

OSS

ORGANIZATION OF
SELF-INSURED SCHOOLS

July 3, 2012

MEMORANDUM FOR: JPA Liaisons
Contact People/Safety Officers
Servicing agents

SUBJECT: NCR Matching Grant Program

As you may be aware, Northern California ReLiEF (NCR) is a JPA managed by Keenan and Associates which provides the re-insurance for OSS. NCR has recently established a matching grant program to address loss control/risk management products and initiatives.

The program is not designed for “general maintenance, mandated cost items or items noted on a district’s safety inspection unless they are listed as a high priority.” In addition to high priority safety inspection items, the following are sample matching funds projects: purchase of surveillance cameras, security staffing, and the purchase of steel screens for windows.

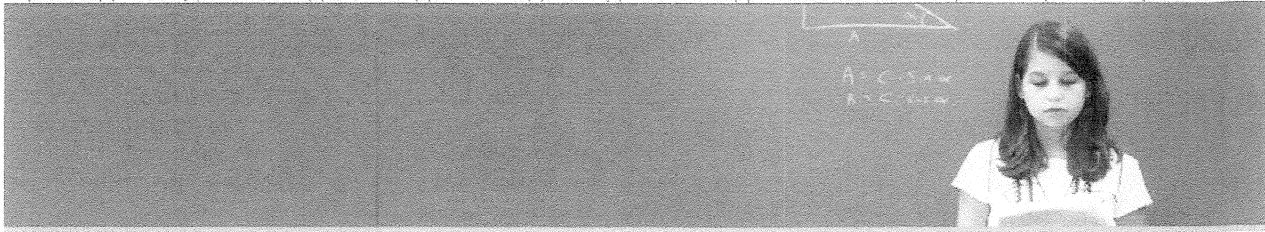
The NCR Underwriting/Member Services Committee will review the applications and determine whether they fit the attached guidelines.

Attached is an overview of the program, application, and reimbursement form. If you have any questions please contact me.

Henry Brock
Risk Manager



[Home](#) |
 [About](#) |
 [Coverages](#) |
 [Services](#) |
 [Meetings](#) |
 [Links](#) |
 [Contact Us](#) |
 [Member Resources](#) |
 [Sitemap](#) |
 [Logout](#)



Member Resources

- P & C Bridge
- Agenda Packets
- Finance
- ▼ Risk Management
 - Bulletins
 - Fume Hood Testing Training
 - RiskAdvisor
 - FIT Checklist
- ▼ Administration
 - Administration Guide
 - Governing Documents
 - Policies And Procedures
 - Program Structure
 - Forms
 - Presentations
- ▼ Claims
 - Report a Claim
- Defense Attorney Panel
- ReLIEF Reward Request
- WeTip
- ▼ Underwriting
 - Charter School Info
 - Construction Manager Panel

NCR Matching Grant Program

Purpose:

Risk management is a continuous, forward-looking process that is an important element of the NCR program to the benefit of all members. The NCR Matching Grant Program has been established to assist members in the costs associated with new loss control/risk management products/initiatives for the greater good of the membership.

Application:

NCR will issue grants on a matching basis, from \$1,000 up to \$25,000 per grant per district, not to exceed \$250k total per year, for any function related to risk management subject to approval from the Underwriting/Member Services Committee. The district must be in compliance with their safety inspections and have all high priority issues addressed, or their matching grant request must address an outstanding high priority issue. Grant monies are not eligible for general maintenance or mandated costs.

Eligibility Requirements:

- NCR member for minimum of 1 year (eligible in year 2)
- Only 1 grant per district per program year
- Completed loss control safety inspection and addressed high priority issues
- Current on all NCR program contributions
- District must be able to fund amount requested to be matched
- Willing to report back to the Authority on the pros and cons and provide a recommendation based on trial experience
- Previously purchased items may eligible for grant funds if purchased no more than 90 days prior to date application received by Manager

Applications may be submitted at any time and will be presented and reviewed by the Underwriting/Member Services Committee at their quarterly meetings. If grant is approved, funds will be allocated out of the program year in which the Manager receives the application from the District. Refer to the meetings tab for schedule.

Maximum per Grant Limits

District Lottery ADA	1-4 year Members	5-9 year Members	10+ year Members
1 - 5,000	1k	5k	10k



MATCHING GRANT PROGRAM

Northern California ReLIEF is excited to announce a new member resource for participating districts! In an effort to encourage and assist members in the pursuit of managing risk more effectively, the Board of Directors has allocated \$250,000 for a *Matching Grant Program*.

Under this program, eligible districts can receive up to \$25,000 to offset the cost of any new products or services designed to prevent property or liability claims. Grant monies are not eligible for general maintenance or mandated costs. All grants are subject to review and authorization by the Underwriting/Member Services Committee.

Maximum Grant Limits

District Lottery ADA	1-4 year Members	5-9 year Members	10+ year Members
1 – 5,000	1k	5k	10k
5,001 – 20,000	5k	10k	15k
20,001 – 35,000	10k	15k	20k
35,001+	15k	20k	25k

Eligibility Requirements:

- NCR member for minimum of 1 year (eligible in year 2)
- 1 grant per district per program year
- Compliant with program safety policies
- Current on all program contributions
- *District must be able to fund amount requested to be matched*

How Can I Apply for a Grant?

It's easy! Fill out the application located on the NCR website at www.norcalrelief.org & email to NCR Assistant JPA Manager Leslie Delozier ldelozier@keen.com. Applications may be submitted at any time & will be presented and reviewed by the Underwriting/Member Services Committee at their quarterly meetings. Refer to NCR website for meeting schedule.

Northern California Regional Liability Excess Fund

"Leading the way in risk management services for northern California schools."

P.O. Box 4328

Torrance, California 90510

www.norcalrelief.org



Matching Grant Program Application

1) Provide contact information of person who performs the risk management functions at district:

Name:	
District Name:	
Address:	
Telephone #:	
Fax #:	
E-mail Address:	

2) Provide District Lottery ADA:

3) Amount applying for:

4) Attach a one page typed proposal addressing the questions below:

- a) Name and purpose of Risk Management Initiative
- b) Describe how you would implement product/program, including timeline.
- c) Explain how this could benefit your district and ultimately the NCR membership as a whole.
- d) Provide any other information you feel the Committee should know in consideration of grant request.
- e) Confirm your willingness and commitment to report back to the Authority on the pros and cons.
- f) Attach any loss history in the NCR layer that correlates to the initiative request.

Note: If grant approved, submit the following within 365 days from Underwriting/Member Services Committee approval:

- Receipt of purchase
- Receipt of payment
- Completed Matching Grant Reimbursement Form

Submit documents to: Leslie Delozier, ReLiEF, P.O. Box 4328, Torrance, CA 90510

I have completed the application to the best of my knowledge & will comply with all requirements of the Program:

Name & Title:	
Date:	
Signature:	



MATCHING GRANT REIMBURSEMENT FORM

DISTRICT: _____
 ADDRESS: _____

DATE	AMOUNT
TOTAL:	\$0.00

Please attach copy of purchase receipt(s) and payment receipt(s). Request for reimbursement must be received within 365 days of approval by the NCR Underwriting/Member Services Committee.
 Grant check will be issued to the district/JPA within 30 days after completed reimbursement form is received.
 If payment receipt(s) not attached, a check will not be issued.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Email, Fax, or Mail Completed Reimbursement Form along with Receipt(s) to:

Leslie Delozier
Keenan & Associates
P.O. Box 4328
Torrance, CA 90510
Fax: 310-212-0300
Email: ldelozier@keenan.com

Manager Only:

Approved Date: _____ Member Lottery ADA: _____ (initial)
 Manager Signature: _____ Amount Eligible & Approved For: _____ (initial)
 Date Reimbursement Form Received: _____

**SETECH to return form with check to Tiana Loyd for mailing