



## 2024-2025 Property Conservation Matching Grant Program Guidelines

We are pleased to announce the launch of the 9th annual  
**Property Conservation Matching Grant Program**

***OBJECTIVE:** To help members purchase items designed to protect insured property from a variety of covered perils.*

### **What is property conservation?**

An organized and managed effort directed toward loss prevention and reduction.

### **Why is a property conservation program important?**

- Loss prevention and reduction affect the frequency and severity of property losses. A property conservation program preserves and protects the physical assets of public agencies.
- Professional public organizations can — and should — manage their property loss prevention/control efforts through the use of available tools and technologies designed to meet the goals of a property conservation program.
- A comprehensive program can play a vital role in protecting agencies from the dangers of unforeseen property loss.

### **Please read this information in its entirety before completing the application:**

- 1) Public Entity Partners will **reimburse up to 50 percent** of the cost of the property conservation-related approved item(s) with a maximum reimbursement based on the Priority Classification matrix rating.
- 2) **Matching grant funds must be used for property loss prevention/control items.**  
*(See participation rules in this document for additional information.)*
- 3) Applicants must currently have **property coverage** with Public Entity Partners.
- 4) Applicants must be in good standing with Public Entity Partners **and in compliance with previous property loss prevention/control recommendations.**



**DEADLINE:** Friday, September 20, 2024 (Close of Business)

**GRANT NOTIFICATION DATE:** Week of October 7, 2024

**ELIGIBILITY:** Available to members which currently have **Property Coverage**. Your expenditure may be made between **July 1, 2023 and April 1, 2025**.

## RULES FOR PARTICIPATION

1. **Applications must be submitted online.** The application is **DATE SENSITIVE** and is subject to available funds.
2. **Matching grant funds must be used for property loss prevention/control items.** Examples include but are not limited to: lightning attenuation (lightning protection) systems, security fencing, infrared thermography, sprinkler head protective cages, security cameras or security lighting, computer network security hardening technologies or devices that are designed to protect computers, computer accessories, servers, or other cyber related member-owned assets (first party exposures) that can be damaged or stolen digitally. Grant funds may also be used for recommended loss prevention/control items identified by property conservation loss control surveys, transformer oil and gas testing recommendations to electric utilities generated by a transformer oil or gas analysis (TOGA) program, and/or deficiencies or maintenance recommendations generated by infrared thermography inspections. Items not eligible include but are not limited to: items subject to general wear and tear or operational items, such as new roofs, new water heaters, etc.
3. A signed **Resolution** or **Motion** (by the appropriate official: mayor or chairman of the board) passed by the governing body of the city/agency **MUST BE** provided. For boards of local government agencies that do not pass resolutions, a **Motion** is attached and may be signed by the appropriate Executive. In addition, also available on our website, please find a “fillable” Model Resolution/Motion, for your convenience.

**NOTE:** If your resolution/motion cannot be approved and signed when your application is ready, you may submit the application only. However, the Resolution/Motion must be sent by November 1, 2024. Since the APPLICATION is date sensitive, it is NOT necessary to submit the application and resolution/motion together. Please note that your grant reimbursement check will not be sent to you until we have received this document.

4. Public Entity Partners will reimburse approved grants for one-half of the paid expenditures (50 percent), up to the maximum funding level for the participant's assigned classification.
5. *If the Grant Committee approves your application, you will be asked to submit proof of payment(s) for your property conservation-related purchased item(s) before we can process your grant check. Invoices alone will NOT be used as proof of payment. **Please see Page 4 for a mandatory checklist of items needed for Grant reimbursement.***

**GRANT CONSIDERATIONS:** Consideration of grants will be based on a variety of issues, such as your entity's risk management practices, loss experience, and availability of funding and submission date.

1. The primary consideration will be the amount of available funding for the fiscal year.
2. Priority will be given to risk exposures noted in the property loss control site surveys, recommendations and/or loss trends, and a history of sound property risk management practices.

Grant funding will depend on the earned property premium from the previous year. You may contact Tahtia Mitchell at Tmitchell@PEpartners.org or 1-800-624-9698 to inquire about your classification.

## **GRANT REIMBURSEMENT CHECKLIST:**

- 1. “Notification of Approval” letter**
- 2. Signed Resolution/Motion**
- 3. Cover sheet listing description of items purchased, quantities, and grand total of all purchases. All receipts must follow in order of cover sheet.**
- 4. Two proofs of payment which must include the following:**
  - 1) CANCELLED check/bank statement OR credit card receipt/credit card statement OR Automated Clearing House (ACH) OR Automated Funds Transfer (AFT)**
  - 2) Copy of invoice OR purchase order (serving as the backup to the cancelled check or credit card receipt). Submitting invoices alone will not be accepted.**

**Forward all receipts/documentation to:**

**Tahtia Mitchell**

**Grant & Scholarship Program**

**[Tmitchell@PEpartners.org](mailto:Tmitchell@PEpartners.org)**

**Fax: 615-371-9212**

**The deadline for us to receive your application and close this program is Friday, September 20, 2024 (close of business). Grant notifications will be distributed the week of October 7, 2024.**

**Only ONE grant application may be approved for each town/city/agency during any given FISCAL YEAR. You may not “roll-over” an application from one fiscal year to another.**

**If approved for a grant, your proof of payment for expenditures must be received in this office by April 1, 2025.**



If you need to know about your classification or if you have additional questions, please contact:

**Tahtia Mitchell**  
**Grant & Scholarship Program**  
Tmitchell@PEpartners.org  
1-800-624-9698

### **Rating Classifications Funding Levels**

**Class I – Up to \$5,000**

**Class II – Up to \$4,000**

**Class III – Up to \$2,500**

**Class IV – Up to \$1,000**

**Class V – Up to \$500**

### **Property Coverage Classification Levels**

**Class I – Total Insured Property Value (TIV) of more than \$50 million**

**Class II – TIV of more than \$20 million and up to \$50 million**

**Class III – TIV of more than \$8 million and up to \$20 million**

**Class IV – TIV of more than \$2 million and up to \$8 million**

**Class V – TIV equal to or less than \$2 million**



**MODEL RESOLUTION  
FOR GOVERNMENTAL ENTITIES**

**A RESOLUTION AUTHORIZING**

\_\_\_\_\_  
**TO PARTICIPATE IN THE  
PROPERTY CONSERVATION MATCHING GRANT PROGRAM**

\* \* \* \* \*

WHEREAS, the citizens of the Town/City of \_\_\_\_\_ have entrusted this administration with the care and custody of city-owned property; and

WHEREAS, all efforts shall be made to protect city-owned property from various perils that may arise for the Town/City of \_\_\_\_\_; and

WHEREAS, Public Entity Partners seeks to encourage members with property coverage to develop and implement a property conservation program by offering the **PROPERTY CONSERVATION MATCHING GRANT PROGRAM**; and

WHEREAS, the Town/City of \_\_\_\_\_ now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN/CITY OF \_\_\_\_\_, TENNESSEE, the following:

SECTION 1. That the Town/City of \_\_\_\_\_ is hereby authorized to submit application for the **PROPERTY CONSERVATION MATCHING GRANT PROGRAM** through the Loss Control Department of Public Entity Partners.

SECTION 2. That the Town/City of \_\_\_\_\_ is further authorized to provide a matching sum for any monies provided by this grant.

Resolved this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder/Clerk/Finance Director



**MODEL MOTION**  
**FOR GOVERNMENTAL ENTITIES**  
**THAT DO NOT UTILIZE RESOLUTIONS**

**A MOTION AUTHORIZING**

\_\_\_\_\_  
**TO PARTICIPATE IN THE**  
**PROPERTY CONSERVATION MATCHING GRANT PROGRAM**

\* \* \* \* \*

WHEREAS, the current administration of the \_\_\_\_\_  
has been entrusted with the care and custody of agency-owned property; and

WHEREAS, all efforts shall be made to protect the agency-owned property from various  
perils that may arise for the \_\_\_\_\_; and

WHEREAS, Public Entity Partners seeks to encourage members with property coverage to  
develop and implement a property conservation program by offering the **PROPERTY  
CONSERVATION MATCHING GRANT PROGRAM**; and

WHEREAS, the \_\_\_\_\_ now seeks to participate in this  
important program.

I, therefore, move that the \_\_\_\_\_ is  
hereby authorized to submit application for the **PROPERTY CONSERVATION  
MATCHING GRANT PROGRAM** through the Loss Control Department of Public  
Entity Partners; and that the \_\_\_\_\_ is further authorized  
to provide a matching sum for any monies provided by this grant.

A motion was made by \_\_\_\_\_ and  
properly seconded, and then passed on by the Board on  
\_\_\_\_\_ day of \_\_\_\_\_ in  
the year of \_\_\_\_\_.

\_\_\_\_\_  
Appropriate Signature