



ARCHDIOCESE
OF PORTLAND IN
OREGON

Archdiocesan Insurance Program

M E M O R A N D U M

Date: January 06, 2020

To: Pastors, Pastoral Administrators, Business Managers and Principals

From: Delia Wilson, Director of Property and Risk Management
Diane Woodruff, Risk Management Coordinator

Re: 2020 SAFETY FIRST Grant Program

We are pleased to announce that once again the Archdiocesan Insurance Program will be offering the SAFETY FIRST Grant Program. This program has proven to be very successful and we hope you will take advantage of this exciting opportunity to improve safety at your location.

To encourage safety and loss prevention the program provides a dollar for dollar match incentive. The Archdiocesan Insurance Program funds the SAFETY FIRST Grant program. Each parish, mission and school insured under the Archdiocesan Insurance Program may apply for a matching grant up to \$10,000.00.

2020 Important Updates

In a continued effort to ensure our ability to effectively manage our resources and offer the program, newly revised guidelines for 2020 have been established and are attached. Please pay close attention to the changes and contact Diane Woodruff if you have any questions about the guideline revisions, potential projects or the application process.

Enclosures



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2020 SAFETY FIRST GRANT PROGRAM GUIDELINES

I. Purpose

The SAFETY FIRST Grant Program provides financial assistance to parishes, missions and schools that demonstrate a commitment to safety and loss prevention. The SAFETY FIRST grant program helps fund projects that protect people and property by reducing exposure to risk.

II. Eligibility criteria

1. Each parish, school, mission or other location insured under the Archdiocesan Insurance Program may apply for a SAFETY FIRST matching grant(s).
2. The grant will match funds up to \$10,000.00 for each insured location for one or more approved safety and loss prevention projects. A grantee must be able to fund its share of the cost of the project(s).
3. Accounts receivable with the Archdiocese must be current.
4. Applications must include supporting documentation outlining the detailed scope of the project, the description and purpose of item(s) to be purchased and must include cost estimates from a vendor/contractor for projects requiring services.
5. If you are requesting funds from another source, please provide detailed information on the application.
6. Photographs should be submitted whenever applicable.
7. Applications must include the Pastor's signature and if a school, that of the Principal/President. The signatures affirm the Pastor and Principal's support of the grant application and the parish's or school's ability to fund its share of the project. Further financial information may be requested.

III. Procedures

1. Applications must be submitted to the Risk Management Office by **March 13, 2020**.
2. Applicants will be notified of the decision on their application(s) by **April 10, 2020**.
3. Priority will be given to those projects that are determined to have the greatest opportunity to reduce exposure to risk.
4. **IMPORTANT: ALL** approved projects involving contracted services require that a completed contract and insurance documents be reviewed and approved by the Risk Manager before the start of the project. This requirement applies regardless of the contract amount.
5. SAFETY FIRST Contract forms are available for download from www.archdpdx.org, Select the "Offices" tab on the blue horizontal bar, then select "Risk Management", finally, scroll down to "SAFETY FIRST PROGRAM". This section contains all documents that pertain to the program including the contract, sample insurance documents, payment request forms, guidelines, etc. All forms are electronically fillable.
6. **IMPORTANT** - Projects completed without approval of the Director, and/or fully executed contract or insurance documents will incur a 25% reduction in grant funds. Example:

Matching Grant Funds Awarded	\$10,000.00
Guideline Exceptions -25%	<u>-\$2,500.00</u>
Final Payment amount	\$7,500.00

7. A SAFETY FIRST Grant Payment Request Form, (available on the Property and Risk, Management page at www.archdpdx.org) copies of invoices and proof of payment must be submitted to the Risk Management Office before the grant funds will be distributed to the parish or school.
8. All approved projects must be completed and payment documentation submitted by December 1, 2020. If projects are not fully completed and payment requests are received after December 1, 2020, you will lose your 2020 grant funding. You may request to roll forward your 2020 project into the 2021 Grant Program, if the program is available. A modified application for reconsideration will be required.

Examples of projects eligible for a SAFETY FIRST grant:

- **Fire alarm/detection systems:** installation or upgrades (not monthly service fees)
- **Building:** ADA modifications
- **Electrical systems:** upgrade of systems to meet current code
- **Handrails:** installation of new, repair or upgrade of existing
- **Seismic protection:** strapping of gas water heaters, cost to secure bookcases and file cabinets, purchase and installation of seismic gas shut-off valve on gas lines and any other seismic upgrade.
- **Security improvements:** installation of security systems, security lighting, security glass, security gates and fencing, security door hardware or crash bars, video surveillance equipment, etc.
- **Exterior safety improvements:** damaged parking lot resurfacing/stripping, pothole repairs, lighting, signage, sidewalk installation or replacement
- **Interior safety improvements:** purchase/installation of interior safety lighting, non-slip mats for entry/exit ways, snow and ice melting mats for walkways
- **Health:** purchase of Automated External Defibrillator (AED) units and training
- **Carbon monoxide detection devices:** purchase and installation

Examples of projects **NOT** eligible for a SAFETY FIRST grant:

- **Any project which has already been initiated**
- **Asbestos abatement** - unless required as part of an approved project
- **Seal coating (only) of parking lots**
- **Service contracts**
- **Monthly monitoring fees**
- **Projects that are primarily maintenance (roofing, painting, etc.)**
- **Replacement purchase of, or upgrade to, appliances, kitchens, generators, tools, playground equipment, storage sheds or areas**
- **New building and/or construction, including playgrounds, storage sheds, walkways etc.**
- **Any requests for installation, addition or replacement of bark chips and playground equipment**
- **Purchase of specialty items (i.e. logo floor mats)**
- **Purchase or replacement of worn gym wall pads**
- **Landscaping, tree removal, tree trimming, bark dusting**

If you are unsure about qualification of a project you are considering, please contact our office to discuss your project, before obtaining contractor's estimates or submitting your application. Any questions on the eligibility criteria or procedures for the SAFETY FIRST Grant Program should be referred to Diane Woodruff, (503)233-8360, dwoodruff@archdpdx.org.



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**Archdiocesan Insurance Program
2020 SAFETY FIRST Grant Program Application**

Location Name: _____ Church____ School____ Other____

Address: _____ City/Zip: _____

Project Manager/Contact: _____ Phone: _____

Email: _____ Fax: _____ Cell: _____

Total Project Amount: _____ Amount Requested: _____

(50% of total project amount up to \$10,000)

A SEPARATE APPLICATION AND PROJECT ESTIMATE IS REQUIRED FOR EACH PROJECT.

In detail, describe the project for which funds are requested, attach photographs if applicable.

In detail, explain how completion of the project will enhance safety and security at your location.

Pastor's Signature: _____ Date: _____

Principal or Director's Signature: _____ Date: _____

Risk Manager Approval: _____ Date: _____

For consideration, submit completed application and supporting documentation by **March 13, 2020** to:

SAFETY FIRST Program,

c/o Property and Risk Management Office ♦ 2838 East Burnside St., Portland, OR 97214

Telephone: 503-233-8360 ♦ Fax: 503-234-2903

Email: riskmanagement@archdpdx.org