

August 5, 2021

Dear MIIA Member:

Welcome to the MIIA FY22 Risk Management Grant Program.

The Risk Management Grant Program provides members with the opportunity to apply for a grant or grants totaling \$10,000 per municipal entity.

The MIIA Grant Program provides members with resources to assist and support risk management initiatives. The FY22 grants will continue to heavily focus on facility management, preventive maintenance, prevention of property losses and cyber mitigation as well as individual member loss experience, which continues to have a significant impact on MIIA financial results.

Based on feedback from you we have included a more comprehensive equipment listing.

To participate in this program please follow the process below:

1. Speak with your MIIA Risk Manager to discuss your grant options.
2. Grant requests must be made under a line of insurance coverage MIIA provides to your municipality. Please note safety equipment for police and fire are not eligible as they are covered under 111F.
3. Grant must be for a service/equipment related to a potential covered loss.
4. Grants cannot be retroactive for an activity completed or in process or for equipment previously purchased.
5. MIIA funded portion of grant projects must be completed and invoices submitted to MIIA by May 12, 2022.
6. Grant funds must be used to purchase only items identified in the grant application.
7. Members are not eligible for the same grant as received the previous year unless approved by Risk Manager.

Items that are excluded include: travel expenses, wages, including overtime, and software annual renewal costs.

Automated Grant Completion Process - Grant Sumittal Deadline is November 5, 2021

1. Speak with your MIIA Risk Manager to discuss your grant options.
2. Go to www.emiia.org – Click on Quick Link for Grant then click on Online Application to begin completing the online Risk Management Grant application. (Application must include vendor estimate.)
3. Once application is complete, please make sure you upload grant equipment/service estimates; click button to send grant application to Chief Financial Officer and Chief Procurement Officer for signature(s) through online system. You will be automatically notified once these signatures have been added so that you can then submit your Grant Application. Click red button to submit grant application.
4. You will receive an email containing a copy of your completed grant. Download and print to file for your records.

Grant Disbursement Options

MIIA offers two options for grant disbursement. Regardless of the option chosen, each applicant must attest that all state and local purchasing regulations and guidelines are followed. To that end, MIIA requires that your Chief Municipal Officer and your Chief Procurement Officer sign the grant application attesting to the above.

Please send all grant invoices to miagrantinvoices@mma.org. Vendor W9 form must be included with all invoices.

Option 1. (Preferred method) MIIA pays vendor directly upon receipt of invoice from member.

Option 2. MIIA will reimburse the member upon receipt of a copy of the front and back of a canceled check and a copy of the vendor invoice. If you have installment invoices for program implementation, it requires that submitted invoice(s) provide appropriate detail, i.e. 5 hours @ \$400 total \$2000 - John Smith ABC Enterprises completed a survey of municipal fleet operations.

The MIIA Grant Program will provide you with another tool to enhance your risk management, training and safety efforts. For questions regarding the Grant, please contact your Risk Manager or Nodira Sidikova, nsidikova@mma.org, 916-277-5003 or me, lchabra@mma.org, 617-838-5941.

Thank you for your participation.

Lin Chabra, MIIA Member Services Training Manager