

# 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 Julie Ouzts 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 and
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:

4. 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.
5. 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.
6. Pay invoices from suppliers.

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

### ~Application~

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

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.

\_\_\_\_\_  
Agency Signature

\_\_\_\_\_  
Date

**RMTD Office use only**

Date Application Received: \_\_\_\_\_ Date Application Reviewed: \_\_\_\_\_

Application:  Approved by: \_\_\_\_\_ in amount of: \_\_\_\_\_  Denied

Category I funds: \_\_\_\_\_ Category II funds: \_\_\_\_\_

RMTD/Committee Signature \_\_\_\_\_ Date \_\_\_\_\_

If amount requested is over \$30,000:

DOA Director Signature \_\_\_\_\_ Date \_\_\_\_\_

OBPP Director Signature \_\_\_\_\_ Date \_\_\_\_\_