

2024 PACIF Grant Rules & Guidelines

A program exclusively for VLCT PACIF members

For 2024, the PACIF Board of Directors has provided \$200,000 to help members purchase equipment and make facility improvements that significantly reduce the potential for future workers' compensation, property, auto, or liability insurance claims. Note that the maximum reimbursement level for 2024 has reverted to 50%, as was in place prior to 2022.

Please **read this entire document carefully before completing your 2024 application**. When you understand what equipment and services are eligible, what is not eligible, and specific application requirements, it will save you time and make the grant administration process much more efficient. When considering potential grant application items that are not on the eligible list, members are encouraged to discuss their needs with their PACIF Loss Control Consultant or contact the grant coordinator Lia Gerrish at lgerrish@vlct.org **prior** to submitting the application.

I. APPLICANT ELIGIBILITY AND APPLICATION SCHEDULE

- Applications **will be accepted and considered on a continuous basis from 1/1/2024 through 10/31/2024 or until funds have been exhausted**, whichever comes first. Complete applications will receive an award determination within 4-6 weeks, though typically it is quicker than that.
- We strongly encourage all members to apply as soon as possible within the calendar year. In some years, the program closed early because all available funds were awarded.
- Only current PACIF members may apply.
- Each member is allowed to receive **one grant award each calendar year and can only have one award that is unspent at any one time**. Thus, members with an unused 2023 grant award must seek reimbursement for at least some portion of the unused grant and close it out **before** applying for a new grant.
- Requests from multiple departments must be combined into a single application. Only one application per municipality will be considered.

II. AWARD AMOUNTS AND OPEN RECOMMENDATIONS

Members can receive up to 50% of the quoted cost of qualifying equipment or facility upgrades with a maximum award that is determined by the member's 2024 PACIF contribution as shown here:

2024 PACIF Contribution	Maximum Grant Amount
Up to \$10,000	\$300
\$10,001 to \$20,000	\$500
\$20,001 to \$30,000	\$1,000
\$30,001 to \$50,000	\$1,500
\$50,001 to \$75,000	\$2,500
\$75,001 to \$115,000	\$3,500
\$115,001 and above	\$5,000

- To be eligible for a FULL award, the applicant must have completed:
 - all high level PACIF Loss Control recommendations; and
 - at least 50% of any Loss Control recommendations issued from visits that occurred between January 1, 2022 and the date that your application is received.

- Any member with outstanding high level recommendations will be ineligible for a grant until such time as the recommendations are completed.
- Members with a recommendation completion rate below 50% will see a reduction in their award from 50% to 40% of the eligible (approved) cost. If a member applies and is found to fall into one of these categories, we will contact the member and provide them with an opportunity to address the open recommendation(s) and restore full grant eligibility.
- Applications for equipment, repairs, or services that will correct any open recommendation will be reviewed as if the specific recommendation(s) are closed, considering the items applied for will remediate the open recommendation. Members using this approach should make note of this within the narrative of their application. For example, if a member has two open recommendations keeping their recommendation completion rate below 50% and they choose to apply for items that will close out those open recommendations, the application will be reviewed by the Awards Committee as if their full reimbursement percentage was applicable.
- Recommendations are considered outstanding when the suggested completion date has passed and loss control has not been notified that the item has been addressed. Note that this requirement applies **to all departments or operating units** that are covered by PACIF within a given municipality. Thus, one department that does not complete recommendations can adversely affect the entire member's award potential.
- Members with outstanding recommendations may submit applications that include systems, improvements, and/or equipment that will correct the outstanding recommendation(s). For example, a member that has one outstanding *high priority* recommendation may submit an application that includes equipment, repairs, or services that address that recommendation, and may include other appropriate items as well. This application **would be eligible** for consideration because it addresses an outstanding *high hazard* recommendation that would otherwise render the member ineligible for the program.
- Before applying, please review your recent loss control reports to determine whether recommendations have been addressed. Alternatively, you may contact Lia Gerrish (lgerrish@vlct.org or 800-649-7915 ext. 1983) to obtain copies of these reports to help determine whether your municipality has outstanding recommendations that might affect the grant award amount or program eligibility.

III. ELIGIBLE EQUIPMENT AND SERVICES

The equipment or services being requested in the application must have a legitimate beneficial impact on the member's loss exposure(s). The **primary benefit** of the item must be to reduce the likelihood of a claim and/or significantly improve the municipality's risk management efforts. Equipment must directly reduce the risk of loss for the municipality, its employees, facilities, etc., rather than the general public. Equipment or items that are required for normal business operations or routine operating expenses, code compliance for new construction, or disposable personal protective equipment, are not eligible for this program.

Equipment or items with an ancillary risk management benefit will generally be rejected. To help avoid rejection of the application that includes items with limited claims reduction or risk management benefits, you are encouraged to contact a member of the PACIF Loss Control team or your consultant *for feedback on the eligibility of your request before you submit the application*. The spirit of this program is to help make high-cost items more affordable while ensuring that as many PACIF members as possible can benefit. In all cases, the **total reimbursement request must be at least \$200**.

A. Examples of *eligible* and previously approved requests

- **Rearview back-up cameras** that are designed for a stated type of vehicle and for Vermont's inclement weather. Only one camera per vehicle is eligible, and, at a minimum, the camera must be infrared (for night vision), shock resistant, and waterproof. Installation costs are also eligible for reimbursement. After-market back-up cameras and related installation costs are limited to a maximum *reimbursement* of \$400 per camera installed.
- **Installation of a battery disconnect switch** to "kill" battery power on commercial motor vehicles.
- Portable or installed eye wash stations meeting ANSI Z358.1.

- **Ergonomic patient handling equipment for EMS** such as powered ambulance cots, cot loading systems, stair chairs, and sliding sheets.
- **Ergonomics-focused gear for law enforcement** such as under-clothing duty belt harnesses and external carrier vests designed to transfer the weight of the duty belt from the officer's hips to the shoulders. Gear that does not have demonstrated ergonomic risk reduction value will not be approved.
- **Officer body camera systems** and similar recording devices for law enforcement personnel. The agency must provide a copy of their current Body Worn Camera policy with their application. If a payment plan is established for body cams, reimbursement is available only for the payments made during the same grant year for which the body cams were applied for. Future expenses would not be eligible for reimbursement but could be submitted as part of future grant applications. Data storage costs for camera systems and dashboard cameras or recorders are *not* eligible.
- **Material handling equipment** such as utility cover lifters, hydraulic lift tailgates, truck cranes, cylinder/tank lifters, powered pallet jacks, miscellaneous lifting equipment, fire hose rolling equipment, wheel dollies, and drum grasps (for forklifts).
- **Portable multi-gas meters and other air monitoring equipment for permit-required confined space entry or rescue**, when entry or rescue will be performed by qualified, trained, and properly equipped entrants or rescuers. Tripods, full body harnesses, personnel hoists, and related gear needed for safe operations in permit-required confined spaces are also eligible. Contact us to discuss eligibility.
- **Portable multi-gas meters for indoor ice arena air monitoring** that specifically measures carbon monoxide (CO) and nitrogen dioxide (NO₂). Contact PACIF Loss Control for equipment specifications and vendor recommendations.
- **Infrared reviews of wastewater facility electrical systems** are limited to \$2,000 of reimbursement once every five years, as part of an ongoing preventive maintenance program for electrical distribution equipment. Such services must target high voltage/demand electrical equipment. Contact PACIF Loss Control for more information and vendor recommendations.
- **Bollards** to protect above-ground fuel storage tanks, insured structures, garage door openings, etc.
- **MUTCD compliant traffic control and work zone safety equipment** such as sign packages, portable traffic lights, stop/slow paddles, cones, barrels, work zone intrusion alarms/warning systems, and barricades. Please see the first bullet item in Section V about preferred pricing and the State of Vermont contract pricing for these items.
- **Portable light towers** for work zone and flagger station illumination for both highway and emergency response operations. These lighting units are only eligible when: 1) they provide down-lighting or are on light stanchions, 2) the stanchion height is no less than 12 feet, and 3) the light output is no less than 19,200 lumens. Ground level illumination is typically not eligible. Please contact PACIF Loss Control if you need assistance finding a vendor for this equipment.
- **General safety equipment** such as flammable liquids cabinets; oily waste/shop rag containers; spill containment pallets; and equipment related to lockout/tagout, fall protection, and machine guarding.
- **Specific personal protective equipment (PPE):** chain saw chaps and forestry helmets; welding helmets, leathers, and gloves; ballistic vests; high performance shooting range hearing protection (check with loss control before applying); ANSI Class 2 vests; and other Class 2 and Class 3 high visibility outerwear. See section III B for examples of PPE that are *not* eligible for the program.
- **Rescue Litter Packages** for narrow trails and mountain rescue operations are *eligible for a 25% reimbursement*.
- **Turnout gear, SCBA equipment, EMS clothing, and other emergency services protective gear** will only be allowed one time per member through this grant program. No repeat requests for a specific type of emergency services protective gear will be eligible. For example, if turnout jackets and pants are purchased one year, different gear such as helmets, boots, or gloves are eligible for reimbursement in future years, but turnout jackets and pants will not be eligible again. For the purposes of this requirement, turnout gear and EMS "protective gear" are the same. These requests are further limited to a maximum reimbursement of \$1,000, to give more members an opportunity to take advantage of the grant program.

- Ergonomic office equipment such as office chairs, keyboards, adjustable keyboard trays, etc. To qualify for reimbursement, office chairs must have multiple adjustability elements and include the ability to adjust seat height, seat back tilt, and arm rests (if present). Additional preferred (but not required) adjustments include seat pan (in/out) and lumbar support. There is a maximum reimbursement amount of \$300 for each ergonomic office chair. Additionally, requests for ergonomic office equipment must be for an employee's workstation, rather than for general office space or conference rooms.
- Fuel nozzle shutoffs and breakaway hose valves for vehicle fuel systems.
- **Trench protective systems** such as trench boxes, shielding systems, and shoring.
- Video cameras specifically designed for sewer pipeline inspection to prevent sewer backups.
- Centrally monitored building protection and/or security systems such as fire/smoke/heat/security alarm systems and theft deterrents such as job boxes. *Monthly monitoring fees are not eligible.*
- **Theft/vandalism deterrent video surveillance systems for buildings.** Systems must be able to be viewed via the internet or have proof of secure installation (or with the DVR located offsite) to prevent unit theft. Video surveillance systems that record to DVRs only and have no internet access will only be permitted if the member provides supporting evidence that the DVR is secured in a lockbox and cannot be removed from the premises during a burglary.
- **Equipment and/or facility upgrades and/or repairs noted in member-specific PACIF Loss Control recommendations,** except as otherwise prohibited. This includes the cost of professional installation services such as the use of a licensed electrician to address identified electrical hazards or contractor to address facility repairs. In some cases, the Awards Committee may approve partial funding for this type of improvement depending on the nature of the request and the cost to remedy the issue. Building renovations are **not** eligible for reimbursement.
- IT consultation services for **cyber security risk assessments that are clearly focused on identifying and prioritizing vulnerabilities** in network and computer systems, software, backups, general IT practices, etc. *Computers or newer operating systems are not eligible.* These requests are limited to a maximum reimbursement of \$2,000.

B. Examples of *ineligible* requests. Note that this list is not all-inclusive.

✗ Radio communication equipment	✗ ADA compliance retrofitting*
✗ Flashlights, back-up lighting, and strobe lights	✗ Emergency standby generators
✗ Portable gas meters for fire departments	✗ Portable ladders
✗ SpCO (carboxyhemoglobin) meters	✗ Speed bumps
✗ Advance warning signage that is not fully MUTCD compliant	✗ Gloves (except firefighter gloves or puncture-resistant gloves for law enforcement)
✗ Power tools	✗ Central station monitoring fees
✗ Equipment repair	✗ Hard hats
✗ Permanent roadside traffic signage	✗ Automotive jacks and jack stands
✗ Electronic speed advisory signage	✗ First aid kits
✗ Emergency apparatus reflective markings	✗ Thermal imaging cameras
✗ Eye wash replacement solution	✗ PPE (footwear, safety glasses, dust masks, hearing protection, work gloves, etc.)
✗ Automatic emergency defibrillators (AEDs)	✗ Permit fees for renovations
✗ Municipal labor and equipment "charges"	✗ Licensing fees

* ADA compliant pool lifts and work to improve or repair deficient handicap ramps have limited eligibility. Reimbursement is limited to 40% of the cost and subject to other limitations as described in these guidelines. Any work performed in support of repairs to a deficient ramp must include documentation that the improvement fully complies with applicable ADA requirements.

IV. APPLICATION GUIDELINES

Applications will be considered only when they meet the following requirements:

- All applications must contain itemized vendor quotes and supporting information as it pertains to program requirements for all requested items. Use preferred vendors whenever possible, as these will save money. See Section V of this document.
- Summarize the vendor's quote information and write it in the application form. Indicate the cost per item and the number of items requested. If you need additional room to list all items, use the optional Itemization Worksheet.
- Funding applied for or received from any other grant sources must be deducted from the cost of the item(s) requested. The member's **net costs** (after consideration of other grant monies) are still eligible for reimbursement.
- In the application, explain why individual items are needed and how they will aid in reducing the frequency and/or severity of workers' compensation, property, auto, or liability insurance claims. This justification is part of the committee review process, so it is important to provide thoughtful comments – particularly if the request is not on the list of eligible or previously approved items.
- All applications **must be signed by a senior municipal official**: mayor, municipal manager/administrator, selectperson, or trustee. **Department heads are not** senior municipal officials.
- All documents must be legible. Applications may be handwritten or completed electronically after downloading the 2024 PACIF grant application form from www.vlct.org/resource/pacif-grants. Electronic submissions are strongly encouraged.
- We encourage you to use the Application Checklist (Section VII) to help determine whether you are submitting a complete application. When in doubt, call us with questions **before** compiling your application.
- Applications are accepted on a first-come, first-served basis. Only completed applications will be eligible for awards. **There is no guarantee that a grant will be awarded or fully funded.** The Awards Committee reserves the right to reject or modify awards based on available funding and the individual merits of each application. High priced quotes will be subject to extra review and even if eligible may only receive a partial award. Thus, members should make every effort to use preferred or State Contract pricing whenever possible – or obtain multiple competitive quotes when not using a State contract or a preferred vendor.
- All applicants will receive an email containing either an award letter or a rejection letter indicating why the application was rejected in whole or in part.

V. VENDOR QUOTES AND SUPPORTING INFORMATION

Applications must include actual copies of the vendor quotes with costs itemized. Illustrated product literature must also be included to provide a clear visual representation and description of each item and to confirm that each item **meets applicable performance standards**. We must clearly understand what you intend to purchase.

- PACIF has identified preferred pricing and vendors and has also noted relevant State contracts (available to municipalities) for a variety of equipment (e.g., sign packages, cones, barricades, barrels, emergency scene lighting, and ice arena multi-gas meters). Go directly to [our online list of preferred vendors](#) for grant purchases or use the link to it from [the PACIF Grants webpage](#). To make more funds available to more members, applicants **must** use these suppliers whenever they exist. As we identify additional vendors who offer preferred pricing on eligible items, we will add their information to our preferred vendor webpage. Please contact Lia Gerrish at lgerrish@vlct.org or (802) 262-1983 if you have any questions about preferred vendors or trouble navigating the State website.
- We encourage you to include shipping costs as part of your grant request. To do that, make sure your vendor includes a shipping cost estimate in the quote you submit with your application and make sure you specify the shipping cost in the application.
- The cost of professional installation of equipment is eligible. It is crucial that you obtain a quote or estimate of these costs in advance and include that information in your application.

- Requested equipment, PPE, and related items must meet applicable ANSI, ASTM, NFPA, or other performance standards. Product literature must be included with the application to provide documentation that the requested equipment or items meet applicable codes or standards. For example:
 - Retroreflective clothing for highway department personnel must meet ANSI 107-2015 Type R requirements for Class 2, Class 3, or Class E items. Public safety outerwear must meet the ANSI 207-2011 as a minimum, but ANSI 107-2015 Type P garments must be used if available.
 - Eye wash stations must indicate compliance with ANSI Z-358.1-2014 for flow rate.
 - Traffic control and related equipment, signage, etc. must comply with MUTCD 2009.
 - Firefighting and EMS garments and related equipment must comply with the most current edition of NFPA standards (e.g. NFPA 1951, 1971, 1977, and 1999) that apply to the garment's intended use. Gear selection must match intended use and expected exposure.
- If the committee believes the quoted cost is exorbitant, we reserve the right to request an alternative quote for that item or to reduce the award. This can be avoided by each member seeking competitive quotes for all items **before** submitting the application.

VI. OBTAINING REIMBURSEMENT AFTER THE PURCHASE

2024 grant awards are valid for six months from the date of the award letter. After that time, they expire. Unused grants expire immediately if a member leaves PACIF, and the former member will not be eligible for reimbursement unless documentation confirms that the purchases were made while the municipality was still a member of PACIF.

After your municipality has received written confirmation of the grant and has purchased **all** desired qualifying equipment and/or services within the required timeframe, you must provide **proof of purchase and payment** to obtain reimbursement.

- All purchased items must be identical to or of equivalent or superior quality to items that were approved in the application process; otherwise, they may not qualify for reimbursement. Substituting lesser quality items may result in no reimbursement for those items. **If substitutions are contemplated, please contact PACIF prior to making the purchase** to ensure that you can receive the reimbursement amount you are expecting.
- All purchased items must be shipped to/delivered to a municipal office or facility. If an item is delivered to a municipal employee's home or other location, PACIF reserves the right to deny reimbursement.
- The grant program will reimburse up to 50% of the member's final (net) costs, with a maximum reimbursement of \$5,000 for those members that qualify. Monies anticipated or received from other grant sources will be deducted before PACIF calculates its award.
- Awards are made on a "per item" basis: if items are not purchased, reimbursement is not due. Therefore, purchasing fewer items than what was proposed in the application will result in a reduction of your final reimbursement. If actual expenditures on approved items exceed the quoted costs, reimbursement will not exceed 50% of the quoted costs for those items. If the actual purchase costs are less than the quoted costs, the reimbursement will be up to 50% of the actual cost of the items.
- Grant funds not spent on equipment that was in the grant application may not be reallocated to purchase other equipment unless specific approval has been obtained from PACIF in writing.
- To obtain reimbursement, send the following documentation for all items purchased:
 - A clear description of the items purchased with cost per item and shipping costs clearly shown.
 - Vendor invoice(s).
 - Proof of payment in the form of a copy of the cleared check(s) used to pay for equipment and/or services. Ideally, the check(s) should reference the vendor's invoice #.
 - For fire and security systems, include evidence that the system is centrally monitored. For onsite DVR/video surveillance systems, submit evidence that the DVR is securely located.
- Submit the above documentation to Lia Gerrish by email (lgerrish@vlct.org).

- A member that received a grant but **let it expire without use will not be eligible to participate in the subsequent year's grant program.** This is intended to discourage members from tying up funds that could have been awarded and used by another member.

VII. APPLICATION CHECKLIST

Before you send your application, please use the following checklist to help ensure that your application won't encounter administrative snags. This is a tool for you: **do not send it with your application.** If you answer **"No" to any question**, review the application and these guidelines to make sure you qualify for the program and that all requirements have been met — or please contact us for assistance.

Pre-Application Evaluation Checklist	Yes	No
1. Is your municipality currently a PACIF member?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you read all the grant guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are requests for equipment from different municipal departments consolidated into a single application?	<input type="checkbox"/>	<input type="checkbox"/>
4. If a PACIF Grant was awarded to your municipality in 2023, has it been spent, and the reimbursement received?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has your municipality committed any funds for this purchase?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the equipment itemization section of the application have clear item descriptions, including ANSI or other certification data (for PPE), and cost per item information, including the cost of professional installation (if appropriate)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has your municipality addressed all high priority recommendations that it received between 1/1/2022 and the date on which you are applying? It is important to check with all municipal departments, including the volunteer fire department if it is covered by PACIF. If the answer to this question is no, your organization is ineligible for a PACIF grant. Contact Loss Control for guidance and assistance.	<input type="checkbox"/>	<input type="checkbox"/>
8. Has your municipality addressed at least 50% of all loss control recommendations that it received between 1/1/2022 and now? It is important to check with all municipal departments, including the volunteer fire department if it is covered by PACIF. If not, your grant may be reduced from 50% to 40% of the approved cost. Contact Loss Control for guidance and assistance.	<input type="checkbox"/>	<input type="checkbox"/>
9. If any item is not on the list of previously approved items (see Section III A above), have you contacted a member of the PACIF Loss Control team to discuss the item?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you obtained a vendor quote for shipping and included the cost in the application?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you included vendor quotes and product descriptions as part of your application?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the expected reimbursement total more than \$200?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you provided appropriate contact information, including email addresses, in case we need to obtain additional information about the application or requested equipment?	<input type="checkbox"/>	<input type="checkbox"/>
14. Has the application been signed by a senior municipal official (i.e. mayor, municipal manager/administrator, or Selectboard/Trustee member)? Department heads are not senior municipal officials.	<input type="checkbox"/>	<input type="checkbox"/>

We encourage you to discuss your proposed purchases with your PACIF Loss Control Consultant. Additionally, Lia Gerrish is available to answer questions and assist with the application process. She can be reached at 800-649-7915, ext. 1983 or lgerrish@vlct.org.

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