

Loss Mitigation Expense Application Form

Risk Management & Tort Defense Division
Department of Administration

Purpose & General Provisions:

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 RMTD 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 it is appropriate and applicable. To be eligible for approval for Category II Expense Funds, your agency must sign, date and return this application to Dave Rau at RMTD **by May 1st** with an explanation, including 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. Send invoices to RMTD no later than June 1st of the fiscal year funds were awarded. 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. A Risk Management Committee will approve or disapprove all applications for Category II expenditures based on significance of risk 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 award.
3. Pay invoices from suppliers.

Contact Dave Rau, RMTD, dave.rau@mt.gov, 444-0106, for additional information.

~Application~

_____ hereby applies for funds under RMTD's Loss Mitigation Expense Program.
(State agency or university name)

Type of Request: Emergency - Category I New Category II Amended Category II

Amount \$ _____

Identify the risk of loss:

Potential range of costs associated with risk of loss (savings): \$ _____

Type of Potential Claim: Aviation Insured Auto Liability Property

Amount requested*: _____ Agency matching funds available: _____

*Please note: any amount requested over \$30,000 is subject to approval by the Office of Budget and Program Planning. If the actual project amount is different than the amount requested, the agency is still responsible for the matching funds stated above.

Provide detailed explanation of how funds will be spent to mitigate the risk of loss:

Additional documentation may be attached; however, explanations ***must*** be written above on the application.

Authorized Signature

Printed Name

Date

Title

Email

RMTD Office use only

Date Application Received: _____ Date Application Reviewed: _____

Application: Approved by: _____ in amount of: _____ Denied

Category I funds: _____ Category II funds: _____

RMTD Signature _____

Date _____

If amount requested is over \$30,000:

DOA Director Signature _____

Date _____

OBPP Director Signature _____

Date _____