

Loss Mitigation Expense Application Form

Risk Management & Tort Defense Division
Department of Administration

Purpose & General Provisions:

Effective July 1, 2010, the Risk Management & Tort Defense Division (RMTD) offers loss mitigation expense funds to state agencies and universities for projects, equipment, or training that may reduce the likelihood or severity of future insured auto, aviation, liability, and property claims.

Requirements & Documentation:

There are two types of Loss Mitigation Expenses; Category I Expenses and Category II Expenses. Funds for Category I expenses will be offered by the Risk Management & Tort Defense Division for emergencies where a loss is imminent and/or for emerging risks that may be potentially catastrophic. Approval for Category I Expenses is ongoing as situations arise.

Funds for Category II Expenses will be offered for non-emergency situations and then only after a Risk Management Committee has reviewed the request to determine if is appropriate and applicable. To be eligible for approval for Category II Expense Funds, your agency must sign, date and return this application to Julie Ouzts at RMTD **by May 1st** with an explanation, and include appropriate documentation, as to how the approved expenditure will prevent/mitigate a loss.

If the funding is approved, the agency must:

1. Comply with all appropriate state and federal regulations requesting bids and requiring contracts before the loss mitigation measure(s) commence.
2. Submit an estimate to RMTD for approval before the loss mitigation measure(s) commence.
3. For payment before the fiscal year end, send invoices to RMTD no later than June 1st. RMTD will not transfer funds to state agencies/universities, but will pay contractor and supplier invoices directly.

RMTD Responsibilities:

1. Review loss mitigation expense applications. There will be a committee that will approve or disapprove all applications for Category II expenditures based on risk priorities and fund availability.
2. Notify agencies representatives whether the loss expense application is approved or disapproved within 90 days. If approved, RMTD will establish the amount of the grant.
3. Pay invoices from suppliers.

Contact Julie Ouzts, RMTD, 444-0106 for additional information

(State agency or university name below)	~Application~	
_____ hereby applies for funds under RMTD's Loss Mitigation Expense Program. Please explain how this loss mitigation expense will help prevent/mitigate your agency/university from loss of equipment, or insured auto, aviation, general liability, and/or property losses.		

Additional documentation can be attached, however an explanation must be written above on the application.		
_____	_____	_____
Agency funds available	Signature	Date

<u>RMTD Office use only</u>	
Application approved in amount of \$ _____	Application disapproved _____
Category I funds _____	Category II funds _____
Signature _____	Date _____