

TO: Members of the League's Worker's Compensation and Property/Liability Insurance Programs

RE: North Carolina League of Municipalities
Risk Management Services
Loss Control & Health Services Unit
Loss Control Safety Grant Programs

Dear Member:

The Risk Management Services Board of Trustees has approved the continuation of the Safety Grant Programs for the current year.

PURPOSE:

The Risk Management Services Safety Grant Programs is offered to members of both the Worker's Compensation and Property/Liability insurance programs for enhancing their safety programs for employees and the general public to assist in the reduction, control, or elimination of accidents, injuries, and other losses. The goals of these programs are to provide direct grant funds to achieve these objectives within each governmental unit. Ultimately, the effective use of Safety Grant funds will result in cost savings, enhanced work performance, and increased productivity with an improved safety program for employees and the general public.

The Loss Control Safety Grant program has modified the method of awarding Safety Grants. Please read this announcement carefully.

PROGRAM COMPONENTS:

- 1. The Safety Grant program is an on-going program.** What does this mean to you? All Safety Grants will be awarded based on the annual anniversary date of the prior year's award. For example: If you were awarded a Safety Grant on March 15, 2008, your entity's eligibility date for a Safety Grant would be on or after March 15, 2009.
- 2. If you did not apply for a Safety Grant within the most recent Fiscal Year, you are eligible for a Safety Grant at anytime during the current Fiscal Year.**
- 3. The minimum Grant award is \$500 and the maximum Grant award is \$1,500. This represents an increase in award levels from prior years.**
- 4. Awards are based on total number of full time employees.** A progressive scale has been established to determine the maximum award available. See the "Scale of Awards" to determine your qualification level.

5. **Grants will be accepted at any time during the year.** There is no “cut-off” date for submittal of Grant requests.
6. **Only one (1) Grant submission per 12-month period will be permitted.** You may not split your Grant proposal into separate elements or dates.
7. **All Grant submissions are subject to an initial review by the Loss Control Consultant serving your entity.** The purpose of these reviews is to provide our Loss Control Consultants with direct input relating to the objectivity of the grant and of their familiarity with the specific loss control and safety needs of individual entities.
8. **There are three (3) specific restrictions that will preclude an award being granted.** These are detailed in the **Grant Application and Conditions of Participation.**
9. **All Grant awards are on a “first come, first served” basis until funds have been exhausted.**
10. **Copies of invoices must be submitted with each Grant Application.**
11. **It is suggested that your governmental unit include a safety budget in the annual entity budget.** This would be prudent practice to permit safety-related activities to go forward.
12. **You are responsible for any costs above the levels shown in the Scale of Awards.** In other words, if you submit a Grant request for more than the amount set for the level shown in the scale of awards, you must absorb the difference between the amount requested and the maximum award permitted for your award level.

NOTE: We strongly recommend you assign one person as your **“Safety Grant Coordinator”** to assemble your Safety Grant Application and submit it in one mailing. This person may be your current “Safety Coordinator” who will act as your contact with Risk Management Services Loss Control for any follow-up regarding your Safety Grant submission. The “Safety Grant Coordinator” must sign the Grant Application.

Information and additional application forms are available from Brenda Rich or your loss control consultant for your area.

You may also access the Safety Grant information and an application form on the NCLM website at: www.nclm.org. Click on the “INSURANCE” tab at the top of the page. Then, scroll down the left side of the next page until you see the links to Safety Grants. Click on those links and print the information and application from the website.

For additional questions or further information, please contact Brenda Rich or me at:
1-800-228-0986 or (919) 733-1212.

Sincerely,

James M. Davenport, CSP
Loss Control & Health Services Manager

RISK MANAGEMENT SERVICES

SAFETY GRANT

PROGRAM DETAILS

PACKET CONTAINS

- **Safety Grant Information**
- **Conditions of Participation**
- **Grant “Scale of Award” Levels**
- **Restrictions**
- **Eligible purchases**
- **Directions for Submitting Your Application**
- **Safety Grant Application Form**

**North Carolina League of Municipalities
Risk Management Services
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Raleigh, NC 27602**

**Phone: 1-800-228-0986
FAX: 919-715-6656
Website: www.nclm.org**

<p>RISK MANAGEMENT SERVICES SAFETY GRANT REIMBURSEMENT PROGRAM</p>

The North Carolina League of Municipalities Risk Management Services Insurance programs have established grant funding to assist member safety program efforts. Grant monies may be used to purchase certain protective equipment, training, or other safety program needs that will eliminate, reduce or control potential losses and improve employee safety, as well as that for the general public.

This information packet includes two parts:

1. General Safety Grant Program requirements
2. Application form and procedures for submission of Grant requests

Safety Grants will be awarded according to need. Grants will not exceed those indicated in the Grant Award Level chart. Your entity is responsible for any balance above that amount.

Conditions of Participation:

- 1) Any governmental unit which receives their worker’s compensation coverage through the North Carolina Interlocal Risk Management Agency (NCIRMA) or their Property/Liability Insurance through the Interlocal Risk Financing Fund of North Carolina (IRFFNC) may apply for a Safety Grant.
- 2) The municipality or agency must have a designated “Safety Coordinator”.
- 3) A written mandatory use policy or standard operating procedure, signed by the Department Head and Mayor, City Manager, or Administrator, **must be included** for each safety equipment or personal protective equipment grant request.
- 4) **Grant funds will be distributed on a first come, first approved basis until all eligible funds have been expended.**
- 5) All purchases or paid invoices must be for the current fiscal year that runs from 7/1 to 6/30. **No retroactive dates earlier than July 1st will be permitted.**
- 6) Multiple departments may apply for Safety Grant consideration. However, all Safety Grant submissions must be completed and submitted at one time on one **Grant Application** form. Therefore, it is strongly suggested that you assign a “**Safety Grant Coordinator**” to submit the application to RMS in one packet. This person must sign the Safety Grant Application Form.
- 7) The Mayor, City Manager, Administrator or Executive Director of the agency must also sign the grant application.

Grant “Scale of Awards” Levels:

Level 1: Up to 25 full time employees (FTE)
 Level 2: From 26 to 50 FTE

Maximum Grant

\$500
 \$750

Level 3: From 51 to 75 FTE	\$1,000
Level 4: From 76 to 150 FTE	\$1,250
Level 5: Over 150 FTE	\$1,500

Restrictions:

The following restrictions apply to all Grant applications:

Ineligible for Safety Grants due to:

- a. No action on Assessment Evaluation Recommendations within a 6-month period.
- b. Failure to act on Recommendations within 90 days of receipt of an “Action Report”.
- c. Unpaid premiums or fees due and owing to RMS.

Eligible purchases:

Purchases should “**directly enhance the health and safety of employees or the general public**”. While the definition of “directly enhancing the safety and health of employees or the general public” is subject to broad interpretation, the intent is clear. Applications that are not reasonable will be denied at the discretion of the awards committee. Awards will not be made for items that would be considered for use in the “normal course of business” (e. g. weapons for police officers, etc.). Routine expenses for the conduct of business (e.g. equipment repair, licensing, etc.) would not qualify, nor would specific items of PPE that may be used in a personal manner off the job (e.g. hardhats, safety shoes, disposable gloves or glasses).

Examples of eligible categories for the Workers’ Compensation (NCIRMA) program:

- Police traffic vests (NOT Soft Body Armor. This is a SEPARATE PROGRAM)
- Confined space entry equipment
- Trenching safety equipment
- PPE (i.e.; Chaps, hard hats, general use eye protection, face shields, respirators, hearing protection, chemical resistant gloves, etc. See exceptions, above)
- Work zone safety signs, cones, and retro reflective vests
- Safety seminar or training expense (Registration fee only)
- First aid/Blood borne pathogen kits
- Firefighter safety alarms (PASS devices)
- Hepatitis A and B immunizations

Examples of eligible categories for the Property/Liability (IRFFNC) program:

- Traffic sign replacement program
- Lifeguard training
- Swimming pool safety equipment
- Police in-car video system
- Police accreditation program fees
- Police policy manual development
- City/agency personnel policies
- Playground/sports equipment improvement
- Warning signs (pools, lakes, dams, etc.)
- Security fencing that protects the public
- Liability loss reduction training expense
- Sewer back-up prevention programs
- Sidewalk inspection and replacement programs

Many other categories may be eligible. Please describe your proposal on the grant application or attach additional information about your request.

The LCHS staff will make all final determinations as to eligibility.

Loss Control Consultants will have initial responsibility to review all Grant applications. You may be contacted by your Loss Control Consultant to discuss your Grant proposal. **No grant applications will be accepted without the prior approval of your Loss Control Consultant.**

Ineligible categories (Examples – This is not an all-inclusive list):

- Personal safety equipment items that may be used off the job such as prescription safety glasses and safety shoes, weapons of any type, reimbursement for any staff salary costs, or general training requirements for a specific position (i.e.: police or fire academy training programs).
- Travel expenses to and from any workshop locations, the cost of personal meals, overnight accommodations, and similar items are also excluded from reimbursement.
- Registration fees that cover such items as meals, handout materials, breaks, or similar costs are also excluded from reimbursement.

Any Grant application, which is considered ineligible as noted above, will be returned to the submitting municipality or agency.

Sales tax & shipping charges:

Do not include these charges in your Grant requests. These charges will not be reimbursed.

Discounts:

The following provider is offering additional discounts for safety and health purchases through the grant program:

GlaxoSmithKline

Contact SKB directly at: 1-800-877-1158 for information on how to open an account and to order vaccines.

- ▶ Immunization for Hepatitis “A” & “B”

For immediate assistance, call: 1-800-877-1158

DIRECTIONS FOR SUBMITTING YOUR APPLICATION

1. Complete your application describing your request (**training, equipment, number of units, estimated price, etc.**). Applications will be accepted at any time during the year
2. ***Remember, Grants are based on total number of full time employees (FTE). If approved, you will be reimbursed up to the maximum amount shown in the Grant Award Level, subject to fund availability, excluding sales tax & shipping***
3. Safety Grant awards may be rejected based on restrictions that may apply.
4. You **must** indicate the total number of Full Time Employees (FTE)
5. You **must** include with your application any applicable mandatory use policies for PPE or use of equipment
6. You **must** include with your application any RMS “Action Reports” or “Assessment Evaluations” your entity has received during Fiscal Year 2005(7/1/2005 – 6/30/2006).
7. You **must** include the name of your registered “On-Line Training Administrator” for our “Safety Catch” on-line training program. Call for information.
8. You **must** include a copy of the paid vendor invoice with your Application
9. The Risk Management Field Consultant staff will review all applications. Your application may be rejected, or fully or partially funded. The Loss Control & Health Services Manager will determine final approval.
10. You will be notified in writing of the amount of funding upon Grant approval.

Funds are limited and will be awarded on an “as-need basis”. Partial grants may be awarded. Not all applications will be funded. You must be a member of the RMS Workers’ Compensation Insurance program (NCIRMA) or Property/Liability Insurance program (IRFFNC) for the current Fiscal Year policy period to be eligible to apply.

Risk Management Services will pay from copies of your original invoice and only for equipment or expenses approved by the Loss Control & Health Services Manager.

All unclaimed funds will be returned to the Insurance Programs of the North Carolina League of Municipalities.