

## **ADMINISTRATIVE POLICY AND PROCEDURE**

**SUBJECT: GRANT PROGRAM FOR SAFETY SERVICES**

**AMENDED: April 24, 2017**

### 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 adopt amount of 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 which will justify how the funds will help the Member reduce the frequency or severity of claims or will mitigate liability risks at the Member Agency. These funds can be used for equipment, materials, programs or services that will lead to these results. The Committee will either deny or approve the request; a three quarters ( $\frac{3}{4}$ ) majority is required for approval. Members may apply for funds on a reimbursement basis.

On May 1<sup>st</sup> of a Program Year, all Members will have access to the unrequested funds, regardless of the Member's previous use of their allocated share of the budget. A Member's annual requests may not exceed 1/5 of the Grant Program Budget, and will be processed in the order they are received (and approved) until the Budget has been exhausted.

Members must submit all receipts no later than 60 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 a justification of the funds and how they will lead to the reduction of frequency or severity or will mitigate liability risks at the Member Agency.
2. The Program Administrators will forward the request to the Safety Committee who will review the request and vote to approve or deny the request. A three quarters majority 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.
  - a. If a request exceeds the budgeted funds available to a member, only the amount available for reimbursement will be paid.