

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: GRANT PROGRAM FOR SAFETY SERVICES

AMENDED: January 27, 2025

Policy Statement:

Each Year MBASIA may allocate funds for individual Members' use for Safety Services. Within the Safety Services budget a line item will contain the total amount of funds available for Grants. The Authority will annually approve funds for this budgeted line item, and then each Member will have access to an equal share of the funds on a "use it or lose it" basis approved during the Program Year (unused funds will be rolled into the general account).

Members must send a written request for the use of their funds to the Safety Committee. The request will include a statement explaining how the funds will be used to help the Member reduce the frequency or severity of claims covered by the Authority. These funds can be used for equipment, materials, programs, or services that will lead to these results. The same request cannot be made in more than two consecutive Program Years unless authorized by MBASIA's Vice Chairperson. The Committee will either deny or approve the request; a majority required for approval. Members may apply for funds on a reimbursement basis.

Members must submit all receipts no later than 30 days after the Program Year closes. All receipts should be submitted in batches.

Procedure:

A Member Agency may apply for Grant Funds by following the following procedure:

1. A Member will write a request to the Program Administrators requesting the use of grant funds for city expenditure. The request will include an explanation of how the funds will be used to help the Member reduce the frequency or severity of claims covered by the Authority.
2. The Program Administrators will forward the request to the Safety Committee who will review and vote to approve or deny the request. A majority of those present is required to approve a request.
3. If approved, the Member Agency will purchase the service or item they requested and submit a receipt for reimbursement to the Program Administrator.
4. The Program Administrator will submit the reimbursement request and appropriate documentation to MBASIA's bookkeeper.
5. MBASIA's bookkeeper will reimburse the Member up to the maximum allowable amount and apply the reimbursement expense to the Grant Program Budget within the Safety Budget. If a request exceeds the budgeted funds available to a member, only the amount available for reimbursement will be paid.