



FY14 MIIA GRANT PROGRAM

September, 2013

Dear MIIA Member:

In keeping with MIIA's philosophy of providing you with the best municipal loss control services and programs, I am pleased to announce that applications are now being accepted for our thirteenth annual MIIA Grant Program. The program is structured to allow grants to be awarded throughout the year (as long as the grant funds last).

As in the past MIIA Grant Program has two categories: The Loss Control Grant and the Risk Management Grant.

The Loss Control Grant, of up to \$5,000 per MIIA member is awarded for training programs and the purchase of safety equipment that have no further means of funding.

Eligible programs and items include, but are not limited to:

- Confined Space Entry Training
- Law Enforcement Training (If pre-approved by Loss Control Staff)
- Multi-gas Meters and Voltage Meters
- Personal Protective Equipment (ANSI Vests and Chain Saw Chaps ONLY)
- Stepstools for classrooms
- Trench Safety Training
- Work Zone Trailers

Members should have policies in effect for the above operations. Additional consideration will be given to those who have such policies (MIIA has model policies available).

The Risk Management Grant will be awarded in amounts up to \$10,000 per MIIA Member. The Risk Management Grant is geared towards program development and implementation or consultative services that should directly impact MIIA claims experience. Members will be required to submit the overall program and articulate how this grant will help achieve steps towards overall mission of risk management.

- Behavioral Safety/Incident De-Escalation Training and Program Implementation
- Data Security Audit
- Development of a Sewer Preventative Maintenance Program
- Facilities Maintenance Program Development that focuses on major building systems i.e.; HVAC, roofs, etc.
- Fleet Maintenance Program Development
- GIS Implementation for utility infrastructure
- Human Resource Policy/Procedure audit with corresponding action plan
- Implementation of facilities based and systems supported program that allows for immediate identification and access of municipal facilities in case of emergencies
- Implementation of program to inventory and preserve historical documents, artifacts, and items of cultural interest.
- Playground audit with deliverable of member specific playground inspection form, policy implementation, and audit response plan.

The Risk Management Grant does not cover: building security system equipment, general safety equipment, etc. These requests may be eligible under the Loss Control Category.

The following apply to all MIIA Grant Program applicants:

- Applications should be submitted to miiagrants@mma.org
- To apply for a grant, please complete the attached MIIA Grant Program Application. Note the application instructions differ depending on the type of grant. **Your Chief Municipal Officer and Chief Procurement Officer must review and sign the grant application.** Without the above signatures, your grant application cannot be processed.

- **Due to budgeting requirements, grants MUST be invoiced or paid by June 30, 2014. There will be NO exceptions. Invoices or requests for payments received after June 30, 2014 will NOT be paid.**

Grants will be evaluated on the following criteria:

- Applicability to MIIA coverage
- Cooperation with MIIA Loss Control Staff
- Effect on Loss Experience
- Year last grant was received
- Benefit to employees and public
- Participation in the MIIA Rewards Program (Risk Management Grant ONLY)

Grant Disbursement Options:

MIIA offers two options for grant disbursement. Regardless of the option chosen, each applicant must attest that all state and local purchasing regulations and guidelines are followed. To that end, MIIA requires that your Chief Procurement Officer sign the grant application attesting to the above.

Option 1. Member pays vendor directly, and MIIA reimburses the member.

Option 2. MIIA will pay the vendor directly upon receipt of formal written estimate and or invoice and confirmation from your Chief Procurement Officer that all relevant state and local purchasing guidelines in the selection of the vendor have been followed.

The MIIA Grant Program will provide you with another tool to increase Risk Management effectiveness and continue to provide safe equipment for both employees and the public. Please contact myself or Lin Chabra if you have any questions.

Very truly yours,



Jeffrey J. Siena

MIIA Loss Control Manager