# GOLDEN STATE RISK MANAGEMENT AUTHORITY (GSRMA)
# Risk Management Accreditation Program (RMAP) FY 26-27

The Risk Management Accreditation Program is a Best Practices Program where Members can earn an award of up to 10% of their annual contribution, subject to a maximum of $50,000 per member agency per year for a score less than 10%, and a maximum of $75,000 per member agency per year, when the 10% maximum score is achieved.

This **voluntary** program has been redesigned as a continuous learning improvement initiative. As such, GSRMA staff are committed to assisting Members in loss prevention efforts and will provide a monthly Open Forum to discuss efforts and answer questions before each section of the RMAP is due.

Please review this information before submitting documentation, important dates are included below.
*Members must complete several mandatory qualifications of the RMAP Application, listed below and in the Application itself. Failure to do so will disqualify the Member from the current year's RMAP.
These are:

1. An Annual Policy Review <u>and</u> submitting any necessary changes
2. An Annual Proactive/ Reactive Risk Partnership Meeting with designated Risk Control staff
3. Complete the Actual Payroll Questionnaire
4. Complete the Renewal Questionnaire

Risk Control staff will present all qualified Applications to GSRMA Board of Directors no later than the Board Meeting in May for approval. For budgeting purposes, Members receiving awards will be notified prior to July 1st. To receive distributions, the Member must be in good standing as of July 1 of the 2027-28 coverage year. Awards will only be distributed for coverage lines the Member continues to participate in as of that date.
The Risk Management Accreditation Program is based on a points system.
100 points are needed to be awarded the maximum credit and granted Accreditation using the following formula:
**60- 69 total pts= 1%**
**70- 79 total pts= 4%**
**80- 89 total pts= 5%**
**90- 99 total pts= 7%**
**100+ total pts= 10%**
*Points may be deducted in areas showing no progress based on previous Recommendations Report(s).
GSRMA encourages Members to use the awarded funds to maintain or enhance loss prevention efforts. As an additional incentive to achieving full Accreditation, a drawing will be conducted amongst those Members, and one will receive complimentary attendance for up to two (2) attendees at the Public Agency Risk Management Association (PARMA) Conference.

**RMAP Key Dates:**
July 1- Start of Fiscal Year
Aug. 26- Open Forum #1
Sept. 1- Letter Of Intent Due
Sept. 30- Open Forum #2
Oct. 21-23- GSRMA Conference
Oct. 28- Open Forum #3
Nov. 13- Compliance Documentation Due
Jan. 27- Open Forum #4
Mar. 1- Best Practices Documentation Due

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## Compliance Documentation

Member Agency: ______________________________ Contact Person: ____________________________

Entity Physical Address: ________________________ Entity Mailing Address: ______________________

Contact Phone / E-Mail: ____________________________________

| Focus Area | Rubric | Point Structure |
|---|---|---|
| **Policies/ Procedures** | | |
| Entity's Injury/ Illness Prevention Plan meets Cal- OSHA requirements and is reviewed annually.<br><br>**Upload Titled As: EntityName_IIPP** | Identifies Responsible Party<br>System to Ensure Compliance<br>Method for Communication<br>Procedure for Hazard Assessment<br>Accident/ Exposure Investigation<br>Hazard Correction<br>Training on IIPP<br>Recordkeeping<br>Annual Review/ Updates | .25<br>.25<br>.25<br>.5<br>.5<br>.5<br>.25<br>.25<br>.25<br>**3 Points Possible** |
| Entity's Emergency Action Plan meets Cal- OSHA requirements and is reviewed annually.<br><br>**Upload Titled As: EntityName_EAP** | Procedure for Reporting<br>Evacuation Procedures/ Routes<br>Procedures for Critical Operations<br>Accounting for All Employees<br>Rescue/ Medical Duties<br>Communication/ Contact Persons<br>Training on the EAP<br>Annual Review/ Updates | .5<br>.5<br>If Applicable<br>.5<br>.5<br>.25<br>.5<br>.25<br>**3 Points Possible** |
| Entity's Workplace Violence Prevention Plan includes an Incident Log, meets Cal- OSHA requirements, and is reviewed annually.<br><br>**Upload Titled As: EntityName_WVPP** | Identifies Responsible Party<br>Procedure to Involve Employees<br>Procedure for Reporting<br>Procedure for Responding<br>Corrective Measures<br>Training on WVPP<br>Incident Log<br>Annual Review/ Updates | .25<br>.25<br>.25<br>.5<br>.5<br>.5<br>.5<br>.25<br>**3 Points Possible** |
| Entity has a Return-to-Work Program that includes the Interactive Process.<br><br>**Upload Titled As: EntityName_RTW** | Includes Interactive Process<br>Discusses Modified Work Options<br>Refers to Medical Documentation<br>Includes a No Retaliation Clause<br>Training on RTW Process | 1<br>If Applicable<br>1<br>.5<br>.5<br>**3 Points Possible** |

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|---|---|---|
| Entity has a Purchasing Policy compliant with AB 1234 and includes sections outlined in Rubric.<br>**Upload Titled As: EntityName_Purch** | Expense Reimbursement Guidelines<br>Competitive Bidding Requirement<br>Procedure for Contracting<br>Training on Expense Reimbursement, Conflict of Interest, Gift of Public Funds for all Employees & add'l Training for Managerial Staff, Finance, Board<br>Enforcement | .5<br>1<br>1<br>.25<br>.25<br>**3 Points Possible** |
| Current Federal & State Labor Law Posters are displayed.<br>**Upload Titled As: EntityName_LL1** | Current<br>Displayed in Plain Sight | .5<br>.5<br>**1 Point Possible** |
| **Training and Entity Governance** | | |
| All Employees & Board Members are AB 1825/ SB 1343 compliant.<br>**Upload Titled As: EntityName_LastName** | All Managerial Staff & Board Members (AB 1825)<br>All Employees (SB 1343) | 2<br>2<br>**4 Points Possible** |
| All Managerial Staff & Board Members are AB 1234 and SB 827 compliant.<br>**Upload Titled As: EntityName_LastName** | All Managerial Staff & Board Members (AB 1234)<br>All Fiscal Staff & Board Members (SB 827) | 1<br>1<br>**2 Points Possible** |
| Regular Safety Mtgs (Tailgate Mtgs) conducted to communicate expectations & standards, required by Cal- OSHA.<br>**Upload Titled As: EntityName_Mtgs** | 6+ hrs. of Safety Training(s) for All | 3<br>**3 Points Possible** |
| Entity has reviewed an Annual Policy Review and summarized any changes.<br>**Completed within the Member Portal** | Completed<br>Used Portal to Submit Change | 3<br>2<br>**5 Points Possible**<br>**MANDATORY FIELD** |

Compliance Documentation is due no later than November 13th at the end of business. Resources have been made available for each area within the Member Portal.

This section is worth 30 Points Total. Grading and Recommendation Reports may take several weeks to complete.

*Please Note: After Recommendation Reports are made available, any re-submittal of Round One documents will be final as of Round 2 due date.

If you have any questions, please contact riskcontrol@gsrma.org.

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## Best Practices Documentation

Member Agency: ______________________________ Contact Person: ____________________________

Entity Physical Address: ________________________ Entity Mailing Address: ______________________

Contact Phone / E-Mail: _____________________________________

| Focus Area | Rubric | Point Structure |
|---|---|---|
| **Policies/ Procedures** | | |
| Entity has a Cybersecurity Policy with safeguards for ACH and financial system integrity.<br>**Upload Titled As: EntityName_Cyb** | Controls/ Protections<br>Training/ Monitoring<br>Incident Response | 1<br>1<br>1<br>**3 Points Possible** |
| Entity has a Board Manual and includes sections outlined in Rubric.<br>**Upload Titled As: EntityName_BM** | Bylaws<br>Conflict of Interest<br>Meeting Schedule | 1<br>1<br>1<br>**3 Points Possible** |
| Entity has a Vehicle Policy and includes sections outlined in the Rubric.<br>**Upload Titled As: EntityName_Veh** | Driver Qualification/ Safety Protocols<br>Personal/ Business Use w/ Insurance Req. (if applicable)<br>Reporting Procedure | 1<br>1<br>1<br>**3 Points Possible** |
| Regular Safety Committee Mtgs<br>**Upload Titled As: EntityName_Saf**<br>*Not the same as Safety/ Tailgate Mtgs | Regular Mtg Schedule<br>Notes Issues & Recommendations | 1<br>1<br>**2 Points Possible** |
| Entity has created OR reviewed their Volunteer Resolution within the last 2 years.<br>**Upload Titled As: EntityName_Vol** | Submitted with a date within 2 yrs. | 3<br>**3 Points Possible** |
| If your Entity has filed a WC or GL Claim between 7/1/25- 6/30/26, submit an Accident Investigation Report w/ Hazard Mitigation strategies enacted.<br><br>If no Claim has been filed for the above time period, submit documentation of at least one proactive risk assessment completed.<br>**Upload Titled As: EntityName_WCGL** | Accident Investigation<br>• Hazard Mitigation<br><br>Proactive Risk Assessment Doc.<br>• This could be in the form of an Inspection, a Safety Checklist completed, etc. | 2<br>2<br>OR<br>4<br>**4 Points Possible** |
| Entity has completed the GSRMA Cybersecurity Self-Assessment | Completed | 2<br>**2 Points Possible** |
| Actual Payroll Questionnaire & Renewal Questionnaire were completed. | APQ Completed<br>• By Deadline<br>RQ Completed<br>• By Deadline | 1<br>1<br>1<br>1<br>**4 Points Possible**<br>**MANDATORY FIELD** |

| | | |
|---|---|---|
| Entity has conducted an Annual Proactive/ Reactive Risk Partnership Meeting with Risk Control Staff. | Completed | 6<br>**6 Points Possible**<br>**MANDATORY FIELD** |
| Entity develops a comprehensive written plan to address area(s) of concern (LEEP).<br>**Upload Titled As: EntityName_LEEP** | ***Separate Rubric Attached*** | 40<br>**40 Points Possible** |

Best Practices Documentation is due no later than March 1st at the end of business. Resources have been made available for each area within the Member Portal.

*Please Note: If you want to have initial documents graded for review and the option to resubmit, please turn in documents early. Anything submitted on March 1st will not be eligible for re-submittal.

This section is worth 70 Points Total. Grading and Recommendation Reports may take several weeks to complete. If you have any questions, please contact riskcontrol@gsrma.org.