



Memo

To: Board of Directors
From: Larrie Ann Davis
Date: September 15, 2020
Subject: Consider JPIA Commitment to Excellence

JPIA's Risk Control Grant Program is designed to help members prevent and mitigate losses. JPIA members will be eligible for grants up to \$10,000 to fund risk management and safety projects.

One criterion of the Grant Program is for the District to adopt the JPIA's "Commitment to Excellence" Program (C2E). The C2E is attached for your review.

JPIA Risk Control Grant Program

Program Description



PROGRAM DEADLINES

Applications may be submitted between October 1, 2020 and December 1, 2020. Submit no later than December 1, 2020.

You will be notified of approval: March 1, 2021

PURPOSE

The purpose of the JPIA Risk Control 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 served as the foundation for the best practices in the JPIA's Commitment to Excellence. The grant program will incentivize members to renew their Commitment to Excellence and review the best practices applicable to their operations.

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 should refer to the Grant Program description for guidance as to projects that are likely to merit a grant.

ELIGIBILITY

- All JPIA members participating in at least two JPIA pooled programs: (Workers' Compensation, Liability, and/or Property Programs).
- 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.
- Grant funds must be applied to best practices relevant to the pooled programs in which the member participates.
- The member must be current in their payment of premiums.

GRANT FUND – COMMITMENT TO EXCELLENCE CATEGORIES

The JPIA 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, and 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
Cyber Security	Liability, Property	<ul style="list-style-type: none"> Cyber risk vulnerability testing Incident response plan
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"> Specialized training

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.
- Projects deemed to be capital improvements. 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 or overtime hours).
- Non-safety work apparel.
- Expenditures for fines, penalties, and/or citations.

AWARD CRITERIA

- JPIA members are eligible for a grant up to \$10,000 to fund their risk management and safety program projects or equipment.
- The grants will be reserved for a member applying the 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.

This approach is consistent with the JPIA's Risk Control program focus and supports other program elements such as the JPIA's Safety Awards, ongoing risk assessments at member facilities, and onsite training delivery.

THE PROPOSED GRANT REQUEST MUST:

- Be an approach that may provide a unique and innovative solution.
- Assist our members with risk management and loss control techniques.
- The grant request must show a results-oriented impact that is measurable and identifiable.
- Process or performance objective(s) that have a high probability of 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.

Data demonstrating the reduction of risk will enhance the possibility of the grant.

- Be an effective and sustainable risk management or loss control process or procedure.

Grant funds will be distributed on a first approved basis 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.

The Project Contact and/or Alternate Contact may be contacted to provide additional information regarding the grant application.

APPLICATION AND REIMBURSEMENT OF EXPENDITURES

Grant fund applications will be reviewed for completeness. Members will be notified when their grant has been approved and approvals will occur until the allocated \$100,000 in JPIA funds are expended.

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

Grant funds will be paid as reimbursements or initial investment for costs incurred within the scope of the project. To receive grant funding, the grant program request form must be submitted for projects **initiated and completed within the fiscal year (10/1/20 – 9/30/21)**. Paid invoices and supporting documentation are required.

Members agree to update ACWA JPIA to review project progress and results, and share lessons learned and observations about the implementation and outcomes. **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.**

Applications will be approved by March 1. Members will be notified at that time if their application has been approved.

USE OF FUNDS CRITERIA

Grant 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.

If projects are not completed with the agreed specified timeline, the entire Risk Control Grant award must be returned to the ACWA JPIA.

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.

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Commitment to Excellence

Crestline Village Water District

and the ACWA JPIA in mutual support for ensuring the most consistent, cost effective, and broadest possible affordable insurance coverage and related services, and in partnership with all JPIA members and in the interest of reducing *Crestline Village Water District's* insurance costs, commit to a program of excellence that through the implementation of "best practices" reduces the potential and frequency of:

- **Vehicle Losses**
- **Infrastructure Related Losses**
- **Construction Related Losses**
- **Employment Practices Claims**
- **Ergonomic (Musculoskeletal) and Fall Injuries**
- **Wildfire Prevention**

and fully support the goal of implementing effective preventative measures that work to achieve these loss reductions.

Walt "Andy" Sells (CEO, ACWA JPIA)
Signature

_____(General Manager)
Signature

_____(Board Member)
Signature

_____(Board Member)
Signature

_____(Board Member)
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