

JPIA Risk Control Grant Program

Program Description



PROGRAM DEADLINES

- ***Applications may be submitted between October 2, 2023 and no later than 4:30 P.M. on December 1, 2023.***
- ***Eligible submissions must be completed between October 2, 2023 and September 30, 2024.***
- **JPIA approval notification to members will occur by March 1, 2024.**

PURPOSE

The purpose of the JPIA's Risk Control Grant Program (Grant Program) is to promote the implementation of best practices that will prevent or mitigate losses in the JPIA's Workers' Compensation, General Liability, and Property Programs. The historical loss areas for these programs serve as the foundation for the best practices in the JPIA's Commitment to Excellence Program. The Grant Program will incentivize members to renew their Commitment to Excellence and review best practices applicable to their operations.

JPIA members are eligible for a grant of up to \$10,000 to fund their risk management and safety program projects or equipment. 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 are encouraged to work with their JPIA Risk Control Advisor prior to submission.

ELIGIBILITY

- All JPIA members participating in at least two JPIA pooled programs: (Workers' Compensation, Liability, and/or Property Programs).
- Grant funds must be applied to best practices relevant to the pooled programs in which the member participates.
 - ***This approach is consistent with the JPIA's H.R. LaBounty Safety Awards Program, ongoing risk assessments at member facilities, consultative services to support a member's risk and safety programs, and onsite training delivery.***

- Specialized training in occupational safety and health must include a Train-the-Trainer aspect that allows a member's subject matter expert(s) to design, facilitate, and teach the course within their Agency.
- The member has signed the Commitment to Excellence (C2E) Agreement.
 - ***The member must have the C2E Agreement in place before submitting the Grant request, and it should accompany the Grant documents.***
- The member must be current in their payment of premiums.
- A member may submit one Risk Control Grant Application per grant program cycle.
 - ***Previous grant recipients must wait one full grant program cycle, from their awarded grant period, before re-applying.***

EXCLUSIONS (include but are not limited to):

- Normal or routine maintenance projects or deferred maintenance, such as repair or serving equipment.
- Items normally covered in an operations budget.
 - ***A capital improvement is defined as a non-recurring expenditure or any expenditure for physical improvements, including costs for the 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.***
- Cost of labor (hiring personnel, wages including overtime).
 - ***Exception: Includes program, product, or service provided/performed by a certified, insured, licensed, and/or qualified individual or entity (i.e., Smith System Trainer, professionally authorized train-the-trainer courses, or EPL specialized trainer).***
- Expenditures for fines, penalties, and/or citations.

AWARD CRITERIA

A proposed Grant Program application will be reviewed and scored according to the stated criteria:

- Defined scope, process, or performance objective(s) that have a high probability of increasing employee safety, enhancing risk control, or reducing loss exposure(s).
- The grant request must show a results-oriented impact that is measurable and identifiable.
 - ***Data demonstrating the reduction of risk will enhance the possibility of the grant.***
- A defined solution to increasing employee safety, enhancing risk control, or reducing loss exposure(s).
 - ***Grant requests utilizing the hierarchy of hazard control system (eliminate or minimize a hazard) are strongly encouraged.***

- Be an effective and sustainable risk management or loss control process or procedure.
 - ***Grant requests that may provide a unique or innovative solution and assist our members with risk management and loss control techniques are encouraged.***

APPLICATION AND SELECTION PROCESS

The ACWA JPIA Risk Control Grant Program application must be prepared and responded to **fully**. All responses to questions are required; otherwise, the application will be deemed incomplete.

A Grant Program application must be submitted with adequate documentation to support the stated use of funds with a General Manager's signature.

Priority will be given to grant applications that:

- Applying Grant Program funds to a JPIA Commitment to Excellence Program category consistent with their pooled program participation. Applying the grants to the Commitment to Excellence categories ensures that funds are used on best practices tied to JPIA's primary loss drivers.

Grant Program applications will be distributed on a first approved basis. Ten grants will be awarded or until all eligible funds have been expended. Small, medium, and large districts will receive two awards respectively; the remaining four awards will be merit-based.

Applications will be approved by **March 1, 2024**. Members will be notified of their grant application status.

REIMBURSEMENT OF EXPENDITURES

Grant Program funds will be paid as reimbursements or initial investments for costs incurred within the scope of the project. To receive grant funding, the grant application must be submitted for projects ***initiated and completed within the fiscal year (10/2/23 – 9/30/24)***. Paid invoices and supporting documentation are required.

Upon completion of the project, members shall provide a report to the Risk Management Committee and Executive Committee summarizing the project goals and results achieved.

USE OF FUNDS CRITERIA

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

Members are required to provide ACWA JPIA 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, ACWA JPIA reserves the right to immediately discontinue, modify, or withhold any payments under this conditional grant award.

Members agree to give ACWA JPIA full access to all project-related information, data, and analytics the member has access to under this grant.

ACCOUNTABILITY PROCESS

All grant fund awards are at the discretion of the JPIA, with the final decision by the JPIA CEO. The JPIA’s Risk Control Manager will prepare an annual report on the grant fund utilization for presentation at the annual Risk Management Committee meeting.

GRANT PROGRAM – COMMITMENT TO EXCELLENCE CATEGORIES

The JPIA’s Commitment to Excellence (C2E) Program Best Practices are detailed in the *Loss Reduction Focus Menus* and *Explanations* available on the JPIA’s website. A partial list of grant ideas is outlined below.

C2E Loss Reduction	Coverage Program	Grant Ideas
Infrastructure-Wildfire	Liability, Property	<ul style="list-style-type: none"> • Emergency plan for wildfire • Emergency equipment/supplies • Communication equipment
Vehicle Operations	WC, Liability, Property	<ul style="list-style-type: none"> • Vehicle equipment such as emergency strobes, high visibility stripes • Vehicle telemetries-GPS tracking • Smith System Train-the-Trainer or similar systems
Water Line Failure	Liability, Property	<ul style="list-style-type: none"> • Valve exercise/flushing program • Emergency response trailer • Underground line locating equipment and training. • Fire hydrant check valve/flapper valve • Condition Assessment Study/Water Leak Study • Cathodic protection
Ergonomics Program	Workers' Compensation	<ul style="list-style-type: none"> • Ergonomic evaluations • Ergonomic Coordinator training • Ergonomic equipment purchase • Mobile workstation for trucks • Truck bed steps
Employment Practices	Liability	<ul style="list-style-type: none"> • Organizational consultant to offer coaching training/techniques for managers to better motivate or engage staff. <ul style="list-style-type: none"> • Diversity, Equity, and Inclusion • Change Management • Communication/Conflict Resolution • HR software to track performance and document employee actions. • Conduct engagement survey with resultant follow-up activities.

GRANT SUBMISSION CHECKLIST

The member should thoroughly read the Program Description, review all program requirements, and complete the application fully prior to submission.

ELIGIBILITY VERIFICATION CHECKLIST

<input type="checkbox"/>	Your agency worked with a JPIA Risk Control Advisor prior to submission. *Pg. 1
<input type="checkbox"/>	Your agency participates in at least two JPIA pooled programs: (Workers' Compensation, Liability, and/or Property Programs). *Pg. 1
<input type="checkbox"/>	The submission applies to best practices relevant to the pooled programs in which your agency participates. *Pg. 1
<input type="checkbox"/>	The application is submitted between October 2, 2023, and no later than 4:30 P.M. on December 1, 2023. *Pg. 1
<input type="checkbox"/>	The submitted project is planned to be completed between OCTOBER 2, 2023 – SEPTEMBER 30, 2024. *Pg. 1, Pg. 4
<input type="checkbox"/>	The submission is for a specific one-time, non-routine activity related to risk management or loss control programs. *Pg. 1
<input type="checkbox"/>	Adequate documentation to support the stated use of funds is provided with a General Manager's signature on the application. *Pg. 3
<input type="checkbox"/>	The submission is focused on risk management and safety program projects or equipment, ongoing risk assessments for your agency, consultative services to support your agency's risk and safety programs, or onsite training delivery. *Pg. 1 and Pg. 2
<input type="checkbox"/>	<input type="checkbox"/> **IF THE SUBMISSION IS FOR ON-SITE TRAINING DELIVERY: Specialized training in occupational safety and health must include a Train-the-Trainer aspect that allows a member's subject matter expert(s) to design, facilitate, and teach the course within their Agency. *Pg. 2
<input type="checkbox"/>	The member has signed the Commitment to Excellence (C2E) Agreement. *Pg. 2
<input type="checkbox"/>	The member must be current in their payment of premiums. *Pg. 2
<input type="checkbox"/>	If you were a previous grant recipient, you have waited for one full grant program cycle, from your previous awarded grant period, before re-applying. *Pg. 2
<input type="checkbox"/>	Grant Program funds are used solely for the implementation of the project as defined in the Grant Application and consistent with the Risk Control Grant Program. *Pg. 3

EXCLUSION VERIFICATION – The Submission Is NOT For The Following:

<input type="checkbox"/>	Normal or routine maintenance projects or deferred maintenance, such as repair or serving equipment. *Pg. 2
<input type="checkbox"/>	Items normally covered in an operations budget, inspection services, and normal reoccurring budget items. *Pg. 2
<input type="checkbox"/>	Cost of labor (hiring personnel, wages including overtime). *Some exceptions apply. See Pg. 2
<input type="checkbox"/>	Items intended to meet a minimum compliance obligation. *Pg. 2
<input type="checkbox"/>	Non-safety work apparel. *Pg. 2
<input type="checkbox"/>	Expenditures for fines, penalties, and/or citations. *Pg. 2