



## 2019 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. Exceptions may be considered on a case-by-case basis.
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. Photographs should be submitted whenever applicable.
5. Applications must include the Pastor's signature (or that of the Principal/President of an archdiocesan high school). Parish schools submitting an application must have both the Pastor's and Principal's signatures.

The signature(s) affirms the Pastor's and/or 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

Please note that there are important revisions to the guidelines. All revisions are noted below, in **RED** font.

1. Applications must be submitted to the Risk Management Office by **March 09, 2019**.
2. Applicants will be notified of the decision on their application(s) by **April 6, 2019**.
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 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](http://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 fill in.**
6. **IMPORTANT - Projects completed without a fully executed contract and complete 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	<u>\$7,500.00</u>

7. 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.

**NEW FORM - When requesting payment upon completion of an approved project(s), submit a "SAFETY FIRST Grant Payment Request Form", available on the Risk Management Office page, at [www.archdpdx.org](http://www.archdpdx.org). Attach all payment documentation (invoices, copies of payment checks, check stubs and any pertinent receipts. Payment requests submitted without the new Payment Request Form will not be processed.**

8. **All approved projects must be completed and payment documentation submitted by December 1, 2019. If projects are not fully completed and payment requests are received after December 1, 2019, you will lose your 2019 grant funding.**

**You may request to roll forward your 2019 project into the 2020 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, 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
- **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**

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](mailto:dwoodruff@archdpdx.org).



**ARCHDIOCESE  
OF PORTLAND IN  
OREGON**

**Archdiocesan Insurance Program  
2019 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.

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

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Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal or Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Risk Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

For consideration, submit completed application and supporting documentation by **March 9, 2019** to:

SAFETY FIRST Program,

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

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

Email: [riskmanagement@archdpdx.org](mailto:riskmanagement@archdpdx.org)