Quarterly Report required by section 5, above.

The Organization shall submit the following to the City as soon as possible following the end of the Organization's fiscal year: (1) an annual report which shall set out clearly the kinds of services provided and the goals and objectives met during the term of this contract, and (2) annual audited financial statements which meet generally accepted accounting principles (GAAP). The financial statements must be audited in accordance with the City of Laredo's established policy.

Section 15: RIGHT OF TERMINATION

The City Council may terminate this contract at any time, upon thirty (30) calendar days written notice to the Organization. Upon termination of rental agreement and unused budget amount will be unobligated from this contract.

Section 16: AUDIT AND INSPECTION OF RECORDS

The Organization agrees to provide access to an authorized representative(s) of the City to the files and records of the Organization. All financial records shall be maintained in accordance with generally accepted accounting principles (GAAP). All files and records shall be clearly identified and readily accessible during reasonable working hours. The Organization further agrees to retain

the records for three (3) years and (90) calendar days after the conclusion of this contract or after final payment under this contract, whichever is later.

Section 17: LIMITATION ON FUNDING

The City Council reserves the right to reduce the consideration under this contract at any time. Any additional request for City support is subject to adhere to a fee schedule cost to the organization.

Section 18: STATUTORY COMPLIANCE

The work program and the budget have been determined utilizing the provisions of the governing state law authorizing the appropriate use of City monies. It is these statutory guidelines and limitations which govern the work program under this contract. The Organization shall be responsible for ensuring that any and all expenditures are in compliance with this contract.

Section 19: CONTRACT AMENDMENT

Any amendment to this contract must be in writing and, be signed by both parties. Any increase or decrease to the estimated approved line items will not require an amendment while the budget amount stays the same but the agency must inform the department via e-mail, or letter of the proposed change. A change in the approved scope of services, or an increase to the approved budget will require a contract amendment and approval by City Council. No amendments will be approved after **July 15, 2026**.

Section 20: AGENCY AND GRANT MANAGEMENT

The Organization shall make available a member of its management staff or board to attend (1) training on the expectations and requirements to be held after council approval of execution of contracts. Additional training seminars will be made announced through the City of Laredo Nonprofit Management and Volunteer Center.

Section 21: CONTRACT DEFAULT

If the Organization shall default in the performance of any of the terms or conditions of this agreement, it shall have thirty (30) calendar days after receiving written notice to cure such default. If the Organization fails to cure its default within such period of time, then City shall have the right to terminate this agreement. If this agreement is terminated, then City will not be responsible for obligations incurred by the Organization after the Organization receives written notice of termination or unless there was an eligible encumbrance or other legally binding obligation which existed prior to receipt of a written notice of termination. Should the Organization not adhere to any of the requirements in the signed contract the monies allocated to the Organization shall be reduced for the following year by 10%.

Section 22: DISPARAGEMENT

Each of the Parties covenants and agrees that during the term of this Agreement, and or for one year after the termination hereof, none of its respective officers, employees or directors shall in any way defame, slander, or publicly criticize, disparage, or make any negative statement, whether

orally or in writing, about the other Party or such other Parties' officers, employees, directors or business practices.

Section 23: EVENT PASSES

The Organization/Corporation shall provide the City at no charge and upon request with a minimum of twenty-four (24) VIP tickets/admission passes to any event hosted or co-hosted by the Organization for officials hosts (members of city council, management, or city staff) and their spouse/guest that have confirmed their attendance at least three (3) days before the event. These tickets/admissions passes will be provided in order to allow the official hosts for the City of Laredo and their spouse/guest the opportunity to be represented at the events. The Organization further acknowledges and agrees to provide additional tickets/admission passes for any City staff, speaker, presenter, or special guest that has been identified by the City of Laredo as being pertinent to the event and that has confirmed their attendance at least three (3) days before the event.

Section 24: CONTRACT NOTICES

All notices required to be given under this contract shall be mailed or personally delivered, as follows:

CITY OF LAREDO

Joseph W. Neeb
City Manager
City of Laredo
1110 Houston St.
Laredo, TX 78040

ORGANIZATION

Children's Advocacy Center
Chairman or Executive Director
111 N. Merida
Laredo, TX 78043

SIGNED by the parties, in triplicate originals on the 16th day of December, 2025.

CITY OF LAREDO

By: Joseph W. Neeb
Joseph W. Neeb
City Manager

ORGANIZATION

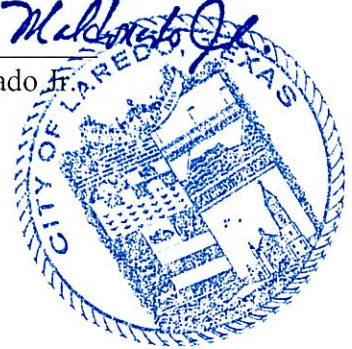
By: Cordelia Perez
Board Chair or Executive
Director

APPROVED AS TO FORM

By: Rodriguez Morales
for Doanh "Zone" T. Nguyen
City Attorney

CERTIFIED

By: Mario I. Maldonado Jr.
Mario I. Maldonado Jr.
City Secretary



EXHIBIT

1

List of Programs/Services Provided (10 points)

Please list ONLY services or programs that are the subject of the funding request.

Program	Service Provided
Forensic Interviews	Conducted by a specially trained professional, interviews are recorded on DVDs and viewed by investigating agency or agencies. Interviews are conducted for each child who has disclosed abuse and for those who are at risk of abuse. The investigating agency must be present to view the interview. This is to prevent the child from being re-traumatized with multiple interviews.
Crimes Victim, Compensation Applications	A Victims Services Coordinator completes forms for families who are victims of a crime and submits the forms to Texas Attorney General's Office for compensation of expenses associated w/the alleged abuse. The VSC also facilitates all other needed social/medical services.
Court School Training	The Child Advocate prepares the child and non-offending family members for the trial experience by means of an established curriculum model designed especially for this purpose.
Child Advocacy	The Child Advocate accompanies child victim to court and remains with child and family during the entire trial.
Medical Appointments	The Victims Services Coordinator sets medical appointments for children who have been sexually abused. Children receive specialized examinations when needed.
Multi-Disciplinary Team	On a weekly basis, the multi-disciplinary team reviews investigations of the cases for possible presentation to the District Attorney's office for prosecution.
Community Awareness and Outreach	Staff conducts community presentations on child abuse prevention and intervention and CAC programs. The outreach throughout the year raises awareness about issues related to child abuse.
Annual Child Abuse Conference	A conference is scheduled every April, focusing on child abuse issues, prevention, interventions, investigations and prosecution, CAC/MDT protocols for education professionals, first responders, community leaders and the general public. Our next conference will be held Thursday, April 3, 2025 at Texas A&M International University.
State-wide Intake Program	New to our CAC in January of 2016, was the Multi-Disciplinary Team Enhancement (MEP) Program. CAC staff reviews all state intakes of child abuse and refers those that meet sexual or serious physical abuse criteria to the CAC for forensic interviews and other services. They coordinate with CPS and law enforcement to ensure that no child falls through the cracks without getting the attention they deserve.
Family Advocate	Facilitates the Center's annual recreational calendar, provides community education on child abuse topics throughout the community.

EXHIBIT

2

2025 City of Laredo 3rd Party Funding Application

Goals and Objectives (30 points)

For each of your programs, please list the goals that your agency has set for the funding period and how it plans to achieve them. The objectives must be specific and measurable. These will be reviewed at a mid-year assessment by committee. Please include the Annual Report with the Goals and Objectives. **(Report must include how last FY funds were expended)**

PROGRAM	GOAL	OBJECTIVE	PERFORMANCE MEASURES
<i>Name of current or new program.</i>	<i>Definition: These describe generalized outcomes that you envision your organization will achieve.</i>	<i>Definition: These are specific tasks and activities that are set out to meet your goals.</i>	<i>Definition: The indicator that will be used to measure success. It could be a set rate (percentage) or an increase/decrease level from one period to another. ____ % or ____ #</i>
Forensic Interview	To reduce the trauma experienced by the child victim in recounting details surrounding the alleged abuse.	The child victim will receive a forensic interview conducted by a specially-trained professional in a child friendly setting.	On an average, 28 interviews will be conducted, taped per month, equals a total of approximately 340 per year. Forensic interviews are recorded on to a digital video disc (DVD) and viewed by the investigating agency (law enforcement) and/or agencies.
Victim Assistance Service	To provide relief to children and non-offending family members that have suffered abuse by facilitating access to the office of the Attorney General funds, available to victims of crime.	The Director of Program Services and/or Child Advocate will assist non-offending family members with the completion of compensation forms and will submit to the Texas Attorney General for compensation of costs associated with medical, therapeutic, and other relevant expenditures. The DPS /or CA will assist family members with referrals to relevant social service agencies for needed services, i.e. medical exam for sexual abuse victim.	It is projected over four-hundred (400) applications for victim compensation will be provided in FY 2025-2026. An equal number of referrals for relevant social services will be processed, as needed.
Child Advocate	To provide the child victim and non-offending family members with a compressive support system that prepares them for the court room experience.	The child advocate will serve as a mentor for the child victim and family, utilizing the Court School curriculum to prepare them for the court trial experience, and accompanies the child and family throughout the duration of the trial.	Every child victim preparing for trial will take part in the Court School program and will be accompanied throughout the duration of the trial by the Child Advocate.

2025 City of Laredo 3rd Party Funding Application

<p>Multi-Disciplinary (MDT) Review</p>	<p>To obtain justice for the child victim by developing and prosecuting a case against the alleged perpetrator, if the evidence warrants this action.</p>	<p>To conduct multi-disciplinary team reviews all evidence resulting from the investigation of alleged child abuse cases, for possible prosecution of the alleged perpetrator</p>	<p>On a weekly basis, the multi-disciplinary team reviews investigations of the cases for possible presentation to the District Attorney's office for prosecution. The MDT is scheduled to meet weekly, approximately thirty-three (33) times a year, to facilitate progress of on-going investigations of alleged abuse cases. The MDT will staff a minimum of forty (40) cases per month.</p>
<p>Community Outreach and Training</p> <ol style="list-style-type: none"> 1. "A Closer Look at Child Abuse and a Discussion of What We Must Do to Protect Our Children." (Educators & Diverse Community Audiences) 2. "P.S., It's My Body."(Elementary Students) & "Breaking the Silence." (Secondary Students) 3. Annual Conference: "It Takes the Team to Protect a Child" 	<p>To educate diverse segments of the community on child abuse awareness and prevention topics.</p>	<p>First responders (law-enforcement, child protective services, campus principals, counselors, nurses) will participate in a specially designed training program presented at diverse community facilities. Elementary and middle school students will participate in a curriculum program, "P.S., It's My Body," & "Breaking the Silence," designed to equip them with personal safety tools and techniques A conference designed for professionals and para-professionals who work with children will be held in April, child abuse prevention month. Adults & children will participate in this nationally acclaimed child safety program.</p>	<p>A minimum of fifty-five (55) presentations will be scheduled per year, addressing both adult and student groups. (Depending on access to the schools)</p>

EXHIBIT

3

EXHIBIT

4



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/22/2025

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 BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE 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, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GSM Insurors PO Box 1478 Rockport TX 78381	CONTACT NAME: PHONE (A/C, No, Ext): 361-729-5414 FAX (A/C, No): 361-729-3817 E-MAIL ADDRESS: info@gsminsurors.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Childrens Advocacy Center of Laredo 111 N. Merida Laredo TX 78043	CHILADV-01 INSURER A: Philadelphia Insurance Co 18667	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** 898311564 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD: WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<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"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Employee Dishon	Y	Y	PHPK2636732-011	12/14/2024	12/14/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Empl Dishonesty \$ 490,355
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	PHPK2636732-011	12/14/2024	12/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	PHUB893831-011	12/14/2024	12/14/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ PER STATUTE OTH-ER
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Flex 5	Y	Y	PHSD1833772-009	12/14/2024	12/14/2025	see below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Blanket Additional Insured including Waiver of Subrogation on the General Liability, Auto Liability and Umbrella Liability as required per written contract.
 Umbrella is follow form.
 30 day NOC
 Flex Five Policy:
 D&O \$2M - retention \$2500
 EPLI \$2M - retention \$5000
 Fiduciary Liability - Included
 Internet Liability - Included
 See Attached...

CERTIFICATE HOLDER Children's Advocacy Center 1501 W. Anderson Ln Austin TX 78757	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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EXHIBIT

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Children's Advocacy Center of Laredo-Webb County

Financial Policies and Procedures Manual

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Introduction

The purpose of the financial policies and procedures is to fulfill the organization's mission in the most effective and efficient manner while remaining accountable to donors, clients, partner agencies, employees, and the community. In order to accomplish this, the CAC is committed to providing accurate and complete financial data for internal and external use by the Executive Director and the Board of Directors. The CAC will utilize the following financial policies and procedures to create a system of strong internal controls, safeguard the financial resources of the Center, and protect staff and board members from accusations of misappropriation of funds.

The policies and procedures may be revised by the finance committee of the Board based on the recommendations of the Executive Director as required for more a efficient control and operation of the finances of The Children’s Advocacy Center of Laredo-Webb County. All revisions must be approved by the Board of Directors.

Accounting Principles

All financial resources must be accounted for using generally accepted accounting principles. Grants, contributions, and donations must be accounted for in accordance with requirements of the contributor, or if there are no specific requirements, in accordance with generally accepted accounting principles.

Fiscal Year

The fiscal year begins September 1st of each year and ends August 31st.

Allocation of Costs

All costs, to the extent possible, should be charged to the program(s) or function(s) for which they are incurred. Some costs, such as expenses used in the overall management of the organization, are not identifiable with a specific program or activity, but are indispensable to the conduct of those activities and the organization’s existence. These operation costs will be allocated using a chart of accounts.

Authority

The Board is ultimately responsible for the financial management of all activities. The Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Directors. The Executive Director is responsible for the day-to-day financial management of the organization and is authorized by the Board to hire and supervise staff, pay bills, receive funds, and maintain bank accounts.

The Board Chair, Vice-Chair, Treasurer, Secretary and Executive Director are authorized to act on behalf of the CAC to sign contracts, leases, and other legal documents which obligate the organization. The Board will be informed of any such actions within 30 days of signature. The Executive Director must have written authorization from the Board Chair or Executive Committee before signing contracts, leases, or legal documents.

Budget

An annual budget will be approved by the Board of Directors by August 31st of each year for the following fiscal year. The Finance Committee will develop the budget by reviewing the current

year's budget and actual and anticipated income and expenses. The Board of Directors will review the budget and financial reports prepared by an independent accounting firm at each regularly scheduled meeting to monitor actual versus budgeted expenses.

Reserves

A reserve fund for operating expenses will be established in a separate bank account upon approval by the Board of Directors. Use of reserve funds must be approved by the Board.

Conflict of Interest

In order to protect the integrity of the center, Board members or employees who have a financial interest, benefit, or gain in any business or organization doing business with the Center will declare to the Board such potential conflict of interest and remove themselves from any related decision-making discussion or voting.

Bank Accounts

All bank accounts will be opened and maintained in the name of the Children's Advocacy Center of Laredo-Webb County.

All revenues will be deposited promptly in an appropriate account.

Bank accounts will be established as needed following appropriate corporate resolution by the Board.

When appropriate, the Executive Board may authorize the purchase of Certificates of Deposit (CDs) with the approval of the Board. These CDs may be redeemed as necessary and the funds transferred to the operating account with the approval of the Board.

All funds must be maintained in insured institutions up to the maximum insured amount.

Bank statements will be reconciled to the accounting reporting software file in-house within two weeks of receipt by the Associate Director of Finance/HR and reviewed and signed by the Executive Director. A backup copy and accountant's copy of the accounting reporting software file and bank statements will be submitted to the Board-selected contract accountant each month for an independent review and reconciliation. The Treasurer will present to the Board monthly financial statements prepared by the accountant at regularly scheduled Board meetings. The statements will show, at a minimum, year-to-date budget versus actual income and expenses. All financial reports must be approved by the Board.

There will be a minimum of four authorized signers on the checking account: the Executive Director, the Board President, the Board President-Elect, the Board Treasurer, and additional board members approved in writing by the Board. Checking account signature cards will be reviewed annually and changes will be made when any authorized signers are no longer able to serve.

Mail should be opened daily and date stamped with checks received additionally marked "for deposit only" upon receipt. Check stubs attached to a check will be retained and stapled to any

correspondence received with the check and filed appropriately. In the absence of a check stub, the check will be copied and the copy will be stapled to correspondence and filed appropriately.

Checks received will be deposited into the Center's account within one business day of receipt whenever possible. Deposit tickets will be prepared in duplicate. The copy validated by the bank will be stapled into the deposit book and made available to the Board Treasurer for review.

Any cash receipts or donations received will be counted by a staff member designated by the Executive Director and the Executive Director. All receipts will be deposited into the checking account within one business day whenever possible. All cash or check receipts will be kept in a locked cabinet in the Associate Director of Finance/HR's office until deposited.

Check Issuance

The Executive Director has the authority to commit agency funds for the purchase of goods and services and to approve payment of related invoices for any item(s) under \$5,000 and all expenditures that are approved by the Board as part of the agency's annual budget. Expenses above and beyond the Board-approved operating budget must be approved in writing by the Executive Board before being purchased. All checks require a second authorized signature on the check, one of whom must be a Board member identified as an authorized signer. If the Executive Director is unavailable to sign a check, checks will be signed by two authorized signers. Payment of invoices should be postponed until the Executive Director is available, but advances that are required for immediate travel should be processed.

Only pre-numbered checks imprinted with CAC name and address will be used. Blank, unused checks will be kept in a locked cabinet in the Associate Director for Finance/HR's office. No checks will be signed in advance of completion or made payable to "cash" or "bearer." If any check(s) are missing, they must be reported to the Executive Director immediately.

Checks will be prepared from properly authorized bills, invoices, or employee expense vouchers. All checks must include an invoice number and/or explanation of the payment clearly written on the check, and all expenses must be properly coded with a General Ledger number.

All invoices and documentation must be reviewed by the Executive Director, and invoices should be paid within 30 days, take advantage of any available payment discounts, and be reviewed carefully to ensure sales tax is not being charged. All invoices will be clearly marked "paid" with the check number and date of payment and filed appropriately.

Voided Checks

Should it be necessary to void a check, the word "VOID" will be marked across the face and the signatures. Voided checks should be approved by the Executive Director and filed in numerical sequence with paid checks. The Executive Director may void any check that has been outstanding more than 90 days.

Independent Contractors

When The Children's Advocacy Center of Laredo-Webb County finds it either necessary or more efficient to contract services an appropriate independent contractor agreement must be executed.

Petty Cash

The Executive Director is authorized to maintain a petty cash fund in an amount not to exceed \$200.00. This amount may be amended in writing by the Board. All disbursements from the petty cash fund must have appropriate documentation and should be logged by the Associate Director of Finance/HR

Inventory

A detailed inventory of all property should be maintained by the Assistant Bookkeeper or anyone else assigned by the Executive Director.

The inventory should include the following:

1. Description of property
2. CAC tag number
7. Location of property

The CAC shall perform an annual inventory. The capitalization threshold for audit purposes will be \$1,000, and assets will be depreciated over their useful life. **Conflict of Interest**

In order to protect the integrity of the center, Board members or employees who have a financial interest, benefit, or gain in any business or organization doing business with The Center will declare to the Board such potential conflict of interest and remove themselves from any related decision-making discussion or voting.

Loans

Use of organizational funds for salary advances or loans to employees, volunteers, board members, or clients is strictly prohibited.

Audit and Tax Returns

An audit will be conducted annually and a minimum of three bids will be solicited from auditors wishing to conduct the organization's annual audit. After review, the Finance Committee will make a recommendation to the Board who must approve the selection of the auditor. The selected auditor will be responsible for all annual tax return filings with the Internal Revenue Service.

Random internal audits by the Treasurer and/or Executive Committee are encouraged.

Safeguarding the Organization's Funds

Every employee in the Organization is primarily responsible for protecting the organization's best interest when expending funds. The responsibilities shared in the overall safeguarding of the Organization's funds are as follows:

- Ensure that funds are not used for any reason other than for the benefit of Children’s Advocacy Center of Laredo-Webb County.
- Make certain that all bills representing legitimate obligations of Children’s Advocacy Center of Laredo-Webb County are paid when due.
- Establish adequate controls to avoid the possibility of duplicate payments.
- Establish adequate controls to ensure procured items or services are delivered prior to being paid.

The Executive Director has the authority to commit agency funds for the purchase of goods and services and to approve payment of related invoices for any item(s) under \$5,000 and all expenditures that are approved by the Board as part of the agency’s annual budget. Non-budgeted expenses must be approved in writing by the Board before being purchased.

Procurement Procedures

The purchases of items and services are divided into several categories:

1. Purchases between \$0.00 and \$249.99
2. Purchases between \$250.00 and \$999.99
3. Purchases between \$1,000.00 and \$4,999.99
4. Purchases between \$5,000.00 and \$9,999.99
5. Purchases over \$10,000.00

The splitting of purchases to remain within a particular tier is not permitted and may result in disciplinary action.

Numbered Purchase Orders will be used for the purchase of all items over \$1,000, and a log will be maintained by Associate Director of Finance/HR.

1. Purchases between \$0.00 TO \$249.99

- a. Items must be approved by the Executive Director.

2. Purchases between \$250.00 TO \$999.99

- a. Items must be approved by the Executive Director.
- b. The Associate Director of Finance/HR obtains a minimum of 3 bids..
- c. The Executive Director chooses the provider based on quality, service, and cost. It is not mandatory to select the lowest bidder if another bid provides a better value to the Center.
- d. The Bid Tabulation Form shall be completed and kept on file with the purchase documentation.

3. Purchases between \$1,000.00 AND \$4,999.99

- a. Secure at least three, written competitive bids, if possible, by sending out a written request for quote which describes the product specifications or services sought.
- b. Vendors solicited, including those who "no bid" must be documented on the Bid Tabulation Form.
- c. If the product or service is available only from a sole source, a memo of justification must be attached to the Bid Tabulation Form. Sole source is rarely an acceptable purchasing methodology.
- d. Complete justification must be given if the purchase is awarded to a vendor other than the low bidder.
- e. Final approval must be made by the Executive Director.

4. Purchases between \$5,000.00 AND \$9,999.99

- a. Secure at least three, written competitive bids, if possible, by sending out a written request for quote which describes the product specifications or services sought.
- b. Vendors solicited, including those who "no bid" must be documented on the Bid Tabulation Form.
- c. If the product or service is available only from a sole source, a memo of justification must be attached to the Bid Tabulation Form. Sole source is rarely an acceptable purchasing methodology.
- d. Complete justification must be given if the purchase is awarded to a vendor other than the low bidder.
- e. Final approval must be made by the Executive Board, with the recommendation of the Executive Director.

5. Purchases over \$10,000.00

- a. Secure at least three, written competitive bids, if possible, by sending out a written request for quote which describes the product specifications or services sought.
- b. Vendors solicited, including those who "no bid" must be documented on the Bid Tabulation Form.
- c. If the product or service is available only from a sole source, a memo of justification must be attached to the Bid Tabulation Form. Sole source is rarely an acceptable purchasing methodology.
- d. Complete justification must be given if the purchase is awarded to a vendor other than the low bidder.
- e. Final approval must be made by the full Board, with the recommendation of the Executive Board and Executive Director.

Children's Advocacy Center of Laredo-Webb County
Bid Tabulation Form

BID #1

Vendor: _____

Person Contacted: _____

Bid Item: _____

Amount: _____

Rebate, if applicable: _____

Total: _____

BID #2

Vendor: _____

Person Contacted:

Bid Item: _____

Amount: _____

Rebate, if applicable: _____

Total: _____

BID #3

Vendor: _____

Person Contacted: _____

Bid Item: _____

Amount: _____

Rebate, if applicable: _____

Total: _____

Credit Card

All purchases made with a credit card must be approved by the Executive Director or Board President and accompanied by a receipt or invoice. Purchases over \$4,999.99 require the written approval of the Executive Board upon recommendation of the Executive Director. Any unauthorized use of the credit/debit card may result in a deduction of the expenditure from the employee's paycheck and, if appropriate, disciplinary action, up to and including termination. Use of the Center's credit/debit card for personal expenses is strictly prohibited and will be grounds for immediate dismissal.

Credit card statements will be reconciled with original receipts/invoices within two weeks of receipt by the Associate Director of Finance/HR and reviewed and signed by the Executive Director.

Accounts Payable

This procedure outlines invoice processing and check disbursement to ensure that proper authorization and recording of payable transactions are completed with maximum accuracy and within the Center's guidelines.

1. Payment terms are net 30 except in special situations which must be properly authorized and documented.
2. Payment dates should be approximately the 10th of the month or as specified by payment terms.
3. All vendors should be instructed to send invoices to
Children's Advocacy Center of Laredo-Webb County
111 N. Merida
Laredo, Texas 78043
4. The Center pays only from original invoices.
5. Mileage reimbursements will be processed by Accounts Payable using the current, official mileage reimbursement rate as published on www.gsa.gov. Requests for mileage reimbursements must be fully documented, signed and approved by the Executive Director prior to payment.
6. Purchase Order Requisition Forms and appropriate documentation are to be used if payment is needed before a purchase can be made or on purchases in which an invoice is not involved such as postage, seminars, or meeting expenses.
7. Account coding of the invoice to insure proper classification of expenditures is the responsibility of the Associate Director of Finance/HR.
8. Upon issuance of a check, a copy of the check is attached to the invoice and filed.

Travel Expenses

Whenever possible, travel expenses for airfare, car rentals, and lodging will be paid directly to the vendor rather than being reimbursed to the employee. Travel expenses must be approved in advance by the Executive Director and must be reconciled with original receipts or proof of expenses for all expenses other than meals which are based on the GSA per diem rate for the city to which the employee is traveling.

Meal, travel, and lodging expenses will not be reimbursed above the published per diem rate listed on the www.gsa.gov website unless expressly approved by the Board. The Executive

Director is authorized to approve lodging expenses above the GSA rate when the hotel at which the conference is being held is above this rate. . Airfare must be obtained at the best possible rate and will only be purchased or reimbursed for coach class or the equivalent. Meals will not be reimbursed to an employee when meals are included in the fee of an event or conference for which the Center has already paid. Alcoholic beverages, entertainment, or telephone calls will not be reimbursed.

Employees may be required to use their personal vehicles for business use and must maintain a minimum of liability insurance coverage at all times. Mileage will be reimbursed on a per mile basis to employees who use their personal vehicles for business use, such as when attending meetings, trainings, buying office supplies, etc. and will be paid at the published rate listed on www.gsa.gov. Employees must submit mileage reimbursement requests in writing at least quarterly and within the same fiscal year to the Executive Director listing the dates, purpose of travel, and odometer readings.

Employees will not be reimbursed for mileage incurred while driving to the Center from home or home from the Center unless the employee is called back to work by the Executive Director after regular business hours to provide emergency assistance to a client or partner agency.

Travel Advances

Travel advances must be approved by the Executive Director for out-of-town travel for Center business. The employee must complete a "Travel Request Form" indicating all planned expenses such as lodging, per diem, and mileage, prior to issuance of the advance. A travel voucher reconciling all expenses should be submitted as soon as practicable upon return but no later than 3 business days following the employees' return.

Payroll

Wages and salaries are paid to the employees bi-weekly with the pay period running from Thursday through the second Wednesday. Employees will submit completed timecards and Grant Personnel Activity Reports to the Accounting Department for review and processing. The employee and Executive Director must each sign the Activity Report.

All leave must be approved in advance by the Executive Director. Leave and payroll records are maintained in the Accounting Department. All paychecks are signed by the Executive Director and require a second authorized signature, one of whom must be a Board member identified as an authorized signer. If the Executive Director is unavailable, checks will be signed by two authorized signers. It is the responsibility of the Accounting Department to prepare and submit payroll tax deposits and reports.

Insert Grant Personnel Activity Report here

Insurance

Directors' and officers', employee professional liability, property, and crime insurance coverage will be purchased annually in the amount required by CAC Texas. The Center will also purchase workplace violence, internet liability, workman's compensation, and an umbrella policy annually in the amount approved by the Board.

Annually, a subset of the Finance Committee will review all insurance policies to determine if the insurance is adequate to meet the needs of the Center and to obtain bids from other insurance carriers, as needed. Changing insurance carriers must be approved by the Board.

The Associate Director of Finance/HR is responsible for maintaining all required insurance documentation and files.

Contract Management Policy

Contract will be made in writing and will be available for review upon request. The Center will monitor all contracts on an annual basis to ensure that all deliverables are met. The results will be documented and maintained per the records retention policy.

EXHIBIT

6



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/8/2025

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 BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE 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, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GSM Insurors PO Box 1478 Rockport TX 78381	CONTACT NAME: PHONE (A/C, No., Ext): 361-729-5414		FAX (A/C, No): 361-729-3817
	E-MAIL ADDRESS: info@gsminsurors.com		
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Philadelphia Insurance Co	18667
INSURED Childrens Advocacy Center of Laredo 111 N. Merida Laredo TX 78043	CHILADV-01	INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 69991774

REVISION NUMBER:

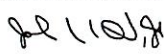
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Employee Dishon	Y	Y	PHPK2636732-012	12/14/2025	12/14/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Empl Dishonesty \$ 490,364
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	PHPK2636732-012	12/14/2025	12/14/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS \$ 10,000	Y	Y	PHUB893831-012	12/14/2025	12/14/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Flex 5	Y	Y	PHSD1833772-10	12/14/2025	12/14/2026	see below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Blanket Additional Insured including Waiver of Subrogation on the General Liability, Auto Liability and Umbrella Liability as required per written contract. Umbrella is follow form.
 30 day NOC
 Flex Five Policy:
 D&O \$2M - retention \$2500
 EPLI \$2M - retention \$5000
 Fiduciary Liability - Included
 Internet Liability - Included
 See Attached...

CERTIFICATE HOLDER**CANCELLATION**

Children's Advocacy Center of Texas 1501 W. Anderson Ln Austin, TX 78757	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ADDITIONAL REMARKS SCHEDULE

AGENCY GSM Insurors		NAMED INSURED Childrens Advocacy Center of Laredo 111 N. Merida Laredo TX 78043	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

Workplace Violence - Included
 \$2M Aggregate All Parts
 Professional Liability \$1M per occurrence \$3M Aggregate AI and WOS included
 Cyber Liability \$2M per occurrence/per aggregate Policy No. KZ406CYLA251 03/11/25-26 AI and WOS included