

ADOPTED: September 13, 2013

EFFECTIVE: September 13, 2013

REVISED: December 5, 2014; May 5, 2017

SUBJECT: Risk Management Innovation Grant Program

PURPOSE:

Originally, the Risk Management Innovation Grant Program made funds available to Campus members in the Liability and Workers' Compensation programs. At its meeting on March 9, 2017, the Executive Committee reviewed the program's utilization by the campuses and its effectiveness in achieving CSURMA's goals. The Executive Committee determined that funds can be more efficiently utilized for risk management and safety projects at the systemwide level, which can be deliberated best by affinity groups. As such, the Executive Committee approved an amendment to Policy & Procedure No. 21 to replace grant applications from the campuses and thereby consider applications from CSU's affinity groups who have responsibility for workers' compensation, environmental health & safety, risk management, business continuity planning, and emergency preparedness; i.e., CSU WERCS. As is its original intent, the risk management grants may provide funds for specialized training, safety equipment, physical improvements, or other safety related items support the mitigation of risk exposures. Accordingly, this Policy & Procedure No. 21 is amended effective July 1, 2017.

POLICY:

1. Annually, the Program Administrator and Systemwide Risk Management will:
 - a. Propose to the Executive Committee a budget for the Program. (FY 2017/18 Risk Management Grant budget has been approved for \$150,000 total.)
 - b. In collaboration with the applicable affinity groups, review the Liability and Workers' Compensation loss information and other resources to identify patterns and claims which may be preventable with the (1) purchase, replacement or upgrade of physical property; (2) development of specialized training; or (3) development of risk management programs.
 - c. Assist in identifying the focus of the Program for the upcoming fiscal year.
 - d. Draft the Grant Application and recommend a maximum grant amount per Affinity Group.
 - e. Send a memo to all Affinity Groups describing the Program and invite Affinity Groups to apply for a grant by completing the Grant Application.

2. To access funds under the Program, **and previous to** the Affinity Group expending funds, Affinity Group must complete the Grant Application which is to include:
 - a. A description of the proposed risk reduction project.
 - b. The anticipated timeline for completion of the risk reduction project.
 - c. An estimate of the total cost for the proposed risk reduction project.

3. The Program Administrator will review completed Grant Applications, and if found appropriate and consistent with the purpose of the Program, refer the Grant Application to the Executive Committee for approval.
4. The Affinity Group will be expected to complete the proposed risk reduction project within the time period described in the Grant Application. The Executive Committee may rescind the grant if the Affinity Group has not started, or made substantive progress towards completion of the risk reduction project within the timeframe proposed.
5. One hundred percent (100%) of the Affinity Group's risk reduction project costs (up to the maximum grant amount approved for each Affinity Group) may be reimbursed by the Program. The Affinity Group will submit to the Program Administrator the final paid receipt(s) to be used to calculate the program reimbursement amount.
6. After the grant funds are utilized, the Affinity Group will provide a brief report providing information that will assist the Executive Committee in monitoring this program's effectiveness and the merits of future program funds.
7. The Program Administrator and Systemwide Risk Management will work with the Grant Recipients to develop benchmarks to evaluate the success of the program. The Program Administrator and Systemwide Risk Management will also provide guidance to future Grant Recipients based on these historical benchmarks.
8. Submissions:
 - a. Affinity Groups have until one (1) month before the Spring 2018 CSURMA EC/BOD meeting to submit their proposal(s).
 - b. More than one proposal can be awarded.
 - c. If the total amount of approved grants exceeds the amount available, the grants will be distributed on a pro-rate scale.
 - d. If an Affinity Group cannot complete their endeavor without full funding, then they either withdraw the application or present an alternative plan to use approved grant monies. Any unused funds will be retained by CSURMA.
 - e. If an Affinity Group presents more than one proposal, they need to prioritize the submissions.