



PLAN JPA GRANT FUND PROGRAM GUIDELINES

Purpose:

The purpose of the Grant Fund Program is to provide a mechanism for PLAN JPA members to fund expenditures that support their safety and risk management programs. These additional resources serve as incentives to encourage safety programs tailored to agencies' individual needs, and will allow Members to contend with city procedure barriers, city funding shortfalls and other challenges.

Funding:

Annually the PLAN JPA Board of Directors will determine what, if any amount to allocate in total to the Grant Fund Program.

Allocations to each member's individual account will be made based pro-rata on the premium allocation percentage of the member as it relates to the overall premium of the group for the year in question. (For example if Member X's annual premium is 5% of the total premium for the group, 5% of the total allocation of Grant Funds will be allocated to that member's individual grant fund account.)

A participating Member's Grant Fund Allocation will be for that Member's account only. The Grant Fund accounts will be non-interest bearing. Any funds remaining in a Member's account at the end of a fiscal year will be carried over to that Member's account in the following fiscal year.

Should a Member withdraw from the Pool, the balance of their Risk Management Fund account will be returned within 90 days of the effective date of the Member's withdrawal or termination.

Use Guidelines:

Program funds will be used to reimburse Member expenditures for the following:

1. Controlling or minimizing risks that could result in injury, illness, and/or claims filed against the Member
2. Development, implementation, and maintenance of safety and risk management programs.
3. Emergency and disaster preparedness.
4. Purchase of equipment, items or improvements that enhance safety of employees or the public.
5. Attend outside training or conferences; or provide in-house training relating to safety and risk management programs.
6. Special expenditures permitted by the PLAN JPA Risk Management Committee.

Program funds will not be used to fund:

1. Deferred maintenance,
2. "Wear and tear" repair or replacement,
3. Operating supplies, materials, or equipment that are normally addressed in another department's budget
4. Employee wages
5. Monetary fines resulting from regulatory citations.

Reimbursement Process:

1. Each Member will designate a person authorized to submit requests for reimbursement from its individual Grant Fund account.
2. The Member's authorized representative will submit a completed request form to the PLAN JPA Risk Control Manager.
 - i. "Proposals for Purchase" submission will include a quote from the vendor, including the vendor's name and address.
 - ii. "Requests for Reimbursement" will include proof of payment and full description of the service or product.
 - iii. The PLAN JPA Risk Control Manager or his/her designee will be responsible for reviewing the proposals and requests, and initiating the payment or reimbursement process.
3. When a "Proposal for Purchase" is approved:
 - i. The check will be made payable to the Member designated on the request form and delivered to the requesting Member for completion or reimbursement of the purchase.
 - ii. The member will provide the PLAN JPA Risk Control Manager with a copy of the "paid" invoice once the purchase has been made to confirm the purchase.
 - iii. PLAN JPA accounting staff will combine this documentation with the documentation from the original purchase proposal as complete record of the transaction.
 - iv. If a copy of the paid invoice is not received by PLAN JPA, no further disbursements will be made until the required documentation of finished transaction is provided.
4. When a "Request for Reimbursement" is approved, the check will be made payable to the member and sent to the normal mailing address for that member unless as otherwise directed by the member's authorized representative.
5. The PLAN JPA Risk Control Manager will contact Members to discuss submissions that do not appear to meet PLAN JPA guidelines.
6. A Member may appeal denied requests to the Risk Management Committee.
7. PLAN JPA Accounting Staff will process reimbursements in accordance with the internal controls established by PLAN JPA.
8. The PLAN JPA Accounting Manager will prepare semi-annual reports of Grant Fund account balances. The PLAN JPA Risk Control Manager will prepare an annual report of how the funds were used. Both reports will be made to the Risk Management Committee.

Core Services Risk Management Program Service Detail For the 2018/19 Program Year

On-Site Risk Control Orientation / Action Plan

Conduct on-site orientation visits for each member. The purpose of the visit is to provide an overview of the PLAN Risk Control Service plan, discuss member specific needs, develop action plans and review the available risk control resources for department managers and supervisors.

PLAN Risk Assessments

Conduct annual risk assessments. Each year, the assessments focus on PLAN performance measures for a preselected risk exposure(s) from the following topics:

- Risk Management Policy
- Injury & Illness Prevention Program (IIPP)
- Risk Management Organization
- Risk Management Goals and Action Plans
- Claim Reporting and Follow-up
- Vehicle Use and Operations
- Sidewalk Inspection and Maintenance
- Urban Forest management (Trees and Vegetation)
- Sewer Loss Prevention and Management
- Police Risk Management
- Fire Risk Management
- Contractor Selection and Control
- Road Maintenance
- Contractual Risk Transfer
- ADA Compliance and Transition Plans
- Playground Safety
- Facilities Maintenance and Hazard Identification
- Aquatics Programs
- Special Events and Facility Rentals
- Employment Best Practices

PLAN Risk Management Software Refinement and Management

Update and refine Risk Console to improve data collection and warehousing and reporting. In addition, the capability to add tracking for grant usage will be added to the platform, allowing each member to have access to monitor grant balances. The pricing includes consultation time from Ventive to make the necessary changes and training to members.

Risk Control Service Days on Request

Provide risk control service days to assist with liability risk management. Services may include assisting with best practice recommendations identified in risk assessments, providing on-site training, participating/facilitating in risk management committee meetings, developing written programs, inspecting facilities, and other consulting services.

Driver Training on Request

Provide on-site biennial Defensive Driving training.

Driver Ride-a-long Evaluations

Provide on-site biennial employee ride-a-long evaluations.

Contractual Risk Transfer (CRT) Training on Request

Provide on-site CRT training.

Resource Development

Create resources and tools to make it easier to implement recommendations. Examples of new tools include simplified guides and checklists, information about vendor and member solutions, and new industry best practices. These resources will be distributed to members via email where appropriate and all resources will be housed on the Bickmore Risk Control website.

Regional Training

Provide four regional training classes (includes Sewer Summit). This service includes topic research, trainer selection and fees, location selection, announcements, electronic registration management, and materials coordination. Depending on the response to these initial trainings at one location, regional training for the next program year could include multiple locations for one class.

Unlimited Phone and Email Consultation

Provide unlimited access to a risk control professional for technical information and guidance. This service provides one central resource to help answer risk management questions.

Bickmore Risk Control Website Resources

Members will have unlimited access to all the resources available on the Bickmore Risk Control website which includes over 300 on-line streaming videos, hundreds of safety training handouts and risk management regulatory publications, recorded safety webinars, sample programs, forms, and checklists. In addition, members will be invited to participate in all live webinars and will be included on our distribution of monthly safety communications.