



Matching Grant Program Guidelines

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 (i.e. if district is awarded a \$1,000 grant, district must spend \$2,000 to receive the full \$1,000 grant).
- Grants can be issued from \$1,000 up to \$25,000 per district depending on lottery ADA and years of membership within NCR (reference page 3 for grant scale).
- Program funding not to exceed \$250k total per year. Unused program funds will be returned to NCR net position.
- Grants to be used for any function related to risk management NOT for general maintenance or mandated costs (defined on page 3).
- Grants are reviewed and approved by the Underwriting/Member Services Committee.
- Application & Safety Inspection Affidavit received between **October 1st and November 15th** will be entered into a lottery, reviewed in order of selection and awarded funds pending the grant meets the guidelines until funds are exhausted for that program year.

Eligibility Requirements:

- Only 1 grant per district every 3 years
- Submit Signed Affidavit noting loss control safety inspection has been completed in accordance with NCR Policy. If there were any high priority issues noted in report submit pictures with Affidavit showing they have been corrected.
- Complete the Keenan SafeSchools course(s) chosen by the Committee/Manager that correlate to the product or service the grant funds are requested for.
- Current on all NCR program contributions
- District must be able to fund amount requested to be matched
- Previously purchased items may be eligible for grant funds if purchased no more than 90 days prior to date application received by Manager

Reporting Requirements:

- Must provide a qualitative analysis to the Authority within 6 months of implementing the product or service describing what the grant was used for and how it has reduced/prevented losses. The qualitative analysis is to consist of 1-2



paragraphs and will be used by the Authority to track the effectiveness of the program.

Matching Grant Ideas:

- Visitor Control Systems i.e. Raptor, LobbyGuard, etc.
- In Person Staff Trainings:
 - Child Abuse Prevention
 - Concussion Management
- GPS Student ID Cards
- Surveillance cameras/Sonitrol monitoring systems
- District Perimeter Fencing
- Keyless Door Locks/Double Cylinder Door Locks



Nor Cal ReLiEF Maximum per Grant Limits:

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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

***General Maintenance and Mandated Costs:**

Matching Grant Fund not to be used for general maintenance and mandated costs, see below for more detailed information.

Plant Maintenance & Operations: This function is used for expenditures related to activities to keep the physical grounds open, clean, comfortable, and in working condition and to satisfactory state of repair.

General Maintenance – Activities involved with repairing, restoring, or renovating school property, including grounds, buildings, site improvements, building fixtures, and service systems.

Direct charges to the maintenance function may include contracts for repairing, restoring or renovating the grounds, buildings, or equipment including regrading sites and repairing retaining walls, walks, driveways, sprinkler systems, and playground apparatus or equipment; reseeding of lawns; repainting; repairs to or replacement of roofs, walls heating and air-conditioning units, and electrical and plumbing installations; repairs to built-in fixtures; resurfacing and refinishing of floors; movement of movable walls or partitions; and acquisition and replacement of related equipment.

Use for building repairs and renovations that do not meet the LEA’s capitalization threshold.

- Major repair or replacement of plumbing, heating, air-conditioning, electrical, roofing and floor systems
- Exterior and interior painting of school buildings, including a facility that a county office of education is authorized to use pursuant to Education Code sections 17280-17317
- The inspection, sampling, and analysis of building materials
- The encapsulation or removal of materials containing asbestos
- The inspection, identification, sampling, and analysis of building materials to determine the presence of materials containing lead
- Any other maintenance items approved by the State Allocation Board



NCR Matching Grant Program Safety Inspection Affidavit

District Name: _____

When was the District Safety Inspection conducted? _____

Name of Organization Completing the Inspection? _____

Date Report Received? _____

Were there any High Priority Items noted in the report? ____ (please specify) _____

If Yes, submit pictures showing correction of each item noted and specify the date of repair for each item.

As of today's date the undersigned hereby certifies that the above-named District has complied with the NCR Safety Inspection Policy by having an independent safety inspection conducted by a Loss Prevention Specialist and addressed all High Priority items identified in the Safety Inspection report.

Signed on behalf of the District/JPA by: _____

Printed Name: _____

Title: _____ Date: _____



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 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 commitment to report back to the Authority on the pros and cons within 6 months of implementation of product/service.
- f) Attach any loss history in the NCR layer that correlates to the initiative request.

5) Attach **Safety Inspection Affidavit**

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
- Proof of completion of assigned Keenan SafeSchools Course(s), if applicable.

Submit documents to: Leslie Delozier, ReLiEF, P.O. Box 4328, Torrance, CA 90510 or ldelozier@keen.com

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

Name & Title:	
Date:	
Signature:	



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Signed on behalf of the District/JPA by: _____

Printed Name: _____

Title: _____ Date: _____

**Northern California ReLiEF
Matching Grant Program
Activity - 2016/2017 - As of 09/29/2017**

Date	Member Name	District Name	Approved	Reimbursed	Balance	
					Due	Expired
09/30/16	EBSIG	Mission Valley ROP	\$ 10,000.00	\$ --	\$ 10,000.00	\$ --
09/30/16	--	San Leandro USD	15,000.00	15,000.00	--	--
09/30/16	Lodi USD	Lodi USD	20,000.00	20,000.00	--	--
09/30/16	Marin SIA	Nicasio SD	5,944.63	3,064.50	2,880.13	--
09/30/16	Monterey & San Benito Counties P/L JPA	Salinas City Elementary SD	15,000.00	--	15,000.00	--
09/30/16	Monterey & San Benito Counties P/L JPA	San Antonio Union SD	10,000.00	9,787.28	212.72	--
09/30/16	NCSIG	Chico USD	15,000.00	15,000.00	--	--
09/30/16	--	Anderson Union HSD	10,000.00	--	10,000.00	--
09/30/16	--	Mountain Union Elementary SD	3,684.94	1,842.47	1,842.47	--
09/30/16	--	Northern Summit Academy	3,000.00	--	3,000.00	--
09/30/16	--	Southern Trinity Joint USD	10,000.00	--	10,000.00	--
09/30/16	--	Susanville School District	10,000.00	--	10,000.00	--
09/30/16	--	Tulelake Basin Joint USD	10,000.00	--	10,000.00	--
09/30/16	--	Weed Union Elementary SD	10,000.00	7,289.36	2,710.64	--
09/30/16	--	Willits Charter School	2,500.00	2,500.00	--	--
09/30/16	North Coast SIG	Cuddeback Union SD	10,000.00	7,171.83	2,828.17	--
09/30/16	--	Northern Humboldt Union HSD	10,000.00	10,000.00	--	--
09/30/16	--	Rio Dell School District	10,000.00	10,000.00	--	--
09/30/16	OSS	Firebaugh-Las Deltas USD	10,000.00	--	10,000.00	--
09/30/16	--	Fowler USD	10,000.00	5,000.00	5,000.00	--
09/30/16	San Joaquin Co. Schools P&L Ins. Group	Banta Elementary SD	10,000.00	--	10,000.00	--
09/30/16	--	Ripon USD	10,000.00	--	10,000.00	--
09/30/16	SPRIG	Bitterwater-Tully USD	1,000.00	--	1,000.00	--
12/16/16	CCSolano SIA	Benicia USD	10,000.00	10,000.00	--	--
12/16/16	West Contra Costa USD	--	20,000.00	--	20,000.00	--
			\$ 251,129.57	\$ 116,655.44	\$ 134,474.13	--
					2016/2017 Allocation	250,000.00
					2015/2016 Carryover	216,301.57
					2016/2017 Approved	(251,129.57)
					Carry Forward to 2017/2018	\$ 215,172.00

**Northern California ReLiEF
Matching Grant Program
Activity - 2015/2016 - As of 09/29/2017**

Date	Member Name	District Name	Approved	Reimbursed	Balance	
					Due	Expired
09/11/15	EBSIG	Alameda City USD	\$ 15,000.00	\$ --	Expired	\$ 15,000.00
09/11/15	Marin SIA	Reed Union SD	10,000.00	8,466.97	Expired	1,533.03
09/11/15	NCSIG	Mendocino COE	5,000.00	3,878.40	Expired	1,121.60
09/11/15	--	Point Arena Schools	10,000.00	5,774.80	Expired	4,225.20
09/11/15	--	Reeds Creek SD	10,000.00	--	Expired	10,000.00
09/11/15	* --	Scott Valley USD	10,000.00	8,782.00	1,218.00	--
09/11/15	--	Siskiyou UHSD	10,000.00	9,959.17	Expired	40.83
09/11/15	--	Willow Creek SD	10,000.00	1,250.00	Expired	8,750.00
09/11/15	--	Yreka UESD	10,000.00	10,000.00	--	--
09/11/15	North Coast SIG	Arcata SD	10,000.00	10,000.00	--	--
09/11/15	--	Cutten ESD	10,000.00	--	Expired	10,000.00
09/11/15	--	Eureka City Schools	10,000.00	10,000.00	--	--
09/11/15	--	Fortuna UHSD	10,000.00	10,000.00	--	--
09/11/15	--	Freshwater SD	10,000.00	4,881.59	Expired	5,118.41
09/11/15	--	Humboldt COE	10,000.00	10,000.00	--	--
09/11/15	--	Hydesville SD	10,000.00	--	Forfeited	10,000.00
09/11/15	--	Klamath Trinity Jt USD	10,000.00	--	Expired	10,000.00
09/11/15	* --	Pacific Union SD	10,000.00	--	10,000.00	--
09/11/15	* --	Scotia Union SD	10,000.00	7,037.99	2,962.01	--
09/11/15	--	Southern Humboldt USD	10,000.00	--	Expired	10,000.00
09/11/15	OSS	Armona Union ESD	10,000.00	10,000.00	--	--
09/11/15	San Joaquin Co. Schools P&L	Lincoln USD	15,000.00	--	Expired	15,000.00
09/11/15	SIGNAL II	Anderson Valley USD	8,190.00	--	Expired	8,190.00
09/11/15	--	Upper Lake UHSD	10,000.00	--	Expired	10,000.00
09/11/15	SPRIG	San Lorenzo Valley USD	10,000.00	10,000.00	--	--
09/11/15	Washington USD	--	15,000.00	15,000.00	--	--
			\$ 268,190.00	\$ 135,030.92	\$ 14,180.01	118,979.07
					2015/2016 Allocation	250,000.00
					2014/2015 Carryover	115,512.50
					2015/2016 Approved	(268,190.00)
					Carry Forward to 2016/2017	\$ 216,301.57

* Extention - 9/29/17

**Northern California ReLiEF
Matching Grant Program
Activity - 2014/2015**

Date	Member Name	District Name	Approved	Reimbursed	Balance	
					Due	Expired
01/30/15	* CC/Solano SIA	Brentwood Union HSD	\$ 15,000.00	\$ --	\$ Expired	\$ 15,000.00
09/12/14	Central Valley Schools JPA	Hilmar USD	10,000.00	10,000.00	--	--
09/12/14	Central Valley Schools JPA	Winters Jt USD	3,905.00	3,548.93	Expired	356.07
09/12/14	East Bay SIG	Castro Valley USD	15,000.00	11,687.00	Expired	3,313.00
09/12/14	East Bay SIG	Pleasanton USD	15,000.00	15,000.00	--	--
09/12/14	Fremont Un HSD	--	15,000.00	10,894.50	Expired	4,105.50
09/12/14	Manteca USD	--	20,000.00	9,193.55	Expired	10,806.45
09/12/14	Monterey/San Benito	Salinas Union HSD	15,000.00	--	Expired	15,000.00
09/12/14	No Ca SIG	Charter Academy of Redwoods	582.00	582.00	--	--
09/12/14	No Ca SIG	Surprise Valley USD	10,000.00	10,000.00	--	--
09/12/14	No Ca SIG	Yreka Union HSD	10,000.00	10,000.00	--	--
09/12/14	No Ca SIG	Big Springs Union SD	2,897.60	1,448.80	Expired	1,448.80
09/12/14	No Ca SIG	Butte Valley USD	10,000.00	5,032.75	Expired	4,967.25
09/12/14	No Ca SIG	Richmond USD	10,000.00	5,156.28	Expired	4,843.72
09/12/14	No Ca SIG	Mendocino USD	9,083.10	3,279.00	Expired	5,804.10
09/12/14	No Ca SIG	Mountain Valley SD	10,000.00	6,258.62	Expired	3,741.38
09/12/14	Oakland USD	--	20,000.00	--	Expired	20,000.00
09/12/14	Organization of SIS	Kerman USD	10,000.00	10,000.00	--	--
01/30/15	* Organization of SIS	Kingsburg Charter SD	10,000.00	10,000.00	--	--
01/30/15	* Organization of SIS	Los Banos USD	12,925.21	12,925.21	--	--
09/12/14	San Joaquin JPA	San Joaquin COE	15,000.00	15,000.00	--	--
01/30/15	* San Joaquin JPA	Lammersville USD	10,000.00	--	Expired	10,000.00
09/12/14	San Lorenzo USD	--	15,000.00	--	Expired	15,000.00
09/12/14	San Ramon Valley USD	--	20,000.00	20,000.00	--	--
09/12/14	So Pen RIG	Live Oak SD	10,000.00	10,000.00	--	--
			\$ 294,392.91	\$ 180,006.64	\$ --	114,386.27

* Approved 09/12/14 based upon available excess funds.
Districts were notified 01/30/2015.

2014/2015 Allocation	250,000.00
2013/2014 Carryover	45,519.14
2014/2015 Approved	(294,392.91)
Carry Forward to 2015/2016	\$ 115,512.50