



RISK CONTROL GRANT PROGRAM PROCEDURES PROGRAM YEAR 2016-17

Rev 07/01/16

I. PURPOSE

The purpose of the Risk Control Grant Program is to encourage ASCIP member districts to develop projects that have the potential to address specific risk management or loss control related hazards as identified by the Risk Control Committee. This is accomplished by funding specific one-time, non-routine risk management or loss control programs or activities that are intended to address those risks. Members should refer to the Risk Control Assistance Funding Program Policy for guidance as to projects that are likely to merit funding.

II. APPLICATION AND SELECTION PROCESS

At least quarterly, the Risk Control Committee will review loss data to monitor existing and new causes of loss or possible areas of liability that may be problematic for the ASCIP membership. The Risk Control Committee will also solicit ASCIP members for issues related to risk management and loss control that can impact the ASCIP membership at large.

Based on this information, the Risk Control Committee will recommend to the Executive Committee a list of selected targeted issues (Target Issues) for Risk Control Grant Applications. Upon approval by the Executive Committee, ASCIP staff shall solicit Risk Control Grant Applications from the ASCIP membership that address these issues.

Risk Control Grant Applications must be submitted to the ASCIP Director of Risk Services by 5 PM on the due date. Refer to Attachment 1 for annual due dates. The ASCIP Director of Risk Services shall review all grant applications (Attachment 2) for completeness and will prepare applications for review by the Risk Control Committee.

The Risk Control Committee will review and score applications according to the stated criteria:

- Defined scope of a particular issue or situation;
- Identifiable and measurable impacts of the project;
- Statistics or other data demonstrating the severity or extent of the problem(s);
- Defined solution to a problem(s);
- Defined budget for the project and defined realistic period of time that the project can be completed.

Grant applications must relate directly and primarily to activities which eliminate or reduce the frequency or severity of Target Issues whether in the areas of general liability, automobile liability, property, crime, automobile physical damage losses, and/or workers' compensation. Members may only submit one grant application and it must be related to a program in which they participate.

Priority will be given to projects that:

- Involve a partnership between ASCIP member districts to resolve a regional issue
- Involve projects that are pilot or experimental in nature that may ultimately benefit the entire ASCIP pool
- Involve implementation of a program that will benefit the entire ASCIP pool
- Involve Target Issues

The following items are unlikely to fall within the scope of the Risk Control Grant Program and would not be eligible:

- Expenditures to eliminate or reduce the frequency or severity of losses not covered under an applicant's ASCIP coverage.
- Normal or routine general maintenance or equipment replacement, such as repair or servicing of equipment.
- Projects deemed to be capital improvements. A capital improvement is defined as a non-recurring expenditure or any expenditure for physical improvements, including costs for: acquisition of existing buildings, land, or interests in land; construction of new buildings or other structures, including additions and major alterations; construction of streets and highways or utility lines; acquisition of fixed equipment; landscaping; and similar expenditures. It may mean any change, alteration, rearrangement or addition to existing facilities. It is also new construction, acquisition or improvements to sites, buildings, or service systems.
- Expenditures for compliance with federal, state, local, or other governmental agencies which may be subject to citations/fines.

The Risk Control Committee may choose to forward any recommended application(s) to the Executive Committee to be funded. There shall be no commitment by the Risk Control Committee to fund any particular application or utilize the allocated funds for this program.

The Project Contact and/or Alternate Contact may be contacted to provide additional information regarding the grant application to the Risk Control Committee. If additional information or an oral presentation is needed for consideration, the Project Contact and/or Alternate Contact may be required to attend a Risk Control Committee meeting.

If the application is not approved, the Risk Control Committee will provide feedback as to why the application was not selected.

III. USE OF FUNDS CRITERIA

Grant funds shall be used solely for the implementation of the project as defined in the Grant Application and consistent with the Risk Control Grant policy. Funds may not be expended or otherwise encumbered or used for any other purpose without ASCIP's prior written approval.

Members are required to provide ASCIP with immediate written notification of their inability to expend funds under the grant, in whole or in part, for the purposes as described in the Grant Application, or if any expenditure is made for any purpose other than those for which the grant was requested and approved. Additionally, if the deliverables are not completed within the designated milestones as approved, or if the project is not showing progress to achieve program goals within the grant funding, ASCIP reserves the right to immediately discontinue, modify or withhold any payments under this conditional grant award.

Members whose grant applications are selected shall provide a status update to ASCIP as requested. If projects are not completed within the specified timeline, the entire Risk Control Grant award must be returned to the ASCIP.

Members agree to give ASCIP full access to all project related information, data, and analytics the member has access to under this grant. Members agree to meet regularly with ASCIP to review project progress and results and share lessons learned and observations about the implementation and outcomes. Upon completion of the project, members shall provide a report to the Risk Control Committee and Executive Committee, summarizing the project goals and results achieved.

**ATTACHMENT 1
RISK CONTROL GRANT PROGRAM
APPLICATION CALENDAR
FY 2016-17**

| Date | Item |
|-------------------|---|
| July 1, 2016 | Grant application package will be made available to the ASCIP membership |
| September 2, 2016 | Application deadline |
| October 13, 2016 | Risk Control Committee reviews and evaluates applications, and selects finalist(s) for further follow-up consideration |
| November 10, 2016 | Risk Control Committee completes an in-depth review of finalist(s), completes follow-up evaluation of applications, and selects applications for recommendation to the Executive Committee for approval |
| December 9, 2016 | Executive Committee reviews applications recommended by Risk Control Committee, and selects and approves grants to fund |