2020 PACIF Grant Rules & Guidelines
A program exclusively for VLCT PACIF members

The PACIF Grant Program is back for 2020, the Board of Directors having again allocated $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.

Please read this entire document carefully before completing your 2020 application. When you understand what equipment and services are eligible, as well as the limitations of the grant and other requirements, we can serve you much more efficiently and effectively. We encourage you to discuss your application and/or equipment needs with your Loss Control Consultant, or to call PACIF Loss Control at 800-649-7915 with questions prior to completing your application.

I. APPLICANT ELIGIBILITY AND APPLICATION SCHEDULE

- New this year: applications will be accepted and considered on a continuous basis from 1/1/2020 through 10/31/2020 or until funds have been exhausted, whichever comes first. Complete applications will receive an award determination within 4-6 weeks.
- Only current PACIF members may apply.
- Each member is allowed to receive only one grant each calendar year.
- Members may not have more than one application open at any one time. Members with an unused 2019 grant award must seek reimbursement for at least some portion of the unused grant 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

Members can receive up to 50% of the quoted cost of qualifying equipment with a maximum award that is determined by the member’s 2020 PACIF contribution as shown here:

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<th>2020 PACIF Contribution</th>
<th>Maximum Grant Amount</th>
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<td>Up to $15,000</td>
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<td>$15,001 to $25,000</td>
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<td>$25,001 to $45,000</td>
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<td>More than $45,000</td>
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- To be eligible for a FULL award, the applicant must have completed:
  ➢ all high priority PACIF Loss Control recommendations; and
  ➢ at least 50 percent of any Loss Control recommendations issued from visits that occurred between January 1, 2018 and the date that your application is received.
- Any member with outstanding high priority recommendations will be ineligible for a grant, while members with a recommendation completion rate below 50 percent will see a reduction in their award from 50 percent to 40 percent 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 eligibility.

- Recommendations are considered outstanding when they have surpassed their suggested completion date. 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.

- 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 Adam Davis (adavis@vlct.org or 800-649-7915 ext. 1921) to obtain copies of these reports or 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, or disposable personal protective equipment, are not eligible for this program. To help avoid rejection of the application when considering equipment with limited claims reduction or risk management benefits, we strongly suggest contacting PACIF Loss Control for feedback on the eligibility of your request.

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. An OEM and factory-installed back-up camera that is part of a new vehicle purchase is eligible for reimbursement up to $800.

- **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** 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.
• 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. Dashboard cameras are not eligible.

• Material handling equipment such as utility cover lifters, hydraulic lifting 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.

• 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.

• 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, workzone intrusion alarms/warning systems, and barricades. Please see the first bullet item in Section V about the State of Vermont contract pricing for these items.

• Portable light towers for workzone 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 and leathers, ballistic vests, ANSI Class 2 vests, and other Class 2 and Class 3 high visibility outerwear. See section III B: Examples of Ineligible Requests for excluded PPE.

• 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 considered to be 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. There is a maximum per item reimbursement amount of $250 for ergonomic office chairs. Additionally, requests for ergonomic office equipment must be for an individual workstation. Requests for office chairs or standing desks for common areas and conference rooms will be denied.

• 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 use of a licensed electrician to address identified electrical hazards. In some cases, the Awards Committee may approve partial funding for this type of improvement depending on the severity of the hazard and the cost to remedy the issue. Building renovation costs are **not** eligible.

• **IT services that are clearly focused on enhancing network and computer system security, encryption, firewalls, etc.** These requests are limited to a maximum reimbursement up to $1,000.

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

- Radio communication equipment
- Flashlights, back-up lighting, and strobe lights
- Portable gas meters for fire departments
- SpCO (carboxyhemoglobin) meters
- Weapons for police officers
- Power tools
- Equipment repair
- Permanent roadside traffic signage
- Electronic speed advisory signage
- Emergency apparatus reflective markings
- Eye wash replacement solution
- Automatic emergency defibrillators (AEDs)
- Gloves (except firefighter gloves or puncture-resistant gloves for law enforcement)
- ADA compliance retrofitting
- Emergency standby generators
- Ladders
- Speed bumps
- Licensing fees
- Central station monitoring fees
- Hard hats
- Automotive jacks and jack stands
- First aid kits
- Thermal imaging cameras
- Disposable PPE (footwear, safety glasses, etc.)
- Permit fees for renovations
- Addressing code issues during renovations
- Mechanics’ tools and vehicle hoists

**IV. APPLICATION GUIDELINES**

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

• All applications must contain itemized vendor quotes and supporting information for all requested items. 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 requests 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 2020 PACIF grant application form from www.vlct.org/resource/pacif-grants. Electronic submissions are encouraged.

We strongly 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.

Applications are accepted on a first come, first served basis. 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.

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 may have preferred pricing or vendor information for certain equipment (e.g. sign packages, cones, barricades, barrels, emergency scene lighting, and ice arena multi-gas meters). For sign packages, barricades, cones, and related items, the State of Vermont Contract often provides the best pricing. For 2020, reimbursements will be limited by this pricing. The main entry page to access this information is www.bgs.vermont.gov/purchasing-contracting/contract-info/current#Highway Materials and Equipment. Please contact us if you have any questions 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.
- 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-358.1-2009 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 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 the member seeking competitive quotes for all items before submitting the application.

VI. OBTAINING REIMBURSEMENT AFTER THE PURCHASE

2020 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 in order 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.

- The grant program will only reimburse up to 50 percent of the member’s final (net) costs. 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 percent 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 percent 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.

- 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 VLCT Attn: Adam Davis by email, fax, or mail.

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

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<tr>
<th>Pre-Application Evaluation Checklist</th>
<th>Yes</th>
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<tbody>
<tr>
<td>1. Is your municipality currently a PACIF member?</td>
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<td>2. Have you read all of the grant guidelines?</td>
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<td>3. Are requests for equipment from different municipal departments consolidated into a single application?</td>
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<td>4. If a PACIF Grant was awarded to your municipality in 2019, has it been spent and the reimbursement received?</td>
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<td>5. Has your municipality committed funds for this purchase?</td>
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<td>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)?</td>
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<td>7. Has your municipality addressed <strong>all high priority recommendations</strong> that it received between 1/1/2018 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.</td>
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<td>8. Has your municipality addressed <strong>at least 50 percent of all loss control recommendations</strong> that it received between 1/1/2018 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 percent to 40 percent of the approved cost. Contact Loss Control for guidance and assistance.</td>
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<td>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?</td>
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<td>10. Have you obtained a vendor quote for shipping and included the cost in the application?</td>
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<td>11. Have you included vendor quotes and product descriptions as part of your application?</td>
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<td>12. Is the expected reimbursement total more than $200?</td>
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<td>13. Have you provided appropriate contact information, including email addresses, in case we need to obtain additional information about the application or requested equipment?</td>
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<td>14. Has the application been signed by a <strong>senior municipal official</strong> (i.e. mayor, municipal manager/administrator, or Selectboard/Trustee member)? <strong>Department heads are not senior municipal officials.</strong></td>
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Above all, feel free to contact us with your questions. We encourage you to discuss your application well before the deadline with your Loss Control Consultant or with Adam Davis (at 800-649-7915, ext. 1921 or adavis@vlct.org).

VLCT PACIF
Attn: Adam Davis
89 Main St., Suite 4
Montpelier, Vermont 05602-2948

Voice: 800-649-7915 or 802-229-9111
Fax: 802-229-2211