



# JPIA Risk Control Grant Program

## Frequently Asked Questions

### ***Do I have to use the application format provided by the JPIA?***

Yes. All sections on the JPIA's Risk Control Grant Program application must be completed to be considered for a grant. Your application must be typed. No handwritten submissions will be accepted. The member must sign the Commitment to Excellence (C2E) agreement ***before*** their grant application and submit a copy with the grant application.

### ***What type of projects can I submit for consideration for funding?***

Grant funding is subject to the JPIA grant guidelines and procedures. The proposed grant request must present an approach that may provide a unique and/or innovative solution to assist in your efforts to apply effective risk management and loss control techniques to your insured exposures. The JPIA will determine if your project qualifies, is eligible for funding, and in what amount.

The Grant Program is not intended to supplement local funding when member budgets should cover the cost of financing a member's operation.

Addition to staff or required compliance with state and federal statutes will not be considered.

Additionally, building and ground improvements/maintenance will not be considered unless a specific exposure, identified by a JPIA Risk Control Advisor, to an insured risk is reduced.

### ***What type of projects will not be approved?***

- Normal or routine maintenance projects or deferred maintenance.
- Items normally covered in an operations budget.
- Cost of labor (hiring personnel, wages including overtime).

- Expenditures for fines, penalties, and/or citations.
- Emergency equipment/supplies: PPEs, single-use, and hygiene products.
- Office ergonomic equipment, software programs/applications/licenses.

### ***How many grant applications may I make for each grant cycle?***

One. You will not be eligible to apply for another JPIA grant until your current project has been completed.

### ***Can I apply each Grant Program cycle?***

No. Members awarded a Risk Control Grant must wait a minimum of one year to re-apply.

Example - a member awarded a Risk Control Grant in the 2024-25 Grant Program cycle cannot reapply until the 2026-27 Grant Program cycle.

### ***When and how will I be notified if I am a recipient of a grant award?***

Written notice to all grant award recipients will be after March 2, 2026.

### ***If approved, when will I receive my grant funds?***

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 (10/1/25 – 9/30/26). Paid invoices and supporting documentation are required.

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### ***May I withdraw my grant application?***

Yes. Once a letter from the authorized person requesting the withdrawal is received, the application will be withdrawn.

### ***How long do I have to claim my approved JPIA grant funding?***

The grant reimbursement is valid for six months from the date of the approval. There will be no grant extensions. If the project is not completed within the six-month period, grants will be considered forfeited unless prior authorization from the JPIA has been issued.

### ***Should I provide additional information with my application?***

Yes. You are required to submit documentation that supports your grant application. This shall consist of quotations, training registration confirmations, receipts, and board resolutions. Members must provide a complete description of the proposed grant request, including copies of professional consultant/entity itemized invoice for the project.

Data and information documenting the problem must be presented. Supporting facts must be attributed to their sources. The description must include the project's goals, budget, and plan of action or activities to be used to accomplish the goals, objectives, and expected results. Attachments may be included to further communicate the scope and benefits of the project.

### ***Where should I send my completed application?***

Applications may be emailed to [tlofing@acwajpia.com](mailto:tlofing@acwajpia.com) or via U.S. mail to:

**ACWA JPIA Risk Control Grant Program  
Attn: Terry Lofing  
2100 Professional Drive  
Roseville, CA 95661**

### ***What if I miss the due date?***

Notification of our next grant cycle will be announced in the *JPIASource* newsletter and posted on the JPIA's website at [www.acwajpia.com/grant-program/](http://www.acwajpia.com/grant-program/).

