

## FY24 MIIA Automated Risk Management Grant Application

For FY24, MIIA will celebrate its 22<sup>nd</sup> year of the MIIA Risk Management Grant Program. This successful program provides members with resources and financial support to pursue important risk management initiatives and priorities. Each year we strive to establish and maintain a baseline of safety culture and risk management practice across the membership. **This year's focus will be on property and cybersecurity.** The Grant program is funded at one million dollars and is designed to support members who successfully demonstrate a commitment to a safety culture and risk management through participation in MIIA's Training and Rewards programs.

This year we are implementing some changes targeting efficiency and prompter awarding of grants. **Our plan is to begin an expedited review process providing bi-weekly grant review and approval until the million dollar funding is exhausted. Review will begin August 4th.** The goal is to streamline the review process enabling faster distribution of funds.

### GROUND RULES

- As in prior years, review your grant submission with your risk manager for approval prior to submission. The support of your risk manager is a critical element in this process.
- This is a competitive grant program. The highest consideration will be given to high priority areas of program-wide risk as well as individual focus areas as part of an individual member's Action or Service Plan. MIIA-wide focus areas this year include:
  - **Property – Facilities Management (See list of grant options)**
  - **Cybersecurity**
- In the grant application, be sure to articulate how the grant request supports a specific risk management priority as identified by your Safety Committee or as part of your continuing risk efforts.

### GRANT FOCUS

**Facility management** The FY24 grant continues to focus heavily on facility management, preventive maintenance especially water line inspection and replacement, installation of heating/insulation equipment and prevention of property losses. Please note: several of these grant opportunities provide valuable and proactive maintenance funding options. Additional grant priorities include mitigation of cyber risk exposures and individualized members' loss experience, which continue to have a significant impact on MIIA financial results.

Deadline for submissions is May 14, 2024 or when grant funding is exhausted.

## GRANT ELIGIBILITY

MIIA members can apply for a grant or grants totaling a maximum of \$10,000 per municipal entity. Total funding for this grant is \$1,000,000.

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: police and fire safety equipment is not eligible because it's covered under 111F.
3. Grant must be for a service/equipment related to a potential covered loss.
4. Grants can't be retroactive for a completed or in process activity or for equipment previously purchased.
5. MIIA funded portion of grant projects must be completed and invoices submitted to MIIA by May 14, 2024.
6. Grant funds must only be used to purchase items identified in the grant application.
7. All grant-eligible estimates and invoices must be from a US-based company. We are unable to accept foreign invoices for grant payments.
8. Members are not eligible for the same grant as received the previous year unless pre-approved by Risk Manager. Excluded items include: travel expenses, wages, including overtime, and software annual renewal costs.
9. **Grant invoice(s) must be submitted within 60 days of receipt of your grant approval email.**

## AUTOMATED GRANT SUBMISSION PROCESS

1. Go to [www.emiia.org](http://www.emiia.org) – Click on Quick Link for Grant then click on Grant Application to begin completing the online Risk Management Grant application. (Application must include vendor estimate).
2. Once application is complete, please make sure you upload vendor 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.
3. You will receive an email containing a copy of your completed grant. Download and print to file for your records.
4. Please contact your MIIA Risk Manager, Ana De Carvalho, Risk Management Assistant, [adecarvalho@mma.org](mailto:adecarvalho@mma.org), 774-294-6937 or Lin Chabra at 617-838-5941 (cell) / [lchabra@mma.org](mailto:lchabra@mma.org) with any questions.

Please note that a grant submission does not guarantee a grant award. As applications are approved, members will receive notice of approval or denial. If awarded, a grant summary detailing how this award benefits your municipal entity must be included with final grant invoice.

Deadline for submissions is May 14, 2024 or when grant funding is exhausted.



How will this grant be used to continue or enhance your risk management efforts moving forward?

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MIIA Member \_\_\_\_\_

Contact \_\_\_\_\_ Department \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

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Chief Municipal Officer Signature

\_\_\_\_\_  
Chief Procurement Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Deadline for submissions is May 14, 2024 or when grant funding is exhausted.



# FY24 MIIA GRANT APPLICATION

	Amount Requested	Purpose (Item requested)
<b>Property</b>		
Thermography cameras and moisture meters to assist in identifying hidden and remote areas vulnerable to arctic air intrusion.		
Professional thermographic inspections specifically targeting building envelope and hidden and remote areas with insulation deficiencies and other vulnerabilities.		
Heating tape with adjustable thermostat controls that are designed for process temperature control, freeze up prevention, protection and supplemental heat.		
Other specialty heating scenarios: installation of additional heating and or insulation for pipe freeze up prevention (Example: additional heating units for vestibules, foyers, etc.)		
Insulation upgrade – wet and dry sprinkler systems, plumbing penetrations, envelope vulnerabilities. and any other building deficiencies. (Example: closets, crawl spaces, attics, foyers, vestibules, etc.).		
Boiler room upgrades – CO detectors, shutoff valves, pressure relief valve replacement, external shutoff switches along with service upgrades to sump pumps.		
Professional uninvent inspection and maintenance upgrades.		
Detailed roof inspection by roofing expert or drone inspection vendor. Must include thermographic evaluation. Requires submission of final report of findings.		
Enhanced Dry System Sprinkler (EDSS) Inspection – Third-party vendor must identify pipe sloping, map concerned locations and low-point draining, etc. Please refer to MIIA's EDSS Inspection Guidelines.		
Facilities management preventative maintenance software.		
Facilities management training (Mass. Facilities Administrators Assoc. and others)		
HVAC evaluation – Maintenance and quality control testing and evaluation of HVAC controls and equipment by a licensed contractor.		
Preventive maintenance waterline inspection and replacement by licensed plumber.		
Property loss prevention equipment: flammable storage cabinets, flammable rag disposal containers, grated ceiling vents, lightning mitigation, moisture meters, low and high (in IT rooms) temperature alarms, sprinkler cages, etc.		
<b>Cyber</b>		
Cyber risk prevention – assessments, social engineering training, multi-factor authentication, (initial installation only) software patches, software backup, endpoint detection and response (EDR) and behavior-based malware		
<b>General Liability</b>		
Certified Playground Safety Inspector (CPSI) certification		
Sewer maintenance program related equipment and service		

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<b>Automobile</b>		
Backup cameras		
Dump body alarm indicators		
Fleet maintenance software		
GPS Tracking software		
Height detection sensors		
<b>Law Enforcement Liability</b>		
Cameras: body, dash & CCTV (Must have supporting policy to qualify)		
Law enforcement scenarios simulator		
<b>Public Officials and School Board Liability</b>		
School board liability training and programs		
Leadership Training Matters Program		
MCAD courses for EEO professionals: series of train-the-trainer courses		
<b>Workers Compensation</b>		
Bucket Truck – Self-Rescue or Bail-out Kit (ANSI Z359.4 – 2013)†		
Chainsaw Kit with Duffle Bag – Helmet, Chaps, Gloves, and Vest (Meet applicable ANSI Standards)		
Communication equipment for forestry and DPW		
Confined Space Entry Equipment – tripod/rescue, multi-gas monitor, calibration kit, blower, guardrails†		
Eye Protection (ANSI Z87.1 2020) maximum award \$500		
Ladders (Applicable ANSI standard to type of ladder)		
Lockout/Tagout Kits†		
Personal Fall Protection Equipment (ANSI Z359) System components compatible with-in manufacturer		
QBS behavioral safety (de-escalation strategies targeting assaults, bites, etc. claims)		
Rooftop Guardrail System (permanent or portable) – meet applicable OSHA 29 CFR 1910/1926†		
Safety equipment: manual material handling devices (carts, dollies), hot sticks, hydraulic lift gates, manhole cover lifts, multi gas meters, personal voltage detector, etc.		
Slip-resistant and/or anti-fatigue mats		
Trench Shoring, Shields, or Boxes with Applicable Tabulated Data (RPE stamped)†		
Work zone safety: trailer, cones, measuring wheel, signs, sign stands (does not include message boards) - maximum award \$2,000		

† Must submit standard operating procedure/policy (SOP) and provide proof of training

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June 30, 2023

