

## **AGREEMENT FOR PROFESSIONAL SERVICES**

### **St. Paul's Episcopal Cathedral FY 2024-2025**

Pursuant to this Agreement, **The City of Oklahoma City** ("The City") and St. Paul's Episcopal Cathedral, a private nonprofit corporation ("ST. PAUL'S"), agree as follows:

#### **WITNESSETH:**

**WHEREAS**, The City is a municipal corporation organized and existing under the laws of the State of Oklahoma; and

**WHEREAS**, The City wishes to support overflow shelter transportation services during the winter months of November through March to expand the amount of shelter space available for people living outdoors; and

**WHEREAS**, ST. PAUL'S is a nonprofit corporation, organized and existing under the laws of the State of Oklahoma, and of sufficient size to help address this need; and

**WHEREAS**, on this 25TH day of FEBRUARY, **2025**, the City Council approved allocations of funds for winter overflow sheltering services, and has authorized the Mayor to execute all necessary documents in support of these services.

**NOW, THEREFORE**, in exchange for the consideration, covenants, and agreements set forth herein, the parties hereto agree as follows:

### **SECTION 1. DEFINITIONS**

The following words and phrases, when used in this Agreement, shall have the following meanings:

A. "Performance Measures" - the objective measures by which the accomplishment of the Scope of Work and Program Services are reported and measured.

B. "Program Coordinator" shall mean the City employee designated by the City Manager to administer the provisions of this Agreement on behalf of The City, and who shall review the progress of ST. PAUL'S in accomplishing the Program Services, and review other issues and topics relevant to the Program Services and the work of ST. PAUL'S under this Agreement.

C. "Program Services" - the activities to be performed by ST. PAUL'S, as identified in this Agreement, utilizing all or part of the funds allocated by The City for this Agreement.

D. "Support Services" - any and all staff services utilized to perform the Scope of Work and Program Services set forth in this Agreement and provided by ST. PAUL'S staff in support and furtherance of Program Services.

## **SECTION 2. SERVICES TO BE PROVIDED**

ST. PAUL'S shall undertake and provide overflow winter shelter services, as described in Attachment "A", attached hereto and incorporated as a part hereof by reference. The City will not reimburse expenses which are not directly related to the provision of overflow winter shelter services, as described in Attachment "A".

## **SECTION 3. REPORTS**

As a part of the Program Services specified in this Agreement, and to keep The City informed of progress and accomplishments for each element of the Program Services, ST. PAUL'S shall submit the Reports set forth in this Section as A. and B. All the Reports in this section that are to be submitted to the City shall be in writing, unless otherwise directed by the Program Coordinator or the City Manager.

Monthly Reports and Requests for Payment shall be submitted to The City's Program Coordinator, to the address described in Section 14, related to Notices, of this Agreement.

### **A. Monthly Reports**

The Monthly Reports shall contain quantitative information detailing the activities conducted and number of people served; the total fees and expenses incurred for the Program Service during the reporting period; and the remaining Agreement balance.

### **B. Final Report**

1. A written Final Report shall be developed and submitted at the end of the term of this Agreement to detail accomplishments and expenditure of funds from The City.
2. The Program Coordinator shall consider the Final Report, and either approve the Final Report as acceptable and complete, or reject the Final Report and return it for additional information and/or documentation within 10 days.

### **C. HMIS Reporting**

In addition to the reports set forth in this section as A and B, ST. PAUL'S shall enter data for all people served in the Homeless Management Information System (HMIS) database.

#### **SECTION 4. COMPENSATION**

Payment for work and services under the Program Services section of this Agreement shall be as follows:

- A. Payment on Reimbursement Basis. It is expressly understood and agreed that payments made by the City under this Agreement are for reimbursement of expenses for work and services performed under the terms and conditions of this Agreement.
- B. Compensation. The City agrees to reimburse ST. PAUL'S in an amount not to exceed Fifteen Thousand Dollars for the work and services performed.
- C. ST. PAUL'S is not authorized to perform, and shall not be compensated for, any other additional work or services, except as approved in writing by the parties as an amendment to this Agreement.

#### **SECTION 5. SUBMISSION OF REQUESTS FOR PAYMENT**

- A. Request for Payment. ST. PAUL'S shall submit to The City a Request for Payment for the Program Services performed and/or paid for by ST. PAUL'S during the reporting period, which shall be in a form and format provided by the City's Program Coordinator. The first Request for Payment shall cover the period beginning November 1, 2024. All Requests for Payment shall include backup documentation of expenses, be signed by the chief administrative official of ST. PAUL'S, or his/her designee, and mailed or sent via email to the attention of the City's Program Coordinator. Requests for Payment are due monthly for eligible expenses.
- B. Requests Shall Not Exceed Available Funds. All Requests for Payment shall not exceed the available funds for each of the line items as set forth in **Attachment "A"** to this Agreement. If there is a need to reapportion the Program Services funds within the line items, ST. PAUL'S shall send written notice to the Program Coordinator requesting approval of a re-designation of Program Services Funds, prior to submission of the Request for Payment.

#### **SECTION 6. PAYMENT OF CLAIMS**

Upon submittal of the Request for Payment by ST. PAUL'S, The City shall review and approve or reject the payment request, as appropriate. If approved, The City shall pay the invoice in accordance with its purchasing policies and procedures. If the invoice is rejected, the Program Coordinator shall provide, in writing to ST. PAUL'S, the reason(s) for the rejection. ST. PAUL'S

shall then timely provide the necessary information within 10 business days, or make the necessary corrections or adjustments, to gain approval of the invoice and payment request.

The Program Coordinator is authorized to approve claims for payment, subject to review and approval or ratification as provided in this Agreement.

## **SECTION 7. DISCLOSURE**

A. ST. PAUL'S hereby agrees to create, collect and maintain, and to present upon request of the Program Coordinator, the City Manager, or the City Auditor, any and all financial records, documentation, invoices, agreements and other detailed information relating to this Agreement. However, the City agrees to the extent permitted by law, to work with ST. PAUL'S to maintain the confidentiality of information provided.

B. In addition, ST. PAUL'S shall use its best efforts to require any person performing work by contract, subcontract or any other arrangement for which reimbursement is or may be sought under the Agreement to create, collect and maintain, and to present upon request, such similar information to The City. Said detailed information maintained by ST. PAUL'S and any associate shall be available for inspection at reasonable times.

C. ST. PAUL'S shall maintain its financial records in accordance with generally accepted accounting principles applied on a consistent basis.

D. ST. PAUL'S shall submit a list of its Officers, Board Members and a copy of its annual budget to the City at the commencement of this Agreement. If ST. PAUL'S's Board of Directors, Executive Management Staff or Designated Program Staff changes within the contract period, ST. PAUL'S shall notify and provide written contact information to the Program Coordinator, within ten (10) days of the change.

E. ST. PAUL'S agrees that the required retention period for all documents to be maintained under this Agreement shall be five (5) years from the end of fiscal year in which final payment was made. The City's fiscal year ends on June 30 of each year.

## **SECTION 8. AUDITED FINANCIALS**

The City reserves the right to examine or audit all documents supporting expenditures, invoices and Requests for Payment at any time, and shall provide written notice of such audit request(s) whenever possible or practical. Notice of request to audit all documents related to this Agreement is not required. This right shall extend for a period of five (5) years after termination of this Agreement.

## **SECTION 9. RECOVERY OF FUNDS**

It is expressly understood and agreed that The City may recover from ST. PAUL'S any funds paid to ST. PAUL'S under this Agreement that are later documented to have been improperly claimed and paid. This right shall not expire upon the termination, cancellation, or expiration of this Agreement.

## **SECTION 10. CANCELLATION**

A. The City may cancel this Agreement, or any portion of this Agreement, upon written notice to ST. PAUL'S. Such notice shall be deemed to have been received when deposited in the United States certified mail, with proper address and sufficient postage thereon. If the cancellation is for the convenience of the City and not for any impropriety, default, or breach of contract on the part of ST. PAUL'S, the City shall provide thirty (30) days' written notice of the cancellation. Upon the effective date of cancellation, whether for convenience or for cause, ST. PAUL'S shall do no further work and make no further commitments or expenditures related to this Agreement without the express written consent of The City.

B. After the date of cancellation hereof, The City shall reimburse ST. PAUL'S for Program Services provided or incurred, and appropriately and properly documented by ST. PAUL'S while this Agreement was in effect, and that were incurred up to date of cancellation, all in accordance with the billing procedure and the provisions of this Agreement.

C. At any time during the term of this Agreement, The City may cancel any Program Service or Project to be performed by ST. PAUL'S without affecting any other Program Service, or the rights of The City hereunder.

## **SECTION 11. COMPLIANCE WITH ORDINANCES, REGULATIONS, AND STATE LAW**

A. ST. PAUL'S shall comply with all existing codes and ordinances of The City, the laws of the State of Oklahoma, and the laws of the United States of America relating or pertaining in any manner to this Agreement.

B. The laws of the State of Oklahoma shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. The parties agree that any action, at law or in equity, regarding or relating to this Agreement shall be in a court of appropriate jurisdiction in Oklahoma County.

## **SECTION 12. PROHIBITION AGAINST CONTINGENT FEES**

ST. PAUL'S warrants that it has not employed or retained any company or person, other than a bona fide regular employee working solely for ST. PAUL'S to solicit or secure this Agreement, and that neither ST. PAUL'S nor any entity thereof, has paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working for ST. PAUL'S, or any entity thereof, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the making of this Agreement.

## **SECTION 13. CERTIFICATE OF NONDISCRIMINATION**

ST. PAUL'S agrees as set forth below, in connection with the performance of work under agreement(s)/contract(s) with the City or its public trusts:

- A. ST. PAUL'S shall not discriminate against any employee, applicant for employment or deny any services because of race, color, religion, sex, sexual orientation, gender identity, disability or national origin. ST. PAUL'S shall take affirmative action to ensure that employees are treated without regard to their race, color, religion, sex, sexual orientation, gender identity, disability or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. ST. PAUL'S agrees to post, in conspicuous place available to employees and applicants for employment, this notice provided by the City Clerk of the City.
- B. In the event of a City approved subcontract, ST. PAUL'S agrees to include this non-discrimination clause in any subcontracts connected with the performance of ST. PAUL'S agreement(s)/contract(s).
- C. In the event of ST. PAUL'S's non-compliance with the above non-discrimination clause, City agreement(s)/contract(s) may be canceled or terminated by the City. The contractor may be declared by the City ineligible for further agreement(s)/contract(s) with the City until satisfactory proof of intent to comply is made by ST. PAUL'S.

## **SECTION 14. NOTICES**

- A. Notices to The City shall be in writing personally served, emailed, or sent by certified mail to the Program Coordinator:

Jerod Shadid, Program Planner  
Planning Department/Community Development Division  
420 West Main Street, Suite 920  
Oklahoma City, OK 73102

And to: City Clerk  
The City of Oklahoma City  
200 N Walker, Second Floor  
Oklahoma City, OK 73102

or to such other official and/or address as The City may from time to time specify in writing.

- B. Notice to ST. PAUL'S shall be in writing, personally served or sent by email or certified mail to the following addresses:

St. Paul's Episcopal Cathedral.  
127 N.W. 7<sup>th</sup> St  
Oklahoma City, OK 73102

or to such other official addresses as ST. PAUL'S may from time to time specify in writing.

#### **SECTION 15. ASSIGNMENT**

This Agreement cannot be assigned or transferred unless approved in advance, in writing by The City.

#### **SECTION 16. AMENDMENT**

This Agreement may only be modified by written amendment executed by both parties.

#### **SECTION 17. DEFEND, INDEMNIFY AND SAVE HARMLESS**

To the fullest extent permitted by law, ST. PAUL'S agrees to release, defend, indemnify and save harmless the City and its officers, agents and employees, from and against any and all loss of or damage to property, injuries to or death of any person or persons and/or all claims, damages, suits, costs, expenses, liability, actions or proceedings of any kind or nature whatsoever, including, without limitation, Worker's Compensation claims of or by anyone whomever, in any way resulting from or arising out of ST. PAUL'S's negligent acts, operations, errors and/or omissions under or in connection with this Agreement and the parties for whom either entity is legally responsible. ST. PAUL'S shall promptly advise the City in writing, of any action, administrative or legal proceeding

or investigation as to which this indemnification may apply, and ST. PAUL'S, at its expense, shall assume the defense of the City with counsel satisfactory to the City. This section shall survive the expiration of this Agreement. Provided, however, ST. PAUL'S need not release, defend, indemnify or save harmless the City or its officers, agents and employees, from damages or injuries resulting from the negligence of the City, its officers, agents or employees. It is understood that this indemnity and hold harmless provision is not limited by the insurance required under the provisions hereof.

## **SECTION 18. INSURANCE**

A. Required insurance from responsible insurance companies eligible to do business in the State of Oklahoma shall be carried and maintained throughout the term of this Agreement. The policy(s) may not be canceled, fail to be renewed, nor the limits decreased by endorsement without thirty (30) days prior written notice to The City and any participating public trust. All liability policies shall provide that The City is named an additional insured as to the operations of ST. PAUL'S under this Agreement.

B. The insurance coverage and limits required under this agreement must be evidenced by properly executed certificates of insurance. The certificate must be signed by the authorized representative of the insurance company(s) shown in the certificate with proof that he/she is an authorized representative thereof. In addition, certified, true and exact copies of all insurance policies required shall be provided to The City on a timely basis if requested by The City. The required policies of insurance shall be performable in Oklahoma City, Oklahoma, and shall be construed in accordance with the laws of Oklahoma.

No less than thirty (30) days' prior written notice, by registered or certified mail, shall be given to The City of any cancellation, intent not to renew, or reduction or other modifications in the policies' coverage except in the application of the aggregate limits provisions. In the event of a reduction in any aggregate limit, ST. PAUL'S shall immediately notify The City and shall make reasonable efforts to have the full amount of the limits appearing on the certificate reinstated. If at any time The City requests a written statement from the insurance company(s) as to any impairments to the aggregate limit, ST. PAUL'S hereby agrees to promptly authorize and have delivered to The City such statement. ST. PAUL'S authorizes The City to confirm all information so furnished as to ST. PAUL'S's compliance with its insurance requirements with ST. PAUL'S's insurance agents, brokers, surety and insurance carriers. All insurance coverage of ST. PAUL'S shall be primary to any insurance or self-insurance program carried by The City.



C. No work shall commence under this Agreement unless and until the required certificates of insurance are provided to the Program Coordinator and in effect.

D. The insurance coverage and limits required of ST. PAUL'S under this Agreement are designed to meet the minimum requirements of The City. Such coverage and limits are not designed as a recommended insurance program for ST. PAUL'S. ST. PAUL'S alone shall be responsible for the sufficiency of its own insurance program. Should ST. PAUL'S have any question concerning its exposures to loss under this Agreement or the possible insurance coverage needed therefore, ST. PAUL'S should seek professional assistance.

E. ST. PAUL'S shall provide The City the following insurance:

1. Worker's Compensation. ST. PAUL'S shall maintain, during the term of this Agreement, worker's compensation insurance as prescribed by the laws of the state of Oklahoma.

2. Commercial general liability insurance. ST. PAUL'S shall maintain during the term of this Agreement sufficient commercial general liability insurance to protect ST. PAUL'S and any additional insured(s) from claims for bodily injury, including death, as well as from claims from property damages or loss, which may arise from activities, omissions and operations under this Agreement, whether such activities, omissions and operations be by ST. PAUL'S or by any subcontractor or by anyone directly or indirectly employed by or acting on behalf of or to the benefit of them. The amounts of such insurance shall be not less than The City's maximum liability under the Governmental Tort Claims Act, 51 O.S. § 151 *et seq.*, as amended from time to time and which currently are:

- a. Property damage liability in an amount not less than Twenty-Five Thousand Dollars (\$25,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single accident or occurrence.
- b. All other liability in an amount not less than One Hundred Seventy-Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single accident or occurrence.
- c. Single occurrence or accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single accident or occurrence.

F. Any lapse of insurance coverage is declared a breach of this Agreement. The City may, at its option, suspend this Agreement until there is full compliance with this Section 18 “Insurance” or terminate this Agreement for nonperformance.

#### **SECTION 19. NO THIRD-PARTY BENEFICIARIES**

The Agreement gives no rights or benefits to anyone other than The City and ST. PAUL’S and has no third-party beneficiaries.

#### **SECTION 20. WHOLE AGREEMENT**

The Program Services to be provided by ST. PAUL’S are defined solely by this Agreement, and not by any pre-execution statements, documents, representations, contracts, or agreements between the parties that may be associated with this Agreement or the negotiation hereof.

#### **SECTION 21. EFFECTIVE DATE, AGREEMENT TERM, AND TIME**

A. This Agreement shall be effective retroactive to November 1, 2024. All Services to be performed herein to be completed by March 31, 2025. All payment requests shall be submitted by April 30, 2025.

B. Time shall be deemed to be of the essence of this Agreement.

#### **SECTION 22. CAPTIONS**

The captions provided herein, above each section, shall not in any way limit, restrict, affect, or define the meaning of the section.

(SIGNATURE PAGE FOLLOWS)

**IN WITNESS WHEREOF**, the parties hereto signify the Agreement to all contained herein  
by the following executions:

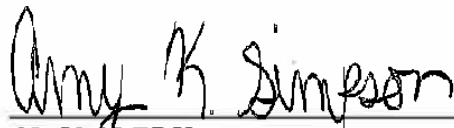
ST. PAUL'S

By:


  
\_\_\_\_\_  
Title                      Dean      December 3, 2024  
Date

**ATTEST:**

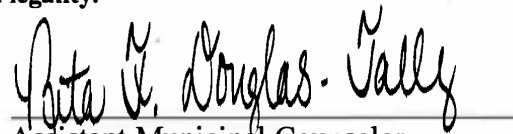
THE CITY OF OKLAHOMA CITY

  
\_\_\_\_\_  
CITY CLERK



  
\_\_\_\_\_  
MAYOR

**Reviewed as to form and legality.**

  
\_\_\_\_\_  
Assistant Municipal Counselor

**ATTACHMENT “A”**

**WINTER SHELTER SERVICES GRANT BUDGET  
FY 2024-2025**

	<b>GRANT AMOUNT</b>
<b>Agency Administration, Agency Operations, Program Staff, Program Operations</b>	\$15,000
<b><u>TOTAL EXPENDITURES NOT TO EXCEED</u></b>	<b>\$15,000</b>

**PROJECT SPONSOR’S NAME: ST. PAUL’S**

**Services to be provided:**

**ST. PAUL'S shall provide winter overflow shelter services for people living outdoors when overnight high temperature is forecasted to be 32 degrees or below for three consecutive days. These services may include scheduling sufficient staff to operate the overflow shelter services, providing security for the shelter, providing food, and providing transportation.**

**THE CITY OF OKLAHOMA CITY**  
**CERTIFICATE OF NONDISCRIMINATION**

In connection with the performance of this Agreement, ST. PAUL'S agrees as follows:

A. ST. PAUL'S agrees not to discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, ancestry, age or disability as defined by the Americans with Disabilities Act of 1990, Sec. 3(2). ST. PAUL'S shall take affirmative action to ensure that employees are treated without regard to their race, creed, sex, color, national origin, ancestry, age or disability as defined by the Americans with Disabilities Act of 1990, Sec. 3(2). Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, or termination, rate of pay or other forms of compensation and selection for training, including apprenticeship. ST. PAUL'S or Subcontractor shall agree to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the City Clerk of the City of Oklahoma City setting forth provisions of this section.

B. In the event of ST. PAUL'S's non-compliance with this Nondiscrimination Certificate, this Agreement may be canceled, terminated or suspended by the Contracting Public Entity. ST. PAUL'S may be declared by the Contracting Public Entity ineligible for further contracts until satisfactory proof of intent to comply shall be made by ST. PAUL'S and/or Subcontractor.

C. ST. PAUL'S agrees to include the requirements of this Nondiscrimination Certificate in any subcontracts connected with the performance of this Agreement.

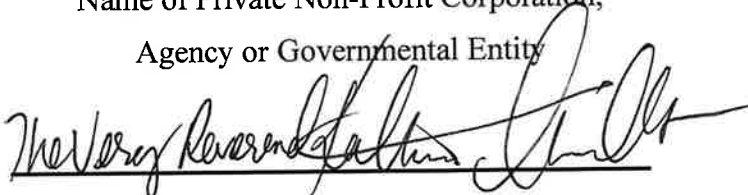
I have read the above and agree to abide by these requirements:

***This form must be fully completed and signed by ST. PAUL'S  
or ST. PAUL'S Authorized Agent.***

St. Paul's Cathedral, Inc.

Name of Private Non-Profit Corporation,

Agency or Governmental Entity



Signature of ST. PAUL'S or Authorized Agent

The Very Reverend Katherine Churchwell, Dean

Type or Print Name and Title of Person Signing

This Certificate is required by Oklahoma City Municipal Code, Chapter 25,  
Article III § 25-41.



OKLAHOKL16

JVONGSAVANH

DATE (MM/DD/YYYY)

11/26/2024

## CERTIFICATE OF LIABILITY INSURANCE

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 License # 957262  
The Church Insurance Agency Corp  
210 South Street, Suite 2  
Bennington, VT 05201-2894

CONTACT NAME: Jennifer Vongsavanh

PHONE (A/C, No, Ext): (800) 293-3525

FAX (A/C, No): (800) 557-1395

E-MAIL ADDRESS: jvongsavanh@cpg.org

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Church Ins Co of Vermont

10669V

INSURED

St Pauls Cathedral Inc  
127 NW 7 St  
Oklahoma City, OK 73102-6090

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

CERTIFICATE NUMBER:

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					EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	VPP0012882PP	4/1/2024	4/1/2025	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 30,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	OTHER:					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB		VPP0012882PP	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	General Liability	<input checked="" type="checkbox"/>	VPP0012882PP	4/1/2024	4/1/2025	Directors & Officers 1,000,000

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

All operations of the named insured including the grant for an emergency cold weather shelter for the homeless located at St Paul's Cathedral 127 NW 7th St Oklahoma City, OK in connection with which the certificate holder is named as an additional insured but only in connection with the actions and negligence of the named insured.

**CANCELLATION:** THE POLICY IS SUBJECT TO THE PREMIUMS, FORMS, AND RULES IN EFFECT FOR EACH POLICY PERIOD. SHOULD THE POLICY BE TERMINATED, THE COMPANY WILL ENDEAVOR TO GIVE THE ADDITIONAL INTEREST IDENTIFIED 30 DAYS WRITTEN NOTICE AND WILL SEND NOTIFICATION OF ANY CHANGES TO THE POLICY THAT WOULD AFFECT THAT INTEREST, IN ACCORDANCE WITH THE POLICY PROVISIONS OR REQUIRED BY LAW

## CERTIFICATE HOLDER

## CANCELLATION

City of Oklahoma City  
100 N Walker Ste 200  
Oklahoma City, OK 73102

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



EPISDIO-02

TTILLOCK

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/7/2025

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 <b>BancFirst Insurance Services, Inc.</b> 220 E. 8th St., Suite B Tulsa, OK 74119	CONTACT NAME: <b>Tiffany Tillock</b>	
	PHONE (A/C, No, Ext): <b>(918) 949-6717</b>	FAX (A/C, No): <b>(918) 747-4176</b>
	E-MAIL ADDRESS: <b>tiffany.tillock@bancfirst.insurance</b>	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : <b>GuideOne Casualty Ins. Co.</b>	<b>28746</b>
INSURED  <b>St. Paul's Episcopal Cathedral</b> <b>127 NW 7th St.</b> <b>Oklahoma City, OK 73102</b>	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

## COVERAGES

## CERTIFICATE NUMBER:

## 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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	<b>010030639</b>	<b>1/1/2025</b>	<b>1/1/2026</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

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

## CERTIFICATE HOLDER

## CANCELLATION

City of Oklahoma City 100 N Walker, Ste 200 Oklahoma City, OK 73102	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 

<b>TOTAL</b>	<b>\$</b>	<b>100,824.00</b>
<b>Staff &amp; Security</b>	<b>\$</b>	<b>40,500.00</b>
<b>Shelter Hard Costs</b>	<b>\$</b>	<b>60,324.00</b>

Costs Calculations loosely based on

40 people per day for 20 days of shelter total

over 5 months (or 3 openings/yr). Every time

there are costs associated.

Subtotal Cost

#### **PERSONNEL**

Shelter Coordinator (10/hr/wk/5mo Nov-Mar)	\$	5,000.00
Maintenance and Facility Coordinator (Dec-Feb)	\$	1,500.00
Communications & Outreach Coordinator	\$	500.00
Campus Management (insurance, budgeting, access, etc)	\$	1,000.00
Family Activity Coordinator- preparing activities for children/families	\$	500.00
Project and Agency Coordinator (10/hr/wk/5mo Nov-Mar)	\$	5,000.00
Security (24hr/day for 2 guards)	\$	24,000.00
Janitorial Cleaning	\$	3,000.00

#### **FOOD & BEVERAGE**

3 meals (\$17/day per person)

\$5/meal

\$2/snack	\$	13,600.00
Drinks (1.50/day)	\$	1,200.00

#### **FACILITY COSTS**

Unexpected maintenance & repairs	\$	2,000.00
Utilities: electricity, water	\$	2,800.00
Insurance (5200/mo)	\$	3,480.00
Dumpster	\$	1,350.00

#### **SUPPLIES**

Program Supplies (toys, games, crafts, etc.)	\$	2,000.00
Client Supplies (clothes, hygiene, etc.)	\$	11,294.00
Consumables (TP, paper towels, ice melt)	\$	1,200.00
Cleaning Supplies (lysol, soap, bleach, detergents, etc.)	\$	2,000.00
Laundromat Costs	\$	3,000.00
First Aid and Other (Diapers, medicine, prescriptions)	\$	1,200.00

#### **AFTERCARE & SUPPORT SERVICES**

Top 3 Needs

(\$60/person for (shoes, pants, coat, etc for each person - will fill what can with donations and rest will have to purchase)

\$ 7,200.00

Closing Support Costs

(bus tickets, hotel rooms, car seat, stroller, car repairs bus passes, documentation support)

\$200/person \$ 8,000.00



**St Pauls Cathedral**  
**Budgeted Receipts & Expenses**  
**January to December 2024**

1 / 1

<b>Headings and Account</b>	<b>Annual</b>
<b>Revenues</b>	
Pledged General Revenue	
4-410100-1 - Pledged Revenue	959,500.00
4-410200-1 - Prior Years Pledged Rev.	-
4-410300-1 - Prepaid Pledge Revenue	-
Total Pledged General Revenue	959,500.00
Other General Revenue	
Total Other General Revenue	432,524.00
Restricted Funds Revenue	
Total Restricted Funds Revenue	134,438.00
Total Revenues	1,526,462.00
<b>Expenses</b>	
Staff Compensation	
Total Staff Compensation	789,771.13
Ministry	
Total Ministry	164,990.00
Administration	
Total Administration	121,257.00
Property	
Total Property	174,210.00
Utilities	
Total Utilities	64,186.00
Total Expenses	1,314,414.13
Net Total Excl Unreal Gain/Loss & Invest Inc	212,047.87



## Clergy



Reverend Katie Churchwell  
Dean



Reverend Tim Dean  
Rector



Reverend Gerald Butler  
Dean



Reverend Marilyn Brinkman  
Dean and Cathedral Rector



Reverend Tracy Anderson  
Dean



Reverend Pauline Reed  
Rector of the West of London

## Staff



Joseph Riggs  
Cathedral Rector & Director of Music



Ashley Olan  
Cathedral Rector & Director of Music



Carolyn Dennis  
Cathedral Rector & Director of Music



Lauren Bass  
Cathedral Rector & Director of Music



Terry Jorda  
Cathedral Rector & Director of Music



Jani Lee  
Cathedral Rector & Director of Music



David Downing  
Cathedral Rector & Director of Music



Sarah-Jane Smith  
Cathedral Rector & Director of Music



Stephanie Jensen  
Cathedral Rector & Director of Music



Pige Jackson  
Cathedral Rector & Director of Music



Chris Alington  
Cathedral Rector & Director of Music

## Music



Joseph Riggs  
Cathedral Rector & Director of Music



Rich O. Joffe  
Cathedral Rector & Director of Music



Laura Boser  
Cathedral Rector & Director of Music



Paul Lawrence Fletcher  
Cathedral Rector & Director of Music



Leah McDonald  
Cathedral Rector & Director of Music

## Vestry



Tim Fischer  
Cathedral Rector & Director of Music



Carl Eyster  
Cathedral Rector & Director of Music



Rachael Hyland  
Cathedral Rector & Director of Music



Melissa Newer  
Cathedral Rector & Director of Music



Jordan Proulx  
Cathedral Rector & Director of Music



Francis Hart  
Cathedral Rector & Director of Music



Heather Sealing  
Cathedral Rector & Director of Music



Vinay Thottan  
Cathedral Rector & Director of Music



Rob Duran  
Cathedral Rector & Director of Music



Chris Bryant  
Cathedral Rector & Director of Music



Bill Parker  
Cathedral Rector & Director of Music



Liz Calverton  
Cathedral Rector & Director of Music



Hilary Duckworth  
Cathedral Rector & Director of Music



Stephanie Smith  
Cathedral Rector & Director of Music



Jim Griffin  
Cathedral Rector & Director of Music



Natalie Stanford  
Cathedral Rector & Director of Music



Susan Urbach  
Cathedral Rector & Director of Music