



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.

