RISK AVOIDANCE PROGRAM
&
CERTIFICATION AND ACCREDITATION PROGRAM

GUIDELINES

Revised: July 2019
Michigan Municipal Risk Management Authority

Risk Avoidance Program and Certification and Accreditation Program

Guidelines

Section 1. Purpose and Scope

These guidelines set forth the procedures, rules, and other criteria used to administer grants provided to members of Michigan Municipal Risk Management Authority (MMRMA). The success of MMRMA depends heavily upon an effective partnership with its members. To encourage the partnership, MMRMA has created the Risk Avoidance Program (RAP) and Certification and Accreditation Program (CAP).

Established in 1997, the Risk Avoidance Program (RAP) is designed to increase members’ awareness of loss control measures and to encourage innovation in loss control programs. Started in 2016, the Certification and Accreditation Program (CAP) was added to support professional certification and accreditation programs.

The purpose of the RAP and CAP programs are to provide targeted financial assistance to lower the frequency and severity of property and casualty losses.

Section 2. Eligibility for Grants

A. All Individual and State Pool Members of MMRMA are eligible to submit grant applications following the first year of continuous membership.

B. Should an Individual or State Pool member terminate its MMRMA membership and subsequently return, that member is immediately eligible to submit grant applications upon formal membership reinstatement.

C. Should an Individual or State Pool Member provide a provisional ninety (90) day Notice of Termination pursuant to the Joint Powers Agreement, no new grant applications will be considered during the ninety day period. However, any grants awarded prior to the Notice of Termination will be honored.

D. Any Individual or State Pool Member that terminates its membership shall have no right to grant funds and any grants awarded and not disbursed prior to termination are cancelled.

Section 3. Grant Types

A. Standard RAP Grants

Standard RAP Grants are a set of specific grants that address significant ongoing loss exposures hazards. It has been determined that these recurrent grants have a substantial impact in reducing or avoiding loss. These grants typically involve supporting the purchase of certain equipment or devices that, when deployed, will help avoid or mitigate loss. Standard grants also support specific education or training programs. Claim history and loss exposures are periodically analyzed in relationship to the various Standard
Grants to make certain the grants continue to be relevant. Standard Grants are awarded using specific cost sharing formulas developed for each grant. In addition, dollar aggregate limits and member limits are included for certain grants in order to make grant funding available to a broader cross section of the membership. Cost sharing also fosters stronger member commitment to the program. The total amount of Standard Grants awarded is limited by the overall RAP budget provided by the Board of Directors. Appendix A includes the current list of Standard RAP Grants along with the funding formulas and cost sharing requirements.

B. CAP Grants

Certification and Accreditation Grants support programs for professional education, training, and formal recognition through a structured accreditation or certification program. These programs are typically offered through independent professional service organizations or government agencies. Certification and accreditation involves advanced education including training curricula and exams based on criteria and standards for industry best practices. It is believed that achieving accreditation is a reflection of member commitment that will, in turn, reduce claims. Appendix B includes the current list of eligible certification and accreditation programs along with the funding formulas and cost sharing requirements.

C. Other RAP Grants

Members are encouraged to submit other grant applications for programs or projects to reduce the frequency and severity of loss. Consideration of these grant applications is based on the criteria described in Section 5 below.

D. RAP Projects

RAP Projects include risk control programs designed to benefit multiple members. Project applications are prepared by the Risk Control Department based on (1) an analysis of exposures and loss data, (2) issues identified in field service activity, or (3) programs suggested by the Risk Control Advisory Committees. These efforts typically involve group information, education, and training programs. RAP projects are funded separately through MMRMA's in-house operation budget.

Section 4. Roles and Responsibilities

A. MMRMA Members

Members submit grant applications to the Risk Control Department. The applications are prepared in accordance with these guidelines using the attached forms and procedures. Applications must be signed by the official Member Representative.

B. Risk Managers

The Regional Risk Managers and In-House Risk Managers actively promote the grant program with current and prospective new members. They also provide suggestions for grant applications based on the exposures, hazards, and related data gathered as part of the annual membership renewal process.

C. Risk Control Advisory Committees

The Risk Control Advisory Committees identify potential projects for grant funding based on the knowledge of individual committee members and as a result of the programs and activities carried out by the committees in their various fields of expertise.
D. MMRMA Risk Control Department

1. The Risk Control Consultants provide information to members concerning potential grant funding to address issues identified in field visits, best practices reviews, and risk control recommendations. The consultants are available to assist members in preparing grant applications.

2. The Risk Control Department establishes a schedule and sets deadlines for the submission of grant applications. The department receives grant applications and screens the material for completeness and alerts the member to any omissions or additional required information. The applications are forwarded the Membership Committee for consideration.

D. Membership Committee

1. The Membership Committee administers the grant program pursuant to the budget provided by the Board of Directors.

2. The committee prepares and implements grant guidelines, application forms, and related procedures.

3. The committee establishes criteria for evaluating applications and acts to approve or deny applications in accordance with those criteria.

4. The committee meets to consider grant applications on a quarterly basis each year (March, May, August, and November).

Section 5. Grant Selection Criteria and Considerations

The proposed project should present an approach to solving a specific risk management problem or set of related problems and/or demonstrate the potential for significant reduction of an identifiable high liability risk. The impact of the project should be identifiable and measurable and take the following criteria into account:

A. Statistics or other available data demonstrating the severity or extent of the problem(s) will enhance the possibility of grant approval.

B. The project’s plan of action must have a high probability of solving the problem(s).

C. The project should demonstrate a solution to a problem(s) and must not duplicate similar efforts already undertaken by the member.

D. The budget for the project and time expended must be realistic and accomplished in a reasonable period of time.

In addition, consideration will be given those projects that offer a unique or innovative approach to risk control. Attention will be given to projects that:

E. Address new and emerging loss exposures.

F. Use new or advanced technology to address risk control issues.

G. Involve a partnership between members.
H. Involve members that are sharing in the funding of the project with other MMRMA members or independent organizations.

Section 6. Required Application Content

A project manager(s) and other employees involved in the project’s implementation must be identified. A timetable, along with status dates, may be required for projects of 60 days or more in duration.

Members must provide a complete description of the proposed project. Data and information documenting the problem should be presented. The description must closely follow the application form. The description must include the project’s goals and plan of action or activities to be used in accomplishing the goals, objectives, and expected results. Attachments must be included to further communicate the scope and benefits of the project.

Supplemental information is required including written materials, cost estimates, invoices, product specification guides, or any other documents supporting the information presented in your application.

A projected start-up date and completion date should be provided. If such dates cannot be firmly established, an estimate of the start/completion must be included.

If the benefit of the project exceeds the member’s geographic area, information on what geographic area it would serve or what other members would benefit should grant funds be provided.

If public agencies, nonprofit organizations, or community groups will be involved in the project’s management, implementation, or funding, a description of how each is involved, along with documentation of their commitments, should be included.

The portion of the project for which the applicant is seeking RAP assistance should be stated, identifying funding by the member or other sources. In addition, the budget included for the project should be reduced to line item expenses and supported by attaching invoices or cost estimates.

The applicant may request a specific grant amount. MMRMA requires cost sharing by the member for the project described in the application (not including funds received from other sources such as community foundations and other grants). Projects will not be funded in their entirety (100%).

Aside from an application lacking the project’s clearly stated purpose and design, another frequent reason for rejection is a poorly written description. The applicant should not completely rely upon his or her own judgment. Assistance in developing and writing the proposal is encouraged. Prior to preparing or submitting an application, members may consult with the Risk Control staff on the planning of the project and application process. APPLICATIONS MUST BE TYPED.

Applications must be submitted to MMRMA’s Risk Control Department. A Risk Control Consultant will conduct an initial review of each application. The merits of the application will also be evaluated in coordination with MMRMA underwriting and/or claims personnel.

MMRMA reserves the right to reject applications that do not contain a complete description of the project and its intended risk reduction benefit, are missing signatures, budgetary information, supporting documentation, or are otherwise incomplete.
Section 7. Grant Funding Exclusions

Grant funding is not available to fund routine operations or projects related to maintenance issues or lack thereof. Grants are not intended to supplement local funding when member budgets should cover the cost of financing a governmental operation.

The intent of MMRMA’s grant program is to prevent or mitigate third party liability losses or damage or losses related to member-owned property. Although the safety of its members’ employees is important, projects intended to improve workplace safety or reduce workers’ compensation losses are not eligible for funding.

Section 8. Selection Process

Upon the recommendations of Risk Control, the Membership Committee will approve or deny the application based on the merits, projected benefits of the project, and compliance with these guidelines. The committee may require further controls or restrictions on the use grant funds.

The applicant has the obligation to use funds granted in compliance with the approved application. Failure to do so will result in the discontinuance of future funds, and an obligation for reimbursement of funds granted.

For further information, please contact:

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List of Appendices:

Appendix A - Standard Grant Guidelines
Appendix B - CAP Grant Guidelines
APPENDIX A

STANDARD GRANT GUIDELINES
MMRMA Risk Avoidance Program (RAP)

Standard Grant Guidelines

The following list is a guide to be used by the Membership Committee in reviewing grant requests fairly and consistently. This list does not guarantee or entitle MMRMA members to funding of their projects. Each project must be submitted as a full application and will be considered individually by the Membership Committee. This list does not restrict RAP funding to only the projects listed. Please contact the MMRMA Risk Control Department if you have specific questions relating to this document.

Please note:

- Costs that can be included in funding requests are shipping/handling, installation, and training costs associated with the operation of new software and equipment. (11/9/16)

- RAP funding will NOT cover the costs associated with the purchase of additional warranties and multi-year service agreements. (11/9/16)

- Multi-Year Payment Plans – Members who enter into multi-year payment plans with vendors must submit an executed purchase agreement along with their initial grant application. In addition, members must submit a grant application each year of the agreed upon term of their payment plan. Funds will be approved and disbursed on a prorated basis for the term of the payment plan. For example, 1 Taser unit is reimbursable at a rate of $500 per Taser. A member entering into a 5-year payment plan will be eligible for $100 each year of the agreement so long as they submit an updated grant application and supporting documentation each year. MMRMA does not guarantee that funding will be approved or that funding limits will remain consistent each year for the term of the member’s agreement.

- In order for any product or service to be considered for funding, the associated invoice MUST contain a clear line item cost per component. If the line item cost on an invoice is $0, MMRMA will assume that the cost is part of the overall project and will not consider separate funding. (5/10/19)

**Automatic External Defibrillators**
50% up to $1,500 – Restricted to jail or detention locations only. (5/22/08)

**Back Up Cameras for Vehicles**
50% up to a maximum of $200 per vehicle. Vehicles manufactured after 2018 are not eligible for funding. (5/10/19)

**Body Worn Video Cameras**
$250 per camera. Funding based upon prior review and approval by Risk Control. Risk Control will also determine the number of units per department and member. (5/10/19)

**Bumper Guards**
50% up to $500 per vehicle with a maximum of $5,000 per member. (8/14/13)
Concrete Scarifier
50% up to $2,500 per unit with an aggregate maximum of $5,000 or 2 units per member. (8/14/13)

Court Compliance Safety
50% funding with an aggregate maximum of $10,000 for security related equipment as recommended by the Michigan State Court Administrator’s Office. (5/7/10)

Data Storage
50% up to a maximum $50,000 per member. Funding is limited to body camera and in car camera systems associated with law enforcement. Funding is further limited to one (1) single request per member. (5/10/19)

Digital Cameras and Security
1/3 funding up to $50,000 in aggregate maximum funding per member for security and related equipment or systems. Aggregate limits will be replenished on a 10-year rolling basis. Grants older than 10 years will drop from the aggregate total. Contact Risk Control for additional information. (8/16/17)

Funding is further limited to retrofitting currently scheduled (included on property list at renewal) locations only. New construction projects are excluded from funding. Funding is also strictly limited to security equipment components only. Detailed invoices will be required prior to payment being issued. (7/1/16)

Electronic Prisoner Monitoring /Cell Check System
An electronic device and system that captures and records the presence and location of corrections officers throughout a jail.

50% funding up to an aggregate maximum of $5,000. (7/1/16)

Emergency Generators for Pump/Lift Stations
50% funding up to $15,000 per generator with a maximum aggregate of $30,000 per member. Funding is based up on confirmation that the member carries sewer backup coverage with MMRMA. (3/6/12)

Emergency Medical/Priority Dispatch
Allows 911 operators to dispatch emergency first responders and through the use of scripted key questions, provides necessary information needed by the emergency first responders.

50% funding up to an aggregate maximum of $10,000. (5/18/12)

Emergency Medical Responder Active Shooter Kits
Kits include the purchase of body armor, first responder carry bag, and various medical components including: tourniquet holder, triage tape dispenser, color-coded triage tape, C-A-T tourniquets, emergency trauma dressing, compressed gauze, vent chest seals, nitrile gloves, and trauma shears.

75% up to a maximum of $2,500 per member. (3/6/19)
Field/Arena Fencing and/or Netting
1/3 funding up to an aggregate maximum of $25,000 per member for the retrofitting of existing facilities/fields only. New construction projects are not eligible for funding. (8/16/17)

Fire Pit Rings
50% up to $125 per unit with an aggregate maximum of $10,000. (8/14/13)

General Risk Management and Leadership Training
50% of the tuition/fee for general or leadership training as recommended by Risk Control and not qualifying for RAP funding under the Certification and Accreditation Program (CAP). Includes training conferences/programs such as the Michigan Public Service Training Institute; Michigan Association of Municipal clerks; Field Training Officer (FTO); First Line Supervisor Training. (5/18/12)

In Car Cameras (Police and Fire Vehicles)
$1,000 per camera with a maximum of $30,000 per member. Aggregate limits will be replenished on a 10-year rolling basis. Grants older than 10 years will drop from the aggregate total. Contact Risk Control for additional information. (5/10/19)

Lift Free Health Facilities – Assistive Lifting Devices for Patient Transfer
A mobile assistive lifting device for the transference of a patient/resident in a health care facility from one place to another, such as from a bed to a wheelchair or when using a bathtub or lavatory. This means of portability greatly reduces the risk of injury from falls.

50% up to $1,500 per unit with a maximum of two units per member. (5/18/12)

Livescan Fingerprinting
50% up to $8,000 per member for county jail locations only. (11/9/16)

Non-Transport Lifting Devices and Stair Chairs
50% up to $1,000 for non-transport bariatric lifting and patient handling devices and "stair chairs" with a limit of one device per station. (8/20/14)

Office Safety Plan (Axon/Taser International)
Member electing to purchase a bundle of products (Tasers, body cameras, data storage) under the Officer Safety Plan through Axon can apply for funding using the following formulas to determine cost sharing. (5/10/19)
- Body Cameras – $250 per camera.
- Tasers - $500 multiplied by the number of officers/units purchased. ($500 x 10 = $5,000)
- Data Storage – 50% up to a maximum of $50,000

Passenger Surveillance Cameras
50% up to $1,500 per vehicle with a maximum of 10 vehicles per member. Funding is limited to retrofitting existing fleet vehicles only. New vehicle purchases do not qualify for funding. (7/1/16)
**Pre Plan Software**
Computer software for pre-emergency site planning, hazardous materials identification, and MIOSHA Firefighter Right-to-Know compliance.

50% funding up to $10,000 and an aggregate maximum of 10 software licenses. (5/18/12)

**Prisoner Restraint Chair or Board**
50% up to $1,000 per unit. (8/14/13)

**Reality Based Training Equipment**
50% up to a maximum of $3,500 for safety equipment and conversion gun equipment. (5/22/08)

**SCADA Control System Software**
50% funding up to $7,000 per site with a maximum per member aggregate of $30,000. (8/14/13)

**Sewer Cameras**
50% up to a maximum of $20,000 in aggregate funding per member. Aggregate limits will be replenished on a 10-year rolling basis. Grants older than 10 years will drop from the aggregate total. Contact Risk Control for additional information.

Member must carry sewer coverage with MMRMA to be eligible for funding. (7/1/16)

**Stop Sticks**
50% up to a maximum of percentage of fleet units per member with maximum funding of $2,250, regardless of the size or type of unit purchased. Although no price maximum was set, the average cost of a typical tire deflation device is between $400 and $600. (2/17/05)

**Taser Alternative Force**
$500 per unit. Funding based upon prior review and approval by Senior Risk Control Consultant for Law Enforcement. (8/19/15)

50% for the training suits subject to the discretion and recommendation of the Risk Control Department. (5/22/08)

**Thermal Imaging Cameras**
50% up to an aggregate maximum of $5,000 per member. (8/14/13)

**Vehicle Monitoring Systems**
This is a GPS vehicle monitoring system. Vehicles, such as DPS, are outfitted with a signal device that tracks the speed, location, route traveled, specific time, how many times a vehicle was on a certain road, and fuel consumption. This information helps reduce the amount of time the vehicles are on the road and provides documentation to assist the member in defending claims.

1/3 funding up to an aggregate maximum of $20,000. (8/16/17)
**Video Arraignment**  
50% up to $5,000 per member. (7/1/16)

**Video Laryngoscope**  
50% up to $500 per unit with maximum funding of $4,000 per member (8 units). (8/19/15)
APPENDIX B

CERTIFICATION AND ACCREDITATION
GRANT GUIDELINES
Certification and Accreditation Program (CAP)

Grant Guidelines

The following list is a guide to be used by the Membership Committee in reviewing grant requests fairly and consistently. This list does not guarantee or entitle MMRMA members for funding of their projects. Each project must be submitted as a full application and will be considered individually by the Membership Committee. This list does not restrict RAP funding to only the projects listed. Please contact the MMRMA Risk Control Department if you have specific questions relating to this document.

NOTE: Funding for the following is limited to initial certification and accreditation only. Continuing Education Units/Credits (CEU) that are required to maintain certification and accreditation status are NOT eligible for funding under MMRMA’s Certification and Accreditation Program (CAP) (3/2/16). The cost of text books or resource materials are included as part of the overall project cost and will be eligible for reimbursement (8/16/17).

A. Individual/Persinal CAP Grants

75% reimbursement of tuition/registration fees upon successful completion of the following:

1. Administration/Zoning
   - Citizen Planner Certification
   - Zoning Administrator Certification
   - Certified Public Manager (CPM)
   - Master Municipal Clerk (MMC)
   - Associate in Risk Management (ARM)

2. Human Resources
   - SHRM Certified Professional (SHRM-CP)
   - SHRM Senior Certified Professional (SHRM-SCP)

3. Parks and Recreation
   - Certified Playground Safety Inspection (CPSI) Certification
   - Certified Park and Recreation Professional (CPRP) Certification
   - Certified Park and Recreation Executive (CPRE) Certification
   - Aquatic Facility Operator (AFO) Certification

4. Fire/EMS
   - Incident Safety Officer (ISO)
   - Health and Safety Officer Certification (HSO)
   - Executive Fire Officer Program (EFOP)
   - Chief Fire Officer (CFO)
   - Fire Staff and Command School
   - Blue Card Command (Added: March 2015)
   - NFPA Fire Inspector I (Added: November 2015)
   - NFPA Plan Examiner (Added: March 2016)
   - NFPA Fire Inspector II (Added: March 2016)
5. **Law Enforcement**
   - Public Agency Training Council
   - Force Science Certification
   - Certified Taser
   - MACP New Chiefs School
   - Police Staff and Command School
   - FBI National Academy

B. **Departmental CAP Grants**

75% reimbursement of implementation/installment fees with a yearly maximum aggregate of $15,000 per member for the following programs:

1. **Commission on Accreditation for Law Enforcement (CALEA)** – Funding will be limited to members who have entered into and completed the accreditation process for five years beginning August 16, 2017. Grant funding for this accreditation process will expire August 16, 2022.

2. **American Public Works Association Accreditation (APWA)**

3. **Michigan Law Enforcement Accreditation Program (MLEAP)**